

## COVID-19 PREVENTION PLAN FOR SCHOOLS

School Name:	Kempton Literacy Academy
School Address:	740 Kempton St. Spring Valley, CA. 91977
Name of School District, Charter School System or Private School System if Applicable:	La Mesa-Spring Valley School District

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

Describe the school's plans for each of the following elements.

### 1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: [www.lmsvschools.org/KemptonLiteracyAcademy](http://www.lmsvschools.org/KemptonLiteracyAcademy)
  - a. The person responsible to implement and monitor this plan is: [Wendy Newmark 619-668-5870](tel:619-668-5870)
  - b. The school's COVID-19 Liaison for contact with Public Health Services is: [Wendy Newmark, Mia George ext. 4159](tel:415-415-4159)
    - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:  
Information about COVID-19 outbreaks should be reported by the principal or assistant principal to the director of human resources, Jenine Henry, and the program manager for student supports, Jennifer Coronel at the La Mesa-Spring Valley Schools District Office.
    - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
  - c. The school has incorporated the CDPH Guidance for the Use of Face Coverings. See section 3 for more information.
  - d. The school's COVID-19 Prevention Plan is posted at: [www.lmsvschools.org/Kempton](http://www.lmsvschools.org/Kempton). This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
    - i. Each school employee has been provided a copy of this plan via email. Additionally, each school leadership team has developed site-specific procedures that align to this plan. Those procedures will be shared with employees prior to students returning to campus so that each employee is trained in procedures applicable to their duties (e.g. custodial training, campus attendant training, staff meeting training, etc.). All employees will learn about the procedures and protocols required by the COVID-19 prevention plan.
  - e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
    - i. The school site leadership team meets regularly. During school site leadership team meetings, an agenda item will be to review the COVID-19 prevention plan for compliance and any required updates. The principal meets weekly with district leadership to receive information on any updates or changes that might be mandated by local health orders.

- f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. The plan will be updated as needed to prevent further cases.
- g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
- h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.

The district is allowing facility use for outdoor field use only. Field use is scheduled through the City of La Mesa and San Diego County Parks and Recreation. Facility users must adhere to the health order requirements issued by the County of San Diego.

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
- b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- c. Individuals who may not be able to communicate symptoms of illness.

The school has identified how to support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including:

- The review of existing student health plans to identify students who may need additional accommodations
- Surveying families for potentially unknown concerns that may need to be accommodated
- Identification of additional preparations for classroom and non-classroom environments needed for groups that might be at increased risk of becoming infected or having an unrecognized illness. These include individuals who:
  - a. Have limited mobility or require prolonged and close contact with others, such as direct support providers and family members
  - b. Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing
  - c. May not be able to communicate symptoms of illness

5. The schools have reviewed the CDPH Guidance for the Use of Face Coverings and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to:
- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
    - i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in the skin.
    - ii. Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.
    - iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Students must wash hands or use alcohol-based hand sanitizer when entering classrooms, before and after eating, and after using the restroom. Students must wash hands or use alcohol-based hand sanitizer after coughing or sneezing.

7. Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

Handwashing stations will be available to classrooms without a sink.

8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

Students and staff will regularly wash their hands at staggered intervals using a schedule developed by the school to maintain distancing and hygiene. Students must wash hands or use alcohol-based hand sanitizer when entering classrooms, before and after eating, and after using the restroom. Students must wash hands or use alcohol-based hand sanitizer after coughing or sneezing.

9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

The district warehouse will stock all items necessary to support healthy hygiene behaviors.

10. Information contained in the CDPH Guidance for the Use of Face Coverings to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

Students ages 2 and older will be required to wear face coverings at school. There are a number of exemptions to wearing face coverings (refer to 6/18/20 [CDPH health order](#)). Students with a doctor's note will be exempt from wearing face coverings at school. Face coverings will be provided for students who do not or cannot provide their own. Face coverings should be worn for outdoor activities unless students can maintain a distance of at least 6 feet (under supervision), or when eating or drinking. Students in Grades 3 and up must be excluded from school if they are not exempt from wearing a face covering and refuse to wear one provided by the school. A face shield is an acceptable alternative for students 2nd grade or below who are having difficulty wearing the face covering. Schools have developed a protocol to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent any unnecessary exclusions.

11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

Staff will wear face coverings (cloth face mask or face shield) when interacting with students and families, and when interacting with colleagues in situations where physical distancing cannot be accomplished. In limited situations where a face covering cannot be used (i.e. communicating or assisting young children or those with special needs) a face shield can be used in the classroom instead of a cloth face covering while maintaining physical distance from others to the extent practicable. Staff must return to wearing a face covering outside.

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

Employees will be provided with appropriate PPE by the district that includes, but is not limited to, face coverings, face shields and gloves. For employees who require additional PPE measures, PPE like gowns and plexiglass will be provided where appropriate.

13. Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

The district and school will promote that all students and staff be immunized against influenza.

### 3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- a. Teach and reinforce the use of face coverings, or in limited instances, face shields.
- b. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- c. Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

Staff will teach and reinforce the use of face coverings through visuals (signage) and through instruction if required. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Education on the proper donning and removal of face masks is linked here ([Face mask Do's and Don'ts](#); [How to safely wear and take off a cloth face covering](#); [How to wear cloth face coverings](#)), and can be shared with parents, staff, or students as appropriate. If students are exempt from wearing face masks, staff will be informed so that students are not unnecessarily redirected.

15. The school's plans regarding students' use of face coverings include the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Yes, unless exempt**
3rd grade – high school	Yes, unless exempt

\*\* A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance is exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Students ages 2 and older will be required to wear face coverings at school. There are a number of exemptions to wearing face coverings (refer to 6/18/20 [CDPH health order](#)). Students with a doctor's note will be exempt from wearing face coverings at school. Face coverings will be provided for students who do not or cannot provide their own. Face coverings should be worn for outdoor activities unless students can maintain a distance of at least 6 feet (under supervision), or when eating or drinking. Students in Grades 3 and up must be excluded from school if they are not exempt from wearing a face covering and refuse to wear one provided by the school. A face shield is an acceptable alternative for students 2nd grade or below who are having difficulty wearing the face covering. Schools have developed a protocol to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent any unnecessary exclusions.

16. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Staff will wear face coverings when interacting with students and families, and when interacting with colleagues in situations where physical distancing cannot be accomplished. For example, leaving your desk, classroom, etc. means that you may come into contact with someone, so you would need to wear a face covering. Both cloth face masks and face shields will be provided for staff. In limited situations where a face covering cannot be used (i.e. communicating or assisting young children or those with special needs) a face shield with a drape can be used in the classroom instead of a cloth face covering while maintaining physical distance from others to the extent practicable. Staff must return to wearing a face covering outside.

#### 4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:
  - a. Ensuring staff maintains physical distancing from each other is critical to reducing transmission between adults.
  - b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
  - c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
  - d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
  - e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
  - f. Implement procedures for daily symptom monitoring for staff.

To the extent possible, required meetings will continue to be held virtually. In an extenuating circumstance where a virtual IEP or 504 meeting is not possible, a meeting area where attendees can maintain physical distancing and limit numbers of attendees in accordance with local health guidance will be created. The use of and congregation of staff in the staff lounge, and other settings will be minimized. Staff lounges will be configured in a way that provides physical distancing to the maximum extent possible. Outside space may also be utilized. Staff may choose to access the staff lounge as they feel comfortable. Staff meetings will be held virtually.

#### 5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying the use of site resources that necessitate sharing or touching items. For example, consider suspending the use of drinking fountains and instead encourage the use of reusable water bottles.

Sites will ensure that each student has his/her own basic supplies and that those supplies are kept separated from other students' supplies. If other instructional materials are used (e.g., math manipulatives, science experiment materials, etc.) students should be provided individual materials for their use if possible, and the materials should be cleaned between uses. If technology is shared, it must be cleaned between student uses. Classrooms will establish procedures for turning in and passing out papers/materials that consider ways to do so that limits interaction between multiple students. Sites need to consider ways to ensure students are not congregating in the restrooms during the school day or during breaks. Disposable cups will be provided for drinking fountains. It is not permissible to drink directly from drinking fountains.

19. Staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:
  - a. Door handles
  - b. Light switches
  - c. Sink handles
  - d. Bathroom surfaces
  - e. Tables
  - f. Student desks
  - g. Chairs

Cleaning supplies, soap, water and paper towels or wipes. Students or staff may use the provided soap, water, paper towels and wipes. Disinfectants are to be kept out of the reach of students and should only be used by trained staff.

Custodians will clean and disinfect classrooms at the end of each day including, but not limited to:

- Sinks, drinking fountains, sink, and countertops
- Door surface, jambs, and handles
- Light switches
- Sink handles
- Tables
- Student Desks (all items must be removed from desk tops daily)
- Chairs

Custodians will clean and disinfect frequently touched surfaces throughout the day including, but not limited to:

- Door handles
- Light switches
- Sink handles
- Toilet handles
- Bathroom surfaces including paper towel and soap dispensers

Custodians will thoroughly clean, disinfect, and restock supplies at the end of each day. Staff will notify site custodians if there are any cleaning needs during the school day.

Frequently touched surfaces throughout the school will be cleaned and disinfected during the day by custodians.

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support the disinfection of frequently touched surfaces during the day.

Home-to-school and special education transportation will be available to students that would normally receive transportation on the days they attend school in person. Physical distancing between students on the bus will be maximized to the greatest extent possible. After the last student drop-off in the AM and PM, drivers will disinfect the steering wheel, turn signal arms, gearshift, door handles (inside and out), handrails, seats, and any other high touch areas. After the last student drop-off in the PM, the drivers will also conduct their normal end of day bus cleaning.

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

Each student will have his/her own basic supplies and those supplies are kept separated from other students' supplies. If other instructional materials are used (e.g., math manipulatives, science experiment materials, etc.) students should be provided individual materials for their use if possible, and the materials should be cleaned between uses.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.
  - a. To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - b. Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
  - d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

- e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

All products used in the disinfection of hard, non-porous, surfaces in classrooms have been approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N". These products will only be used by properly trained staff members, in accordance with all product use instructions, and stored out of the reach of children.

- 23. Ensure safe and correct application of disinfectant and keep products away from students.

All staff members are required to complete the JPA Germ Management training before using disinfecting products. All disinfectant products will be stored in accordance with product instructions and out of the reach of children.

- 24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
  - a. If opening windows pose a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

The thorough disinfecting of classroom spaces will be scheduled to take place when children are not present. HVAC systems have been programmed to allow operation with doors and windows open so as to increase outside air circulation and filters are replaced at regular intervals, based on unit run time.

- 25. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

The district will ensure all HVAC systems operate in such a way as to deliver the greatest number of fresh air changes feasible, per hour, including programming demand-controlled ventilation parameters to maximize outside air intake per CDPH guidance. Schools are encouraged to leave doors and windows open as feasible, however, teachers may choose to close doors and windows due to individual classroom needs and/or safety and security factors.

- 26. Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Disposable cups will be provided for drinking fountains. It is not permissible to drink directly from drinking fountains.

## 6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.



27. During arrival and departure:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- e. Implement health screenings of students and staff upon arrival at school.
- f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

Morning screening of students includes a visual wellness check and the asking of two questions: "How are you feeling today? Is anyone that lives in your home sick?" Temperatures should also be taken. This screening should be done before students enter classrooms. Staff members must conduct screenings (not volunteers). Students who indicate illness in the home, appear sick, or have a temperature will be sent to the health office for a secondary screening. The health office will make the final determination based upon SDCOE criteria as to whether a student returns to class or is sent home.

All staff should self-screen at home for COVID symptoms. If staff are ill or feeling ill, they should not report to work. Staff with a temperature of 100 degrees or more may not work. If staff are unable to take their temperature at home, a symptom check station will be provided at their place of work to check temperature upon arrival.

Staff will maintain 6 ft of physical distancing from each other. Physical distancing between students will be maximized to the greatest extent possible.

When students arrive at school, they are expected to go to their classroom (either in the classroom if open, or lined up outside). Procedures are in place that minimize contact at school between students, staff, families and the community at the beginning and end of the school day. A staggered arrival may be implemented. The goal is to minimize students interacting outside their classroom group. A staggered dismissal may also be implemented. Procedures are in place that minimize contact at school between students, staff, families and the community at the beginning and end of the school day.

Face coverings will be available to students who forget to bring one from home both on the bus and at school.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
- h. Activities that involve singing must only take place outdoors.
- i. Implement procedures for turning in assignments to minimize contact.
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

To the extent that you are able, keep students in instructional/intervention/IEP groups with the same cohorts that they are in for recess/lunch. If that is not practicable to meet the instructional needs of the students, they can be grouped in a way that best meets their needs. Maximize distancing between students working in small groups, especially if they are working outside of their cohort.

Sites will consider the most effective master schedule to minimize the number of times that students rotate classrooms each day. Sites will consider if a staggered schedule is appropriate to the school's instructional program.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- f. Consider holding recess activities in separated areas designated by class.

Procedures for traffic flow that minimize contact between students have been created and will be monitored to ensure that students are not lingering between classes. Staggered passing periods may be implemented to assist with traffic flow if that meets the needs of the school's instructional program.

Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.

30. For sports and extracurricular activities: (Updated August 3, 2020)

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance on Schools and Cohorting). Activities should take place outside to the maximum extent practicable.
- c. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- d. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- e. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- f. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

Minimum PE minutes are waived, but PE instruction is not. In elementary schools, PE should be emphasized in an asynchronous learning activity (students could keep logs, etc.). For middle schools, please keep the following in mind: Activities should take place outside to the maximum extent practicable. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and only where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people. Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing.

## 7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

31. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

Student belongings will be separated and individually labeled in specified areas for each classroom. Belongings should be taken home each day to be cleaned.

32. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Students will be given, to the extent practicable, their own supplies for use during lessons and play time. If materials are used for more than one group, they will be cleaned between uses.

33. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

Students will use their own devices, clothing, toys, books, games and learning aids to the extent possible. When they share, they will be cleaned and disinfected between uses.

## 8. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

34. Train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. Proper use, removal, and washing of face coverings
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific symptom identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific symptom identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.

All staff will be trained using the LMSV Phase 1: COVID-19 Prevention presentation document, which includes slides with information and a voice recording. This presentation will take place during a staff meeting and the presentation will be shared digitally with all employees for frequent reference. It does include information about sanitation, physical distancing, face coverings, screening practices, how COVID-19 is spread, symptom identification, preventing the spread, employer's plan to follow when children or adults and staff become sick.

35. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.

Training will take place virtually, via Zoom.

## 9. Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

36. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

The school will practice positive messaging with students, staff and families to prevent discrimination against students or families who were diagnosed with COVID-19 or who are perceived to be a COVID-10 risk.

37. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

The school will include messaging in newsletters, the school website, in email and phone messages to promote staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.

38. Implement screening and other procedures for all staff and students entering the facility.

School staff will self-screen for symptoms and temperature prior to beginning their work day. A thermometer and resources for staff members is available on campus. Students will be screened verbally, visually and with a temperature check each day before entering the classroom.

39. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

Parents will be given reminders about symptom checks and temperature at home. Visual wellness checks will be completed, along with checking temperatures, before a student enters a classroom.

40. Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.

Students and staff will report each day if they or anyone in their home is exhibiting COVID-19 symptoms.

41. Make available and encourage use of hand-washing stations or hand sanitizer.

Students will have routines for washing hands frequently. Posters will be posted throughout the school with hand washing reminders. Students will watch a video about proper handwashing. Hand sanitizer will be available in classrooms and throughout the school.

42. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

Jenine Henry, Director of HR, will serve as staff liaison and Jennifer Coronel, Program Manager for Student Supports and liaison for students, and will oversee district tracking and communication with local health officials and families of any exposure to a positive case of COVID-19.

43. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

School staff will work with the district nurse to communicate with parents/caregivers regarding student health history.

44. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other COVID-19 symptoms.

Students and staff will be monitored throughout the day for signs of illness and students and staff will be sent home with a fever.

45. Policies should not penalize students and families for missing class.

Students will not be penalized for missing class.

#### **10. Plan for When a Staff Member, Child or Visitor Becomes Sick**

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

46. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

The school principal will work with district nurses to identify an isolation room or area for anyone who exhibits symptoms of COVID-19.

47. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Any students or staff exhibiting symptoms will be immediately required to wear a face covering and will be required to sit in an isolated area until they can be transported.

48. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

Parents/guardians will be notified if a student is exhibiting symptoms and will be required to come in and pick up the student for care. Employees displaying symptoms will be sent home or will arrange for transportation from a family member or friend.

49. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

For serious injury or illness, 9-1-1 will be called.

50. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found here.

Health officials will be notified of positive cases of COVID-19 by Jennifer Coronel or district nurses.

51. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Areas will be closed off that were used by any individual suspected of being infected with the virus that causes COVID-19. The area will be cleaned and disinfected 24 hours or more after exposure, where possible.

52. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

Staff members and students will be instructed not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved and at least ten days since symptoms first appeared.

53. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

Students, including students with disabilities, will have access to instruction when out of class. Students will be given instructional materials and guidance for completion during their absence, and work will be recorded upon their return. If possible and if opportunities are available, the student will participate in synchronous learning with their class. The teacher will communicate with the family to provide support to the student. The student will also have access to a device and online materials for instruction.

54. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning.

Families and students will have the option for online-only learning, where they can continue to learn remotely.

55. Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

The school and district will implement the necessary processes and protocols when the school has an outbreak, in accordance with the CDPH guidelines with the HR and Student Support liaisons.

56. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

The principal will work with the HR liaison to investigate the COVID-19 illness and exposures to determine if any work-related factors could have contributed to the risk of infection.

57. Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

The principal will work with the HR liaison to prevent further cases using the CDPH guidelines.

## 11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. The school has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

## 12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

59. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

The principal will be in communication with the district about state and local orders and health department notices daily about the transmission in the area or closures to adjust operations accordingly.



60. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps:
- a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
  - c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
  - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
  - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
  - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
  - h. Maintain regular communications with the local public health department.

When a student, teacher or staff member tests positive for COVID-19, the school site principal, district nurse and HR liaison will follow the steps above from the CDPH Framework.

**The following signatures attests that the information provided above is true and correct.**

Signature: Wendy Newmark

Date: October 2, 2020

Name: Wendy Newmark

Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: David Feliciano

Date: October 2, 2020

Name: David Feliciano

Title: Superintendent