



Board Agenda Item #	III F - Action Item
Date:	September 10, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Steven Keskindurk, MSA SA Principal & Maria Rowell, MSA SA Assistant Principal
RE:	MSA SA Elementary Waiver

Proposed Board Motion

I move that the board approve the Magnolia Science Academy Santa Ana Elementary Waiver Application for reopening of the campus in person format for grades TK-6.

Introduction

- This waiver is intended for Magnolia Science Academy Santa Ana Elementary (grades TK-6th) to start face-to face learning once the waiver has been approved by Orange County Public Health Agency. The waiver will allow for on site instruction for grades TK-6 only. We have surveyed our stakeholders and will open in the Hybrid model that was voted on.

Background

- For counties on the monitoring list, CDPH guidance allows a district superintendent of the charter school to apply for a waiver from the local health officer to open an elementary school for in-person instruction.
- This waiver is applicable only for grades TK-6, even if the grade configuration at the school includes additional grades.
- When applying for the waiver, the superintendent must submit to the Orange County Health Officer (OC HO) evidence of (1) consultation with labor and parent organizations and (2) publication of the elementary school reopening plans on their website.
- OC HO will then review the application and reopening plan along with local community epidemiological data, and consults with CDPH when making the determination on whether to grant or deny the waiver.

Analysis (If applicable)

- These Policies were provided by Young, Minney & Corr, LLP and conform to the standards and practices in the latest guidance (i.e., CDPH and Cal-OSHA).

Budget Implications

- MSA-SA’s budget reflects the expenditures foreseen for safe re-opening of the campus in-person format.

Exhibits (attachments):

- MPS Health and Safety Policy for COVID-19
- MPS Injury Illness Prevention Plan (IIPP) Addendum for COVID-19
- Waiver Application

Waiver Application Form
(Use District/School Letterhead & Logo)
(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent):

Name of District/School:

If this is a School District Consolidated Application Yes: No:
(Please list each school on a separate sheet)

School Type: Traditional Public School
 Charter School
 Private, Independent, or Faith-Based School

Number of schools:

Enrollment:

Superintendent (or equivalent) Name:

Address:

Number of students and number of classes per grade proposed to be reopened:

TK K 1st 2nd 3rd 4th 5th 6th

Date of Proposed Reopening:

Name of Person Completing Application:

Phone Number:

Email:

Signature:

Date:

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

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

Parent and Community Organizations

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

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

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

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

- Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

School Website URL where reopening plan and waiver are posted.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California’s Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date



Elementary School Reopening Plans

Magnolia Science Academy Santa Ana, a non-profit public charter school, exists to collaborate with our stakeholders in the education of their students, so that families and students can thrive in every area of their lives. In-person education is a key component to this partnership and it is clear that our families and staff agree. The results of our school survey (approximately 31% of school families responded to the survey) revealed that 82% of our families had a high or very high desire to return to campus. Clearly the majority of our families desire a return to on-campus learning for their students. In conversations with the Pirate Stakeholders, and through survey data, it's also clear that our staff is ready, willing, and excited to return to on-campus learning.

The staff and families of Magnolia Science Academy Santa Ana School desire a return to campus and it is clear that for the majority of our students their social and emotional health is better served through on campus learning. Therefore, in accordance with the guidance set out by CDC and the State of California, we have developed this plan to safely return to campus amidst the health crisis caused by COVID-19.

1) Healthy Environments Cleaning, Disinfection & Ventilation

First and foremost, shared surfaces and items have been minimized to the extent possible. Students will have individual school supplies; individual Chromebooks have been purchased and issued to each student for in-class use and will not be shared. Drinking fountains have been disabled, and students are encouraged to utilize reusable water bottles instead. Where shared surfaces are unavoidable, they will be cleaned by staff members using products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list. "N" and product instructions will be followed. We are currently utilizing Strike Bac, Germicidal Cleaner. We have secured a large supply of this product and contract with various sources to maintain our supply.

Cleaning & Disinfection Schedule

- Our janitors thoroughly clean the campus after every school day and at least twice daily: This includes student desks, chairs, and tables.
- The high touch surfaces in the bathrooms are disinfected by school janitorial staff after each student recess time.
- Classroom door handles, light switches, sinks and faucets are disinfected by the teacher while students are at recess and lunch.
- After each lunch period, the student tables are cleaned and disinfected by lunch supervision staff before the next cohort of students begin lunch.
- All staff members are trained in properly utilizing cleaning and disinfection products according to the label directions and are provided with proper protective equipment as indicated by the Safety Data Sheet.

Ventilation

Classroom doors will be left open whenever possible. Air conditioning filters have been upgraded and the ductwork has been set to draw more outside air into the system increasing the flow of fresh air through the classroom.

(Health and Safety Policy for COVID-19, 6. Routine cleaning and disinfecting, Page 10-12)

2) Split Cohorting

Keeping small stable groups of students together helps limit the potential spread of a virus. Students have been placed in stable classroom cohorts with the same set of students (no more than 15), teacher, and teaching assistant. This group will remain stable with a fixed membership for activities. The traditional rotation schedule of students has been altered. Contact with other groups will be limited by altered schedules that keep groups apart and are intended to prevent possible close contact with other cohorts.

Recess and lunch zones have been established to limit cohort interaction. Lunch will be held outdoors with classroom cohorts. Recess has been divided into zones to further limit the interaction between cohorts. The time of each recess and lunch period is also 15 minutes or less to limit potential exposure time and close contacts.

(Health and Safety Policy for COVID-19, 9. Physical distancing (students), Page 13)

3) Healthy Movement Drop Off, Pickup, & Campus Movement

Magnolia Science Academy Santa Ana does not utilize a student bus system; dropoff and pickup from school is primarily through parent-provided car transportation or walking. In order to align with guidance and promote healthy operations, only students and staff will be allowed on the MSASA campus. With this in mind, we are highly encouraging and will prioritize the direct dropoff/pickup of students from parent cars. This will limit the interaction of adults on campus and the potential for group congregation outside of the school. The school has utilized car dropoff/pickup systems for many years and these systems will continue with modifications to enhance and prioritize health safety.

Dropoff (See our attached Map of traffic flow and drop off areas)

No parents will be allowed on campus. All families will be encouraged to utilize the car dropoff procedure. This procedure keeps parents in their cars; students also remain in cars until directed to exit, staying staggered from other students. Walk-in entrances will have social distancing markers. There will be three entrances to the school campus that are monitored by school staff members. Students will be screened and have their temperature taken as they exit their vehicle or upon arrival at a walk-in entrance.



Students will then proceed directly to their classroom cohort. Staff will be strategically placed around the campus to remind students to proceed directly to their classroom cohort. This procedure will result in students staying socially distanced and remaining in common spaces with other cohort groups for far less than 15 minutes.

Pickup (See our Map of traffic flow and pickup areas)

No parents will be allowed on campus. All families should utilize the car pickup procedure, which has been in place at the school for many years. This procedure keeps parents in their cars and delivers students (by classroom cohort) safely to each car, following social distancing measures. At the end of each school day, classroom cohorts will proceed outside to the designated pickup location, where each cohort has a specific space socially distanced from other household groups while they wait for pickup. Parents are directed to wait in their car in designated pickup lanes. Staff members then radio for students to come to their car when it arrives. Cars are not moved in the parking lanes while students are proceeding to vehicles in order to maintain safety from moving vehicles. Cars are then dismissed in an orderly fashion. Students that may be walking/biking home are then released off campus.

Campus movement

Magnolia Science Academy Santa Ana campus has mostly interior access points for school rooms. These interior areas are large walkways with 15 feet or more of space, allowing for people to pass and maintain social distance. Scheduling for class cohort groups has also been established to avoid the passing of different cohort groups.

Healthy Students and Staff

Healthy students and staff start with keeping people home if they are feeling ill or showing signs of sickness. In order to help mitigate the risk of spreading disease, all students and staff that are experiencing symptoms of illness or have had recent close contact with someone diagnosed with COVID-19, will be asked to stay home. This message is communicated regularly with all stakeholders: staff, students, and parents. (Health and Safety Policy for COVID-19, 8. Physical distancing (staff) and 9. Physical distancing (students), Page 12-15.

4) Face Coverings

Magnolia Science Academy Santa Ana will follow the CDPH's face covering guidance. Students in: *Transitional Kindergarten - 2nd Grade*, are strongly encouraged to wear cloth face coverings. If this is not feasible, they are strongly encouraged to wear a face shield. *Students in 3rd grade-6th*, will be required to wear a cloth face covering. Upon initial arrival to school, if a student does not have a cloth face covering, the school has disposable face coverings that will be provided to the student. Unless exempt from



wearing a face covering, all students will be required to wear the face covering as outlined in the recommendations.

Students who refuse to follow the guidance will not be allowed to participate in on campus learning and will be provided with our distance learning option. Student education is an important part of face covering success. Teachers will spend time at the start of the school year teaching proper technique for putting on/taking off a face covering. Teachers will also remind students throughout the day of the importance of not touching their face. All staff will be required to wear face coverings as per the CDPH guidelines. Staff will be provided with a cloth face covering and they will be provided with a disposable face covering if they forget to bring a cloth face covering. Magnolia Science Academy has secured a large supply of disposable face coverings via OCDE. (Health and Safety Policy for COVID-19, 11. Use of face coverings and 12. Use of gloves and PPE, Page 15-17)

5) Health Screenings

Staff and students will be visually screened for symptoms, have their temperature taken with a no contact thermometer, and verbally asked if they have recently had any symptoms listed by the CDC as possible signs of COVID-19 (a list of symptoms will be posted at all screening points) upon arrival to the campus each day. Students' screening will be done at campus entrances during arrival by designated Covid Team members. Staff screening will be done by the staff member's designated by Covid Team supervisors upon arrival to campus. In the event that a staff member or student develops symptoms while at school, he/she will be immediately separated from others in the designated isolation area, given a face covering if they do not have one or theirs has become contaminated, and sent home immediately.

CDC Symptom List

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

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

(Health and Safety Policy for COVID-19, 2. Wellness Checks and Temperature Screenings, Page 4-7)

6) Hygiene

The daily routine at MSASA has always included a focus on clean hands, with teachers doing hand cleaning breaks between the changing of activities and before/after recess and lunch. This routine and student training has always been, and will remain, a part of the MSASA curriculum. In addition, a large supply of soap and hand sanitizer has been secured. We contract with various supply chain sources to maintain safe healthy operations. Sinks with soap, water, and automatic dryers are readily available throughout campus. Each classroom and common areas have hand sanitizer approved for use against COVID-19. Posters at each sink remind people of proper handwashing technique. Throughout the day, teachers will be reminding students to keep hands clean with handwashing and/or hand sanitizer. They will also be teaching and reinforcing proper technique, such as washing for 20 seconds. In addition to hand washing, MSASA maintains a large supply of disposable gloves and face shields provided by OCDE and what we have already purchased.

(Health and Safety Policy for COVID-19, 5. Sanitizing/hygiene materials and practices, Page 10)

7) Identification and Contact Tracing for Confirmed Cases

The School Principal will be the lead liaison for reporting confirmed cases of COVID-19. The Principal will work in conjunction with the Covid -19 Compliance Team and Home Office COVID team, Administration, and Office Manager to support contact tracing. The first step will be creating a list of exposed students and staff, which will be reported to the Orange County Health Care Agency. Following notification and consultation with the Health Care Agency, the school staff will properly notify persons that have had an exposure. Steven Keskinturk, (TK-12 Grades School Principal) is the main contact person for the local health department.

(Health and Safety Policy for COVID-19, 14. Maintaining Healthy Operations, Page 18)

8) Distancing

All classrooms have removed unnecessary furniture allowing each classroom in grades K-6 to achieve six feet of physical distance between student desks. The main teaching area at the front of the room is also physically distanced by at least six feet from students. In addition to the physical distance, clear protective desk barriers are installed on student desks to further enhance protection in grades TK-2. Each teacher desk is also equipped with clear protective barriers for further protection. The gym will serve as our designated lunch area and assigned individual desks will be present to each classroom cohort and six feet of social distancing will be enforced and monitored by designated staff members, creating a safe space for each student to enjoy lunch outside. The One Way Rule/Travel routes have also been designated throughout

campus to allow appropriate social distancing when staff and classroom cohorts move through the daily routine.

(Health and Safety Policy for COVID-19, 11. Use of face coverings and 12. Use of gloves and PPE, Page 15-17)

9) Maintaining Health

Staff Training and Family Education, which includes testing for COVID-19, Identification and Contact Tracing for Confirmed Cases, Communication Plans & Triggers to Switch to Distance Learning Staff Training and Family Education will be provided. Staff training at MSASA is an ongoing process. We have set designated time during our weekly meetings throughout the year to review practices and procedures as well as provided by Charter Safe. There is also a designated week of training before the start of school with days devoted to reopening the campus following this plan. Staff are also preparing detailed back to school videos to be shared with families in preparation for the start of on-campus learning.

(Health and Safety Policy for COVID-19)

10) Testing for COVID-19

MSASA is fortunate to have COVID-19 testing sites within ten miles of the school location, in addition to the testing available by primary care physicians. Any student or staff that develops COVID-19 symptoms or is exposed to someone with COVID-19, will be directed to contact their primary care physician for testing. If this is not immediately possible, they will be directed to the state website:

<https://covid19.ca.gov/testing-and-treatment/> to locate one of the many testing centers within our local area in order to receive prompt testing.

While waiting for test results, students or staff with COVID-19 symptoms will be asked to remain home and in self-isolation until results are received or the appropriate time frame passes as per the CDC guidance which state:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10* days have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved.

*A limited number of persons with severe illness may produce replication-competent viruses beyond 10 days, that may warrant extending the duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>)



In accordance with the recommendations of the CDPH, staff will be tested periodically on a rotating basis on an every other month schedule to test for asymptomatic infections. Staff will be instructed to seek testing from their primary care physician or a community testing site (Health and Safety Policy for COVID-19, 3. COVID-19 testing and reporting, Page 7)

11) Switch to Distance Learning

Upon returning to campus, our goal is to maintain a healthy environment and operation. However, the safety and health of staff and students remain of paramount importance. Therefore, in consultation with the Orange County Health Care Agency, the school will determine if a physical campus closure is necessary based on school site metrics. A consultation with the OCHCA will take place to determine if a campus closure is necessary if 5% or more of the school population (students, staff, teachers) have positive test results within a 14 day period, or if there are multiple cases across multiple cohorts within the school.

(Health and Safety Policy for COVID-19, 4. Response to suspected or confirmed cases and close contacts, Page 7-10)

12) Communication Plans

Magnolia Science Academy Santa Ana understands that communication is highly important at all times. We continue to communicate our operational and educational plans with our families consistently via our Parent Square App/School Website. MSASA will follow guidance from the CDC and CDPH when it comes to the communication of cases and possible exposure at school, while maintaining privacy as required by HIPPA and FERPA as applicable. Communication will be done electronically, via mail, or over the phone as appropriate.

(Health and Safety Policy for COVID-19, 16. Communications to the Charter School community, Page 19-20)



HEALTH AND SAFETY POLICY FOR COVID-19

It is the policy of Magnolia Public Schools (“Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School is temporarily implementing health and safety measures to mitigate the spread of COVID-19, to be used when the Charter School is allowed to resume in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control, the California Department of Education, the California Department of Public Health, and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The Charter School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

This Policy constitutes the COVID-19 Infection Control Plan for each Charter School worksite. Prior to resuming in-person instruction, the Home Office COVID-19 Response Team shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from the California Department of Public Health (“CDPH”) and this Policy. The following staff member(s) is (are) responsible for implementing this Policy at each campus:

School Name	Staff Members	Phone Number
Magnolia Science Academy-1	Home Office COVID-19 Response Team	213-628-3634
	MSA-1 Compliance Task Force Team	818-609-0507
Magnolia Science Academy-2	Home Office COVID-19 Response Team	213-628-3634
	MSA-2 Compliance Task Force Team	818-758-0300
Magnolia Science Academy-3	Home Office COVID-19 Response Team	213-628-3634
	MSA-3 Compliance Task Force Team	310-637-3806
Magnolia Science Academy-4	Home Office COVID-19 Response Team	213-628-3634
	MSA-4 Compliance Task Force Team	310-473-2464
Magnolia Science Academy-5	Home Office COVID-19 Response Team	213-628-3634
	MSA-5 Compliance Task Force Team	818-705-5676
Magnolia Science Academy-6	Home Office COVID-19 Response Team	213-628-3634
	MSA-6 Compliance Task Force Team	310-842-8555
Magnolia Science Academy-7	Home Office COVID-19 Response Team	213-628-3634
	MSA-7 Compliance Task Force Team	818-886-0585
Magnolia Science Academy-8	Home Office COVID-19 Response Team	213-628-3634
	MSA-8 Compliance Task Force Team	323-826-3925
Magnolia Science Academy-Santa Ana	Home Office COVID-19 Response Team	213-628-3634
	MSA-SA Compliance Task Force Team	714-479-0115
Magnolia Science Academy-San Diego	Home Office COVID-19 Response Team	213-628-3634
	MSA-SD Compliance Task Force Team	619-644-1300
MPS Home Office	Home Office COVID-19 Response Team	213-628-3634

The Charter School offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who would be put at risk by an in-person instructional model once in-person instruction resumes. 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 individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.

1. Limited campus access:

- The Charter School will allow only necessary visitors and volunteers on the Charter School campus and limit the number of students and staff with whom they come into contact.
- The Charter School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support their academic success to the greatest extent possible during exclusion.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their teacher or the principal, respectively, and the Charter School will work with them to ensure that CDC-recommended precautions are followed.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.
- The Charter School will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
 - Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
 - Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Require adults entering campus for in-person pick-up or drop-off to wear a face covering.
 - Provide supervision to disperse student gatherings during school arrival and departure.
 - Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable. The Charter School will ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
 - Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. The Charter School will prioritize minimizing contact between adults at all times.

- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible.
- Implement health screenings of students and staff upon arrival at school (see Section 2).

2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- In-person wellness checks administered under this Policy shall:
 - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:
 - Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose

- Nausea or vomiting
 - Diarrhea
 - Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means being within six feet of someone, unmasked, for more than 15 minutes at one time.
 - Have you traveled outside of the country in the past 14 days?
 - Be conducted safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- *Home Screening (Students)*. Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by local health order or directive.
- *Home Screening (Staff)*. All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.
 - Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
 - If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- *Campus Screening (Students)*. Staff shall actively monitor students for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - Complete an in-person wellness check for signs and symptoms of COVID-19.
 - If student answers “no” to all questions and appears well, student will be

allowed to proceed onto campus

- If the student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.
 - If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; have office staff contact the parent to pick up the student.
- *Campus Screening (Staff and Visitors)*. Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
 - Per San Diego Public Health Order: Ask employees about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Complete temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:
 - If the visitor answers “no” to all questions, he or she may enter the school.
 - If the visitor answers “yes” to any of the questions, he or she may not enter the school.
 - *Bus Screening (Students)*. The bus operator, a staff member or a volunteer shall conduct a wellness check of each student prior to entering the bus, which should include a temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that a student is exhibiting symptoms of COVID-19, the student shall not be permitted to ride.
 - To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.
 - Consult the local county health order to determine whether temperature checks are required.
 - To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
 - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.

- Thermometers must be properly cleaned and disinfected after each use.
- The Charter School will not penalize students and families for missing in-person instruction due to COVID-19.

3. COVID-19 testing and reporting:

- Consistent with CDPH Guidance, the Charter School will implement surveillance testing based on local disease trends periodically, as testing capacity permits and as practicable, and if directed by the local public health order. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
- Provided that doing so is supported by a local public health order, the Charter School expects students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms or if one or more household members or close contacts tested positive for COVID-19.
- In the event of a positive test result:
 - The Charter School requires that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 4 below.
- Follow the process set forth in Section 4 upon receipt of test results.

4. Response to suspected or confirmed cases and close contacts:

- If the event of a suspected COVID-19 case(s):
 - The Charter School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

- In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices:
 - Notify the county public health department immediately by emailing covid19@magnoliapublicschools.org and calling 213-628-3634.
 - Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
 - 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 in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
 - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
 - 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.
 - 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.
 - Maintain regular communications with the local public health department.
 - Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
 - Where stable classroom cohorts have not been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 - A “close contact”¹ is someone who has been within six feet of the person who tested positive for a prolonged period of time (at least 15 minutes)

¹A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19.

regardless of face covering use, or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.

- Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.
 - For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
 - 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.
- Close contacts to confirmed COVID-19 case(s):
 - Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
 - Returning to school after home isolation:
 - Symptomatic individuals who test negative for COVID-19 can return 3 days after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
 - Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset or test date.

- Close contacts to confirmed COVID-19 cases at school can return 14 days from the last date that the case was present at school while infectious.
- Close contacts to confirmed COVID-19 cases at home or outside school can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

5. Sanitizing/hygiene materials and practices:

- The Charter School will develop plans and routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals to avoid congregating in bathrooms.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- If handwashing stations near classrooms are not practicable, and to facilitate use by students and staff as needed, the Charter School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers.)
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

6. Routine cleaning and disinfecting: The Charter School will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

- Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.
- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned and disinfected between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will 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.
 - The Charter School will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Staff shall follow label directions for appropriate dilution rates and contact times.
 - The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards,

remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.

- Drinking fountains will not be used and replacement items (e.g., reusable water bottles) will be used instead.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

7. Facility measures: The Charter School will incorporate CDE guidance for maintaining a healthy facility, to include some or all of the following:

- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
 - The Charter School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

8. Physical distancing (staff): The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between employees, to include some or all of the following:

- The Charter School will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The Charter School will arrange desks and workspaces to create a minimum of six (6) feet between individuals.

- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.

9. Physical distancing (students): The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:

- The Charter School will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The Charter School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher.
- The Charter School will implement measures to maintain physical distancing of six (6) feet between students in the following settings, as practicable. If the Charter School determines that six (6) feet cannot practicably be maintained, the Charter School will document the reasons physical distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students:
 - School bus stops
 - School buses
 - During daily symptom and temperature screening of students
 - While students are entering campus and waiting for their first class to begin
 - During meal periods
 - During recess
 - During passing periods
 - Classrooms and other instructional spaces
 - Restrooms
 - Locker rooms
 - While students are exiting the campus
 - School buses
 - Before- and after-school programs
 - Extracurricular and co-curricular programs

- 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.
 - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
 - Prioritize the use and maximization of outdoor space for activities where practicable.
 - 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.
 - Maximize space between seating and desks. Distance teacher desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six 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.
 - Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- The Charter School will implement measures to maintain physical distancing while students move between classrooms that are easy for students to understand and are developmentally appropriate, including potentially one or more of the following recommendations.
 - Hallways: Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
 - Lockers: Minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.
 - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
 - Libraries: Stagger group use of libraries.
 - Outdoors: Consider holding recess activities in separated areas designated by class.
- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.

- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted indoors.
 - Activities that involve singing must only take place outdoors.
- The Charter School will implement procedures for turning in assignments to minimize contact.
- The Charter School will implement a plan to maintain physical distancing during meals (serving meals in the classroom or outdoors, staggering cafeteria use, etc.). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
- The Charter School will implement appropriate physical distancing measures during physical activities.
 - Playgrounds and Recess: The Charter School will consider holding recess activities in separated areas designated by class and/or staggered throughout the day, and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - Physical Education: The Charter School will consider conducting physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.

10. Physical distancing (buses): The Charter School will incorporate CDE guidance with respect to physical distancing between students on buses (if bus transportation is provided).

- The Charter School will limit the total number of students on each bus. Younger students and students with disabilities will be given highest priority.
- Seats on buses will be marked to require students to provide physical distancing on buses. Seating will be staggered in accordance with CDE guidance.

11. Use of face coverings: The Charter School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Until such time as the statewide order is lifted, all adults must wear a cloth face covering at all times while on campus, except while eating or drinking.

- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Employees should wear a clean face mask to work every day.
- Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction 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.
- The Charter School will post signs regarding the proper use, removal, and washing of face coverings.
- The Charter School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn in public settings with certain limited exceptions.
- All students who are not prevented from doing so by a breathing problem or disability shall wear a clean cloth face covering:
 - While waiting to enter the school campus.
 - In any area outside of the classroom (except when eating or drinking).
 - While leaving school.
 - While waiting for or riding on a school bus.
- Elementary school students in grades TK-2 are strongly encouraged, but are not required, to wear a cloth face covering within their stable classroom cohort. A face shield is an acceptable alternative for children in this cohort who cannot wear a face mask properly.
- Students in grades 3 and above are required use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
- Proper use of cloth face coverings by students will be strictly enforced. The Charter School will exclude from campus who refuses to wear a face mask. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- The Charter School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.

- A cloth face covering or face shield may 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.
- The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.

12. Use of gloves and PPE: The Charter School requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The Charter School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The Charter School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children's reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

13. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The Home Office COVID-19 Response Team or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The Home Office COVID-19 Response Team or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter School will identify additional preparations for classroom and non-classroom

environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:

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

14. Maintaining Healthy Operations: The Charter School will follow San Diego Health and Human Services Agency, Public Health Services (PHS) and CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor on a weekly basis, COVID-19 guidance from CDPH, PHS and the San Diego County Office of Education (SDCOE).
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- 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.
- 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.
- 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.
- 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.

15. Protection of higher risk employees:

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.²
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

16. Communications to the Charter School community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Enhanced sanitation practices
 - Physical distancing requirements and recommendations
 - Proper use, removal and washing of face coverings.
 - Screening practices.
 - How COVID-19 is spread.
 - COVID-19 specific symptom identification.
 - 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.
 - Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention
 - Guidelines for families about when to keep students home from school.
 - Systems for self-reporting symptoms.
 - Criteria and plan to close schools again for physical attendance of students.

² This includes employees with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- The Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- Communications will be targeted to the most vulnerable members of the Charter School community.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

The MPS CEO/Superintendent is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School’s charter petition. The MPS CEO/Superintendent shall provide the Board with regular updates as to actions pursuant to this section.

Waiver Application Form
(Use District/School Letterhead & Logo)
(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): Magnolia Science Academy

Name of District/School: Magnolia Public Schools

If this is a School District Consolidated Application Yes: No:
(Please list each school on a separate sheet)

School Type: Traditional Public School
 Charter School
 Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 292

Superintendent (or equivalent) Name: Alfredo Rubalcava

Address:

2840 W. 1st St.
Santa Ana, CA 92703

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th
5	31	40	43	35	41	40	57

Date of Proposed Reopening: 9/16/2020

Name of Person Completing Application: Steven Keskindurk

Phone Number: (714)479-0115

Email: skeskindurk@magnoliapublicschools.org

Signature:

Date:

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

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

We have No Labor Organizations affiliated

Parent and Community Organizations

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

We have held Town Hall Meeting for all Stakeholders including Staff, Parents, Student, and Community members.

Our Town Hall Dates are provided below: TownHall #1: June 9, 2020, TownHall #2 July 31, 2020,

TownHall #3 August 7, 2020, TownHall #4 August 28, 2020

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

We have held Staff Meeting that specific to Reopening Plans. Staff Meeting Dates are provided below:

May 13, 2020, May 18, 2020, May 26, 2020, Aug 26, 2020

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

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

- Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- School Website URL** where reopening plan and waiver are posted.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date



Elementary School Reopening Plans

Magnolia Science Academy Santa Ana, a non-profit public charter school, exists to collaborate with our stakeholders in the education of their students, so that families and students can thrive in every area of their lives. In-person education is a key component to this partnership and it is clear that our families and staff agree. The results of our school survey (approximately 31% of school families responded to the survey) revealed that 82% of our families had a high or very high desire to return to campus. Clearly the majority of our families desire a return to on-campus learning for their students. In conversations with the Pirate Stakeholders, and through survey data, it's also clear that our staff is ready, willing, and excited to return to on-campus learning.

The staff and families of Magnolia Science Academy Santa Ana School desire a return to campus and it is clear that for the majority of our students their social and emotional health is better served through on campus learning. Therefore, in accordance with the guidance set out by CDC and the State of California, we have developed this plan to safely return to campus amidst the health crisis caused by COVID-19.

1) Healthy Environments Cleaning, Disinfection & Ventilation

First and foremost, shared surfaces and items have been minimized to the extent possible. Students will have individual school supplies; individual Chromebooks have been purchased and issued to each student for in-class use and will not be shared. Drinking fountains have been disabled, and students are encouraged to utilize reusable water bottles instead. Where shared surfaces are unavoidable, they will be cleaned by staff members using products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list. "N" and product instructions will be followed. We are currently utilizing Strike Bac, Germicidal Cleaner. We have secured a large supply of this product and contract with various sources to maintain our supply.

Cleaning & Disinfection Schedule

- Our janitors thoroughly clean the campus after every school day and at least twice daily: This includes student desks, chairs, and tables.
- The high touch surfaces in the bathrooms are disinfected by school janitorial staff after each student recess time.
- Classroom door handles, light switches, sinks and faucets are disinfected by the teacher while students are at recess and lunch.
- After each lunch period, the student tables are cleaned and disinfected by lunch supervision staff before the next cohort of students begin lunch.
- All staff members are trained in properly utilizing cleaning and disinfection products according to the label directions and are provided with proper protective equipment as indicated by the Safety Data Sheet.

Ventilation

Classroom doors will be left open whenever possible. Air conditioning filters have been upgraded and the ductwork has been set to draw more outside air into the system increasing the flow of fresh air through the classroom.

(Health and Safety Policy for COVID-19, 6. Routine cleaning and disinfecting, Page 10-12)

2) Split Cohorting

Keeping small stable groups of students together helps limit the potential spread of a virus. Students have been placed in stable classroom cohorts with the same set of students (no more than 15), teacher, and teaching assistant. This group will remain stable with a fixed membership for activities. The traditional rotation schedule of students has been altered. Contact with other groups will be limited by altered schedules that keep groups apart and are intended to prevent possible close contact with other cohorts.

Recess and lunch zones have been established to limit cohort interaction. Lunch will be held outdoors with classroom cohorts. Recess has been divided into zones to further limit the interaction between cohorts. The time of each recess and lunch period is also 15 minutes or less to limit potential exposure time and close contacts.

(Health and Safety Policy for COVID-19, 9. Physical distancing (students), Page 13)

3) Healthy Movement Drop Off, Pickup, & Campus Movement

Magnolia Science Academy Santa Ana does not utilize a student bus system; dropoff and pickup from school is primarily through parent-provided car transportation or walking. In order to align with guidance and promote healthy operations, only students and staff will be allowed on the MSASA campus. With this in mind, we are highly encouraging and will prioritize the direct dropoff/pickup of students from parent cars. This will limit the interaction of adults on campus and the potential for group congregation outside of the school. The school has utilized car dropoff/pickup systems for many years and these systems will continue with modifications to enhance and prioritize health safety.

Dropoff (See our attached Map of traffic flow and drop off areas)

No parents will be allowed on campus. All families will be encouraged to utilize the car dropoff procedure. This procedure keeps parents in their cars; students also remain in cars until directed to exit, staying staggered from other students. Walk-in entrances will have social distancing markers. There will be three entrances to the school campus that are monitored by school staff members. Students will be screened and have their temperature taken as they exit their vehicle or upon arrival at a walk-in entrance.



Students will then proceed directly to their classroom cohort. Staff will be strategically placed around the campus to remind students to proceed directly to their classroom cohort. This procedure will result in students staying socially distanced and remaining in common spaces with other cohort groups for far less than 15 minutes.

Pickup (See our Map of traffic flow and pickup areas)

No parents will be allowed on campus. All families should utilize the car pickup procedure, which has been in place at the school for many years. This procedure keeps parents in their cars and delivers students (by classroom cohort) safely to each car, following social distancing measures. At the end of each school day, classroom cohorts will proceed outside to the designated pickup location, where each cohort has a specific space socially distanced from other household groups while they wait for pickup. Parents are directed to wait in their car in designated pickup lanes. Staff members then radio for students to come to their car when it arrives. Cars are not moved in the parking lanes while students are proceeding to vehicles in order to maintain safety from moving vehicles. Cars are then dismissed in an orderly fashion. Students that may be walking/biking home are then released off campus.

Campus movement

Magnolia Science Academy Santa Ana campus has mostly interior access points for school rooms. These interior areas are large walkways with 15 feet or more of space, allowing for people to pass and maintain social distance. Scheduling for class cohort groups has also been established to avoid the passing of different cohort groups.

Healthy Students and Staff

Healthy students and staff start with keeping people home if they are feeling ill or showing signs of sickness. In order to help mitigate the risk of spreading disease, all students and staff that are experiencing symptoms of illness or have had recent close contact with someone diagnosed with COVID-19, will be asked to stay home. This message is communicated regularly with all stakeholders: staff, students, and parents. (Health and Safety Policy for COVID-19, 8. Physical distancing (staff) and 9. Physical distancing (students), Page 12-15.

4) Face Coverings

Magnolia Science Academy Santa Ana will follow the CDPH's face covering guidance. Students in: *Transitional Kindergarten - 2nd Grade*, are strongly encouraged to wear cloth face coverings. If this is not feasible, they are strongly encouraged to wear a face shield. *Students in 3rd grade-6th*, will be required to wear a cloth face covering. Upon initial arrival to school, if a student does not have a cloth face covering, the school has disposable face coverings that will be provided to the student. Unless exempt from

wearing a face covering, all students will be required to wear the face covering as outlined in the recommendations.

Students who refuse to follow the guidance will not be allowed to participate in on campus learning and will be provided with our distance learning option. Student education is an important part of face covering success. Teachers will spend time at the start of the school year teaching proper technique for putting on/taking off a face covering. Teachers will also remind students throughout the day of the importance of not touching their face. All staff will be required to wear face coverings as per the CDPH guidelines. Staff will be provided with a cloth face covering and they will be provided with a disposable face covering if they forget to bring a cloth face covering. Magnolia Science Academy has secured a large supply of disposable face coverings via OCDE. (Health and Safety Policy for COVID-19, 11. Use of face coverings and 12. Use of gloves and PPE, Page 15-17)

5) Health Screenings

Staff and students will be visually screened for symptoms, have their temperature taken with a no contact thermometer, and verbally asked if they have recently had any symptoms listed by the CDC as possible signs of COVID-19 (a list of symptoms will be posted at all screening points) upon arrival to the campus each day. Students' screening will be done at campus entrances during arrival by designated Covid Team members. Staff screening will be done by the staff member's designated by Covid Team supervisors upon arrival to campus. In the event that a staff member or student develops symptoms while at school, he/she will be immediately separated from others in the designated isolation area, given a face covering if they do not have one or theirs has become contaminated, and sent home immediately.

CDC Symptom List

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

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

(Health and Safety Policy for COVID-19, 2. Wellness Checks and Temperature Screenings, Page 4-7)

6) Hygiene

The daily routine at MSASA has always included a focus on clean hands, with teachers doing hand cleaning breaks between the changing of activities and before/after recess and lunch. This routine and student training has always been, and will remain, a part of the MSASA curriculum. In addition, a large supply of soap and hand sanitizer has been secured. We contract with various supply chain sources to maintain safe healthy operations. Sinks with soap, water, and automatic dryers are readily available throughout campus. Each classroom and common areas have hand sanitizer approved for use against COVID-19. Posters at each sink remind people of proper handwashing technique. Throughout the day, teachers will be reminding students to keep hands clean with handwashing and/or hand sanitizer. They will also be teaching and reinforcing proper technique, such as washing for 20 seconds. In addition to hand washing, MSASA maintains a large supply of disposable gloves and face shields provided by OCDE and what we have already purchased.

(Health and Safety Policy for COVID-19, 5. Sanitizing/hygiene materials and practices, Page 10)

7) Identification and Contact Tracing for Confirmed Cases

The School Principal will be the lead liaison for reporting confirmed cases of COVID-19. The Principal will work in conjunction with the Covid -19 Compliance Team and Home Office COVID team, Administration, and Office Manager to support contact tracing. The first step will be creating a list of exposed students and staff, which will be reported to the Orange County Health Care Agency. Following notification and consultation with the Health Care Agency, the school staff will properly notify persons that have had an exposure. Steven Keskindurk, (TK-12 Grades School Principal) is the main contact person for the local health department.

(Health and Safety Policy for COVID-19, 14. Maintaining Healthy Operations, Page 18)

8) Distancing

All classrooms have removed unnecessary furniture allowing each classroom in grades K-6 to achieve six feet of physical distance between student desks. The main teaching area at the front of the room is also physically distanced by at least six feet from students. In addition to the physical distance, clear protective desk barriers are installed on student desks to further enhance protection in grades TK-2. Each teacher desk is also equipped with clear protective barriers for further protection. The gym will serve as our designated lunch area and assigned individual desks will be present to each classroom cohort and six feet of social distancing will be enforced and monitored by designated staff members, creating a safe space for each student to enjoy lunch outside. The One Way Rule/Travel routes have also been designated throughout

campus to allow appropriate social distancing when staff and classroom cohorts move through the daily routine.

(Health and Safety Policy for COVID-19, 11. Use of face coverings and 12. Use of gloves and PPE, Page 15-17)

9) Maintaining Health

Staff Training and Family Education, which includes testing for COVID-19, Identification and Contact Tracing for Confirmed Cases, Communication Plans & Triggers to Switch to Distance Learning Staff Training and Family Education will be provided. Staff training at MSASA is an ongoing process. We have set designated time during our weekly meetings throughout the year to review practices and procedures as well as provided by Charter Safe. There is also a designated week of training before the start of school with days devoted to reopening the campus following this plan. Staff are also preparing detailed back to school videos to be shared with families in preparation for the start of on-campus learning.

(Health and Safety Policy for COVID-19)

10) Testing for COVID-19

MSASA is fortunate to have COVID-19 testing sites within ten miles of the school location, in addition to the testing available by primary care physicians. Any student or staff that develops COVID-19 symptoms or is exposed to someone with COVID-19, will be directed to contact their primary care physician for testing. If this is not immediately possible, they will be directed to the state website:

<https://covid19.ca.gov/testing-and-treatment/> to locate one of the many testing centers within our local area in order to receive prompt testing.

While waiting for test results, students or staff with COVID-19 symptoms will be asked to remain home and in self-isolation until results are received or the appropriate time frame passes as per the CDC guidance which state:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10* days have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved.

*A limited number of persons with severe illness may produce replication-competent viruses beyond 10 days, that may warrant extending the duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>)



In accordance with the recommendations of the CDPH, staff will be tested periodically on a rotating basis on an every other month schedule to test for asymptomatic infections. Staff will be instructed to seek testing from their primary care physician or a community testing site (Health and Safety Policy for COVID-19, 3. COVID-19 testing and reporting, Page 7)

11) Switch to Distance Learning

Upon returning to campus, our goal is to maintain a healthy environment and operation. However, the safety and health of staff and students remain of paramount importance. Therefore, in consultation with the Orange County Health Care Agency, the school will determine if a physical campus closure is necessary based on school site metrics. A consultation with the OCHCA will take place to determine if a campus closure is necessary if 5% or more of the school population (students, staff, teachers) have positive test results within a 14 day period, or if there are multiple cases across multiple cohorts within the school.

(Health and Safety Policy for COVID-19, 4. Response to suspected or confirmed cases and close contacts, Page 7-10)

12) Communication Plans

Magnolia Science Academy Santa Ana understands that communication is highly important at all times. We continue to communicate our operational and educational plans with our families consistently via our Parent Square App/School Website. MSASA will follow guidance from the CDC and CDPH when it comes to the communication of cases and possible exposure at school, while maintaining privacy as required by HIPPA and FERPA as applicable. Communication will be done electronically, via mail, or over the phone as appropriate.

(Health and Safety Policy for COVID-19, 16. Communications to the Charter School community, Page 19-20)



HEALTH AND SAFETY POLICY FOR COVID-19

It is the policy of Magnolia Public Schools (“Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School is temporarily implementing health and safety measures to mitigate the spread of COVID-19, to be used when the Charter School is allowed to resume in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control, the California Department of Education, the California Department of Public Health, and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The Charter School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

This Policy constitutes the COVID-19 Infection Control Plan for each Charter School worksite. Prior to resuming in-person instruction, the Home Office COVID-19 Response Team shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from the California Department of Public Health (“CDPH”) and this Policy. The following staff member(s) is (are) responsible for implementing this Policy at each campus:

CELEBRATING 15 YEARS OF EXCELLENCE IN EDUCATION

School Name	Staff Members	Phone Number
Magnolia Science Academy-1	Home Office COVID-19 Response Team	213-628-3634
	MSA-1 Compliance Task Force Team	818-609-0507
Magnolia Science Academy-2	Home Office COVID-19 Response Team	213-628-3634
	MSA-2 Compliance Task Force Team	818-758-0300
Magnolia Science Academy-3	Home Office COVID-19 Response Team	213-628-3634
	MSA-3 Compliance Task Force Team	310-637-3806
Magnolia Science Academy-4	Home Office COVID-19 Response Team	213-628-3634
	MSA-4 Compliance Task Force Team	310-473-2464
Magnolia Science Academy-5	Home Office COVID-19 Response Team	213-628-3634
	MSA-5 Compliance Task Force Team	818-705-5676
Magnolia Science Academy-6	Home Office COVID-19 Response Team	213-628-3634
	MSA-6 Compliance Task Force Team	310-842-8555
Magnolia Science Academy-7	Home Office COVID-19 Response Team	213-628-3634
	MSA-7 Compliance Task Force Team	818-886-0585
Magnolia Science Academy-8	Home Office COVID-19 Response Team	213-628-3634
	MSA-8 Compliance Task Force Team	323-826-3925
Magnolia Science Academy-Santa Ana	Home Office COVID-19 Response Team	213-628-3634
	MSA-SA Compliance Task Force Team	714-479-0115
Magnolia Science Academy-San Diego	Home Office COVID-19 Response Team	213-628-3634
	MSA-SD Compliance Task Force Team	619-644-1300
MPS Home Office	Home Office COVID-19 Response Team	213-628-3634

The Charter School offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who would be put at risk by an in-person instructional model once in-person instruction resumes. 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 individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.

1. Limited campus access:

- The Charter School will allow only necessary visitors and volunteers on the Charter School campus and limit the number of students and staff with whom they come into contact.
- The Charter School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support their academic success to the greatest extent possible during exclusion.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their teacher or the principal, respectively, and the Charter School will work with them to ensure that CDC-recommended precautions are followed.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.
- The Charter School will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
 - Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
 - Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Require adults entering campus for in-person pick-up or drop-off to wear a face covering.
 - Provide supervision to disperse student gatherings during school arrival and departure.
 - Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable. The Charter School will ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
 - Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. The Charter School will prioritize minimizing contact between adults at all times.

- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible.
- Implement health screenings of students and staff upon arrival at school (see Section 2).

2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- In-person wellness checks administered under this Policy shall:
 - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:
 - Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose

- Nausea or vomiting
 - Diarrhea
 - Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means being within six feet of someone, unmasked, for more than 15 minutes at one time.
 - Have you traveled outside of the country in the past 14 days?
- Be conducted safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- *Home Screening (Students)*. Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by local health order or directive.
- *Home Screening (Staff)*. All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.
 - Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her supervisor and await instructions.
 - If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- *Campus Screening (Students)*. Staff shall actively monitor students for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - Complete an in-person wellness check for signs and symptoms of COVID-19.
 - If student answers “no” to all questions and appears well, student will be

allowed to proceed onto campus

- If the student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.
 - If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; have office staff contact the parent to pick up the student.
- *Campus Screening (Staff and Visitors)*. Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
 - Per San Diego Public Health Order: Ask employees about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Complete temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:
 - If the visitor answers “no” to all questions, he or she may enter the school.
 - If the visitor answers “yes” to any of the questions, he or she may not enter the school.
 - *Bus Screening (Students)*. The bus operator, a staff member or a volunteer shall conduct a wellness check of each student prior to entering the bus, which should include a temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that a student is exhibiting symptoms of COVID-19, the student shall not be permitted to ride.
 - To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.
 - Consult the local county health order to determine whether temperature checks are required.
 - To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
 - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.

- Thermometers must be properly cleaned and disinfected after each use.
- The Charter School will not penalize students and families for missing in-person instruction due to COVID-19.

3. COVID-19 testing and reporting:

- Consistent with CDPH Guidance, the Charter School will implement surveillance testing based on local disease trends periodically, as testing capacity permits and as practicable, and if directed by the local public health order. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
- Provided that doing so is supported by a local public health order, the Charter School expects students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms or if one or more household members or close contacts tested positive for COVID-19.
- In the event of a positive test result:
 - The Charter School requires that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 4 below.
- Follow the process set forth in Section 4 upon receipt of test results.

4. Response to suspected or confirmed cases and close contacts:

- If the event of a suspected COVID-19 case(s):
 - The Charter School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

- In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices:
 - Notify the county public health department immediately by emailing covid19@magnoliapublicschools.org and calling 213-628-3634.
 - Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
 - 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 in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
 - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
 - 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.
 - 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.
 - Maintain regular communications with the local public health department.
 - Where stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
 - Where stable classroom cohorts have not been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 - A “close contact”¹ is someone who has been within six feet of the person who tested positive for a prolonged period of time (at least 15 minutes)

¹A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19.

regardless of face covering use, or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.

- Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.
 - For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
 - 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.
- Close contacts to confirmed COVID-19 case(s):
 - Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
 - Returning to school after home isolation:
 - Symptomatic individuals who test negative for COVID-19 can return 3 days after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
 - Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset or test date.

- Close contacts to confirmed COVID-19 cases at school can return 14 days from the last date that the case was present at school while infectious.
- Close contacts to confirmed COVID-19 cases at home or outside school can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

5. Sanitizing/hygiene materials and practices:

- The Charter School will develop plans and routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
 - Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals to avoid congregating in bathrooms.
 - Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
 - The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
 - If handwashing stations near classrooms are not practicable, and to facilitate use by students and staff as needed, the Charter School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers.)
 - Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
 - The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
 - Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.
- 6. Routine cleaning and disinfecting:** The Charter School will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

- Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.
- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned and disinfected between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will 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.
 - The Charter School will avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Staff shall follow label directions for appropriate dilution rates and contact times.
 - The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards,

remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.

- Drinking fountains will not be used and replacement items (e.g., reusable water bottles) will be used instead.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

7. Facility measures: The Charter School will incorporate CDE guidance for maintaining a healthy facility, to include some or all of the following:

- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
 - The Charter School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

8. Physical distancing (staff): The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between employees, to include some or all of the following:

- The Charter School will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The Charter School will arrange desks and workspaces to create a minimum of six (6) feet between individuals.

- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.

9. Physical distancing (students): The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:

- The Charter School will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The Charter School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher.
- The Charter School will implement measures to maintain physical distancing of six (6) feet between students in the following settings, as practicable. If the Charter School determines that six (6) feet cannot practicably be maintained, the Charter School will document the reasons physical distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students:
 - School bus stops
 - School buses
 - During daily symptom and temperature screening of students
 - While students are entering campus and waiting for their first class to begin
 - During meal periods
 - During recess
 - During passing periods
 - Classrooms and other instructional spaces
 - Restrooms
 - Locker rooms
 - While students are exiting the campus
 - School buses
 - Before- and after-school programs
 - Extracurricular and co-curricular programs

- 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.
 - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
 - Prioritize the use and maximization of outdoor space for activities where practicable.
 - 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.
 - Maximize space between seating and desks. Distance teacher desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six 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.
 - Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- The Charter School will implement measures to maintain physical distancing while students move between classrooms that are easy for students to understand and are developmentally appropriate, including potentially one or more of the following recommendations.
 - Hallways: Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
 - Lockers: Minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.
 - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
 - Libraries: Stagger group use of libraries.
 - Outdoors: Consider holding recess activities in separated areas designated by class.
- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.

- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted indoors.
 - Activities that involve singing must only take place outdoors.
- The Charter School will implement procedures for turning in assignments to minimize contact.
- The Charter School will implement a plan to maintain physical distancing during meals (serving meals in the classroom or outdoors, staggering cafeteria use, etc.). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
- The Charter School will implement appropriate physical distancing measures during physical activities.
 - Playgrounds and Recess: The Charter School will consider holding recess activities in separated areas designated by class and/or staggered throughout the day, and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - Physical Education: The Charter School will consider conducting physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.

10. Physical distancing (buses): The Charter School will incorporate CDE guidance with respect to physical distancing between students on buses (if bus transportation is provided).

- The Charter School will limit the total number of students on each bus. Younger students and students with disabilities will be given highest priority.
- Seats on buses will be marked to require students to provide physical distancing on buses. Seating will be staggered in accordance with CDE guidance.

11. Use of face coverings: The Charter School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Until such time as the statewide order is lifted, all adults must wear a cloth face covering at all times while on campus, except while eating or drinking.

- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Employees should wear a clean face mask to work every day.
- Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction 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.
- The Charter School will post signs regarding the proper use, removal, and washing of face coverings.
- The Charter School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn in public settings with certain limited exceptions.
- All students who are not prevented from doing so by a breathing problem or disability shall wear a clean cloth face covering:
 - While waiting to enter the school campus.
 - In any area outside of the classroom (except when eating or drinking).
 - While leaving school.
 - While waiting for or riding on a school bus.
- Elementary school students in grades TK-2 are strongly encouraged, but are not required, to wear a cloth face covering within their stable classroom cohort. A face shield is an acceptable alternative for children in this cohort who cannot wear a face mask properly.
- Students in grades 3 and above are required use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
- Proper use of cloth face coverings by students will be strictly enforced. The Charter School will exclude from campus who refuses to wear a face mask. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- The Charter School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.

- A cloth face covering or face shield may 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.
- The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.

12. Use of gloves and PPE: The Charter School requires employees to wear gloves and other Personal Protective Equipment ("PPE") in accordance with the following standards.

- The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The Charter School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The Charter School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children's reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

13. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The Home Office COVID-19 Response Team or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The Home Office COVID-19 Response Team or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter School will identify additional preparations for classroom and non-classroom

environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:

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

14. Maintaining Healthy Operations: The Charter School will follow San Diego Health and Human Services Agency, Public Health Services (PHS) and CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor on a weekly basis, COVID-19 guidance from CDPH, PHS and the San Diego County Office of Education (SDCOE).
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- 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.
- 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.
- 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.
- 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.

15. Protection of higher risk employees:

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.²
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

16. Communications to the Charter School community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Enhanced sanitation practices
 - Physical distancing requirements and recommendations
 - Proper use, removal and washing of face coverings.
 - Screening practices.
 - How COVID-19 is spread.
 - COVID-19 specific symptom identification.
 - 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.
 - Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention
 - Guidelines for families about when to keep students home from school.
 - Systems for self-reporting symptoms.
 - Criteria and plan to close schools again for physical attendance of students.

² This includes employees with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- The Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- Communications will be targeted to the most vulnerable members of the Charter School community.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

The MPS CEO/Superintendent is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School’s charter petition. The MPS CEO/Superintendent shall provide the Board with regular updates as to actions pursuant to this section.

2020-2021 Distance Learning Master Schedules

TK & Kinder (Minimum 180 instructional mins.)	Monday	Tuesday	Wednesday	Thursday	Friday
Student's Schedule: 8:15am-11:30am (15 min. break) Blocks Include Synchronous and Asynchronous Learning: -Live whole group instruction -Guided Math/ELA Groups -Small groups -Independent activities -Review -Weekly Assessments P.E./Computer/ Art 10:30-11:00 (M & Tu) SPED/ELD Services & Supports: -Push-in during small group breakout times (Asynchronous) -Pull-out sessions on Wednesdays Support Staff: April	7:45-8:15 Teacher Prep 8:15-8:30 (Live)Morning Meeting & Warm-Up 8:30-9:30 ELA Block 9:30-9:45 Break 9:45-10:30 Math Block 10:30-11:00 PE/Computer/Art 11:00-11:30 Science, Social Studies/SEL Block 11:30-3:45 Lunch/Office Hours/Tutoring/Teacher Prep	7:45-8:15 Teacher Prep 8:15-8:30 (Live)Morning Meeting & Warm-Up 8:30-9:30 ELA Block 9:30-9:45 Break 9:45-10:30 Math Block 10:30-11:00 PE/Computer/Art 11:00-11:30 Science, Social Studies/SEL Block 11:30-3:45 Lunch/Office Hours/Clubs/Teacher Prep	Teachers: 8:00-10:00 Staff Professional & Development Meetings Students: 9:00-10:00 Student Independent Work Time 10:00-12:00 Instruction Time -Review/Preview Content -SEL Lessons -Art/Music -Games & Socializing 12:00-3:45 Lunch/Office Hours/Teacher Prep	7:45-8:15 Teacher Prep 8:15-8:30 (Live)Morning Meeting & Warm-Up 8:30-9:30 ELA Block 9:30-9:45 Break 9:45-10:45 Math Block 10:45-11:30 Science, Social Studies/SEL Block 11:30-3:45 Lunch/Office Hours/Tutoring/Teacher Prep	7:45-8:15 Teacher Prep 8:15-8:30 (Live)Morning Meeting & Warm-Up 8:30-9:30 ELA Block 9:30-9:45 Break 9:45-10:45 Math Block 10:45-11:30 Science, Social Studies/SEL Block 11:30-3:45 Lunch/Office Hours/Teacher Prep

1st Grade (Minimum 230 instructional mins.)	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Student's Schedule: 8:15am-12:20pm (15 min. break)</p> <p>Blocks Include Synchronous and Asynchronous Learning: -Live whole group instruction -Guided Math/ELA Groups -Small groups -Independent activities -Review -Weekly Assessments</p> <p>P.E./Computer/Art 11:15-11:45 (M & Tu)</p> <p>SPED/ELD Services & Supports: -Push-in during small group breakout times (Asynchronous) -Pull-out sessions on Wednesdays</p> <p>Support Staff: Daniela, Courtney</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-11:45 PE/Computer/Art</p> <p>11:45-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-11:45 PE/Computer/Art</p> <p>11:45-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Clubs/Teacher Prep</p>	<p>Teachers: 8:00-10:00 Staff Professional Development & Meetings</p> <p>Students: 8:10-10:00 Student Independent Work Time</p> <p>10:00-12:00 Instruction Time</p> <p>-Review/Preview Content -SEL Lessons -Art/Music -Games & Socializing</p> <p>12:00-3:45 Lunch/Office Hours/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Teacher Prep</p>

2nd Grade (Minimum 230 instructional mins.)	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Student's Schedule: 8:15am-12:20pm (15 min. break)</p> <p>Blocks Include Synchronous and Asynchronous Learning:</p> <ul style="list-style-type: none"> -Live whole group instruction -Guided Math/ELA Groups -Small groups -Independent activities -Review -Weekly Assessments <p>P.E./Computer/Art/MYON 11:50-12:20 (M, Tu)</p> <p>SPED/ELD Services & Supports:</p> <ul style="list-style-type: none"> -Push-in during small group breakout times (Asynchronous) -Pull-out sessions on Wednesdays <p>Support Staff: Daniella, Courtney</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-11:50 Science, Social Studies/SEL Block</p> <p>11:50-12:20 PE/Computer/Art/M YON</p> <p>11:50-3:45 Lunch/Office Hours/Tutoring/ Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-11:50 Science, Social Studies/SEL Block</p> <p>11:50-12:20 PE/Computer/Art/MyOn</p> <p>11:50-3:45 Lunch/Office Hours/Clubs Teacher Prep</p>	<p>Teachers: 8:00-10:00 Staff Professional & Development & Meetings</p> <p>Students: 8:10-10:00 Student Independent Work Time</p> <p>10:00-12:00 Instruction Time</p> <p>-Review/Preview Content</p> <p>-SEL Lessons</p> <p>-Art/Music</p> <p>-Games & Socializing</p> <p>12:00-3:45 Lunch/Office Hours/ Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Tutoring/ Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/ Teacher Prep</p>

3rd Grade (Minimum 230 instructional mins.)	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Student's Schedule: 8:15am-12:20pm (15 min. break)</p> <p>Blocks Include Asynchronous and Learning: -Live whole group instruction -Guided Math/ELA Groups -Small groups -Independent activities -Review -Weekly Assessments</p> <p>P.E./Computer/Art/MyOn 11:15-11:45 (Th & F)</p> <p>SPED/ELD Services & Supports: -Push-in during small group breakout times (Asynchronous) -Pull-out sessions on Wednesdays</p> <p>Support Staff: Daniela, Courtney</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Clubs/Teacher Prep</p>	<p>Teachers: 8:00-10:00 Staff Professional Development & Meetings</p> <p>Students: 8:10-10:00 Student Independent Work Time</p> <p>10:00-12:00 Instruction Time -Review/Preview Content -SEL Lessons -Art/Music -Games & Socializing</p> <p>12:00-3:45 Lunch/Office Hours/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-11:45 PE/Computer /Art/MyOn</p> <p>11:45-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-11:45 PE/Computer/Art /MyOn</p> <p>11:45-12:20 Science, Social Studies/SEL Block</p> <p>12:20-3:45 Lunch/Office Hours/Teacher Prep</p>

4th Grade (Minimum 240 instructional mins.)	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Student's Schedule: 8:15am-12:30pm (15 min. break)</p> <p>Blocks Include Synchronous and Asynchronous Learning: -Live whole group instruction -Guided Math/ELA Groups -Small groups -Independent activities -Review -Weekly Assessments</p> <p>PE/Computer/Art/Myon 11:50-12:20 (Th & F)</p> <p>SPED/ELD Services & Supports: -Push-in during small group breakout times (Asynchronous) -Pull-out sessions on Wednesdays</p> <p>Support Staff Daniella, Courtney</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Clubs/Teacher Prep</p>	<p>Teachers: 8:00-10:00 Staff Professional Development & Meetings</p> <p>Students: 8:00-10:00 Student Independent Work Time</p> <p>10:00-12:00 Instruction Time -Review/Preview Content -SEL Lessons -Art/Music -Games & Socializing</p> <p>12:00-3:45 Lunch/Office Hours/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:00 Science, Social Studies/SEL Block</p> <p>12:00-12:30 PE/Computer/Art/MyOn</p> <p>12:00-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:00 Science, Social Studies/SEL Block</p> <p>12:00-12:30 PE/Computer/Art/MyOn</p> <p>12:00-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>

5th (Minimum 240 instructional mins.)	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Student's Schedule: 8:15am-12:15pm (15 min. break)</p> <p>Blocks Include Asynchronous and Learning: -Live whole group instruction -Guided Math/ELA Groups -Small groups -Independent activities -Review -Weekly Assessments</p> <p>PE 8:30-9:00 (Th) Computer/Art/MyOn 10:45-11:15 (Fri)</p> <p>SPED/ELD Services & Supports: -Push-in during small group breakout times (Asynchronous) -Pull-out sessions on Wednesdays</p> <p>Support Staff: Daniella, Courtney</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Clubs/Teacher Prep</p>	<p>Teachers: 8:00-10:00 Staff Professional Development & Meetings</p> <p>Students: 8:00-10:00 Student Independent Work Time</p> <p>10:00-12:00 Instruction Time -Review/Preview Content -SEL Lessons -Art/Music -Games & Socializing</p> <p>12:00-3:45 Lunch/Office Hours/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:00 PE</p> <p>9:00-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-10:45 Math Block</p> <p>10:45-11:15 Computer/Art/MyOn</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Teacher Prep</p>

6th (Minimum 240 instructional mins.)	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Student's Schedule: 8:15am-12:15pm (15 min. break)</p> <p>Blocks Include Synchronous and Asynchronous Learning:</p> <ul style="list-style-type: none"> -Live whole group instruction -Guided Math/ELA Groups -Small groups -Independent activities -Review -Weekly Assessments <p>PE 8:30-9:00 (Th) Computer/MyOn 10:45-11:15 (Fri)</p> <p>SPED/ELD Services & Supports:</p> <ul style="list-style-type: none"> -Push-in during small group breakout times (Asynchronous) -Pull-out sessions on Wednesdays <p>Support Staff: Danielle, Courtney</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Clubs/Teacher Prep</p>	<p>Teachers: 8:00-10:00 Staff Professional & Developmental Meetings</p> <p>Students: 8:00-10:00 Student Independent Work Time</p> <p>10:00-12:00 Instruction Time</p> <p>-Review/Preview Content</p> <p>-SEL Lessons</p> <p>-Art/Music</p> <p>-Games & Socializing</p> <p>12:00-3:45 Lunch/Office Hours/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:00 PE</p> <p>9:00-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-11:15 Math Block</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Tutoring/Teacher Prep</p>	<p>7:45-8:15 Teacher Prep</p> <p>8:15-8:30 Morning Meeting & Warm-Up</p> <p>8:30-9:45 ELA Block</p> <p>9:45-10:00 Break</p> <p>10:00-10:45 Math Block</p> <p>10:45-11:15 Computer /Art/MyOn</p> <p>11:15-12:30 Science, Social Studies/SEL Block</p> <p>12:30-3:45 Lunch/Office Hours/Teacher Prep</p>