Youth Policy Institute Charter Schools (YPICS)

YPICS Regular Board Meeting

Date and Time

Monday March 29, 2021 at 7:00 PM PDT

Location

Join Zoom Meeting
https://exed.zoom.us/j/97407083179?pwd=SlkybmtTNk1xUExWRjVXaHhidEgrUT09
Meeting ID: 974 0708 3179
Passcode: 343335
One tap mobile
+16699006833,,97407083179# US (San Jose)
+16692192599,,97407083179# US (San Jose)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 669 219 2599 US (San Jose)
Meeting ID: 974 0708 3179

You may join the meeting via your computer and/or phone.

Agenda

	Purpose	Presenter	Time
I. Opening Items			**7:00 PM**
Opening Items			
A. Record Attendance and Guests		Yesenia Zubia	1 m
B. Call the Meeting to Order		Mary Keipp	
C. Additions/Corrections to Agenda		Mary Keipp	1 m
D. Approval of March 8, 2021 Minutes	Approve Minutes	Mary Keipp	1 m

	Purpose	Presenter	Time
II. Communications			**7:03 PM**
A. Presentations from the Public	FYI	Mary Keipp	5 m

Any persons present desiring to address the Board of Directors on any proper matter.

The YPI Charter Public Schools ("Charter Schools") welcome your participation at the Charter Schools' Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the Charter Schools in public. Your participation assures us of continuing community interest in our Charter Schools. To assist you in the case of speaking/participating in our meetings, the following guidelines are provided:
Agenda Items: No individual presentation shall be more than five (5) minutes and total time for this purpose shall not exceed thirty (30) minutes per agenda item.
Non-Agenda Items: No individual presentation shall be for more than three (3) minutes and total time shall not exceed fifteen (15) minutes.

When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
Ordinarily, Board Members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.

Any public records relating to an agenda item for an open session of the Board which are distributed to all of the Board members shall be available for public inspection at 2670 W 11th Street, Los Angeles, California 90006, 12513 Gain Street, Pacoima, CA 91331, 9400 Remick Avenue, Pacoima, California 91331 and 10660 White Oak Avenue, Granada Hills, CA 91344.

Americans with Disabilities
YPI Charter Schools, Inc. adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at (818) 834-5805, (213) 413-9600 or (818) 480-6810 or at info@coronacharter.org, info@romerocharter.org. All efforts will be made for reasonable accommodations.

B. Modified Meeting Procedures During COVID-19 Pandemic	FYI	Mary Keipp	5 m

Instructions for Presentations to the Board by Parents and Citizens

The YPI Charter Schools (“Charter Schools”) welcome your participation at the Charter Schools’ Board meetings. The purpose of a public meeting of the Board of Directors (“Board”0 is to conduct the affairs of the Charter Schools in public. Your participation assures us of continuing community interest in our Charter Schools.

	Purpose	Presenter	Time

MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:

As per Executive Order N-29-20 from Governor Newsom, the meetings of the Board of Directors of the YPI Charter Schools will move to a virtual/teleconference environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conference, or other mass events." The Governor's executive order on March 20, 2020, waived the requirement for a majority of board members to physically participate in a public board meeting at the same location. The intent is not to limit public participation, but rather to protect public health by following the Governor's Say at Home executive order and the Los Angeles County's "Safer at Home" Order.

Instructions for public comments at board meetings conducted via Zoom:

If you wish to make a public comment, please follow these instructions:

1. A Google Form "sign-up" will be open to members of the public 30 minutes prior to the public meeting. This Google Form will take the place of "speaker cards" available at meetings. https://bit.ly/2Xtb5xx
2. Speakers will fill in their names and select if they wish to address the board regarding specific agenda item (5 minutes allotted) or a non-agenda item (3 minutes allotted).
3. Speakers are asked to attend the board meeting virtually through the Zoom invitation link on the top of the agenda.
4. When it is time for the speaker to address the board, his/her name will be called by the Board Chair and the requesting speaker's microphone will be activated.
5. Speakers should rename their Zoom profile with their real name to expedite this process.

After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

III. Items Scheduled For Information			**7:13 PM**
A. YPICS Reopening Plans	FYI	Yvette King-Berg	30 m
B. YPICS School Safety Plans Update	FYI	Ruben Duenas	30 m
IV. Items Scheduled For Action			**8:13 PM**

	Purpose	Presenter	Time
A. Mandatory COVID-19 Vaccinations	Vote	Yvette King-Berg	5 m
V. Announcements			**8:18 PM**
A. Closing Announcements	FYI	Yvette King-Berg	2 m
VI. Closing Items			**8:20 PM**
A. Adjourn Meeting			

Coversheet

Approval of March 8, 2021 Minutes

Section:	I. Opening Items
Item:	D. Approval of March 8, 2021 Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on March 8, 2021

APPROVED

Youth Policy Institute Charter Schools (YPICS)

Minutes

Regular Board Meeting

Date and Time
Monday March 8, 2021 at 6:00 PM

Location
Virtual meeting will be held via Zoom.

Join Zoom Meeting
https://exed.zoom.us/j/96686889884?pwd=UWx2ZVBSUTdyZEtaejFBQ0tQWHF6dz09
Meeting ID: 966 8688 9884
Passcode: 649650
One tap mobile
+16692192599,,96686889884# US (San Jose)
+16699006833,,96686889884# US (San Jose)
Dial by your location
+1 669 219 2599 US (San Jose)
+1 669 900 6833 US (San Jose)
Meeting ID: 966 8688 9884

You may join the meeting via your computer and/or phone.

Trustees Present
C. Lopez (remote), M. Green (remote), M. Keipp (remote), W. Njboke (remote)

Trustees Absent
D. Cho, S. Mendoza

Guests Present
I. Castillo (remote), K. Myers (remote), L. Simonsen (remote), R. Duenas (remote), R. Quon (remote), Y. King-Berg (remote), Y. Zubia (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Keipp called a meeting of the board of trustees of Youth Policy Institute Charter Schools (YPICS) to order on Monday Mar 8, 2021 at 6:20 PM.

C.

Additions/Corrections to Agenda

There were no additions or corrections to the agenda.

D. Approval of February 1, 2021 Minutes

M. Green made a motion to approve the minutes from Regular Board Meeting on 02-01-21.
W. Njboke seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
M. Keipp	Aye
C. Lopez	Aye
W. Njboke	Aye
S. Mendoza	Absent
M. Green	Aye
D. Cho	Absent

II. Communications

A. Presentations from the Public

There were no presentations from the Public.

B. Modified Meeting Procedures During COVID-19 Pandemic

III. Items Scheduled For Information

A. School Committee/ Council Reports

The schools' SAC reports were submitted to the Board of Trustees.

B. Board Committee Reports

C. Bert Corona Executive Administrator Report

The Executive Administrator's report was submitted to the Board of Trustees and the Executive Administrator was present to answer questions from the Board.

D. Monsenor Oscar Romero Executive Administrator Report

The Executive Administrator's report was submitted to the Board of Trustees and the Executive Administrator was present to answer questions from the Board.

E. Bert Corona Charter High School Executive Administrator Report

The Executive Administrator's report was submitted to the Board of Trustees and the Executive Administrator was present to answer questions from the Board.

F. Chief Operations Officer Report

The Chief Operations Officer's report was submitted to the Board of Trustees and the Chief Operations Officer was present to answer questions from the Board.

G. Executive Director's Report

The Executive Director's report was submitted to the Board of Trustees and the Executive Director was present to answer questions from the Board.

IV. Consent Agenda Items

A. Background

B. Consent Items

There were no consent agenda items.

V. Items Scheduled For Action

A. YPICS January 2021 Financials

C. Lopez made a motion to approve the YPICS January 2021 financials and check registers as submitted.
M. Green seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Njboke	Aye
D. Cho	Absent
C. Lopez	Aye
S. Mendoza	Absent
M. Keipp	Aye
M. Green	Aye

B. YPICS FY 20/21 Second Interim Report

C. Lopez made a motion to approve the YPICS FY 20/21 second interim report.
W. Njboke seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Njboke	Aye
M. Green	Aye
D. Cho	Absent
M. Keipp	Aye
S. Mendoza	Absent
C. Lopez	Aye

C. YPICS FY 20-21 Auditor Selection

C. Lopez made a motion to recommend staying with Clifton, Larson, and Allen LLP for another audit year and approving the letter of engagement.
W. Njboke seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Cho	Absent
S. Mendoza	Absent
C. Lopez	Aye
M. Green	Aye
M. Keipp	Aye
W. Njboke	Aye

D.

Expenditures Above Spending Authority of the Executive Director

No action was taken.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:35 PM.

Respectfully Submitted,
Y. Zubia

Coversheet

YPICS Reopening Plans

Section: III. Items Scheduled For Information
Item: A. YPICS Reopening Plans
Purpose: FYI
Submitted by:
Related Material:
1.) Winter Spring 2021 Reopening Work Plan and Websites (2).pdf
2.) 021921 - YPI Charter Schools Staff and Community Letter .pdf
3.) 030921 - YPI Charter School Staff & Community Letter.pdf
4.) 031421 - YPI Charter Schools Parents & Community Letter.pdf
5.) 021621 Kaiser-Permanente_TS_COVID-VaccineWebinar_FlyerFINAL.pdf
6.) 022521Community Town Hall- Dr. Hoffman.pdf
7.) 031621 - YPICS Reopening Leadership Update.pdf
8.) 032221 - Reopening Staff Town Hall.pdf
9.) YPICS Parent Survey - On Site Schooling and Extended School Year.pdf
10.) COVID Newsletter I.pdf
11.) COVID Newsletter II.pdf
12.) COVID Newsletter III.pdf
13.) COVID Newsletter IV.pdf
14.) COVID Newsletter V.pdf
15.) COVID Newsletter VI.pdf
16.) COVID Newsletter VII.pdf

YPICS Reopening Work Plan Winter/Spring 2021		
Action/Activity	**Date**	**Person/Group Responsible**
Review Youth Truth Survey	1/14/21	YPICS Executive Team
Review of YPICS **Safety Plans** and CDH and LACDPH Checklist and **CalOsha COVID-19 Prevention Plan**	1/21/21-1/28/21	YPICS Executive Team
Approve the **YPICS Safety Plans and CDH and LACDPH Checklist and CalOsha COVID-19 Prevention Plan**	2/1/21	YPICS Board
COVID-19 & Vaccine Conversation with **Teachers and staff**	2/11/21	LA County Department of Public Health Webinar
First **MORCS Employee** to receive Vaccine at the LAUSD Sofi Stadium	2/17/21	MORCS Director of Culture and Climate
COVID-19 **Community** Letter Update YPICS Vaccine Survey	2/19/21	Executive Director Chief Operations Officer
1st Vaccine (Pfizer) delivered to **MORCS Employees** Inform and Support Staff	2/20/21	Partnership Clinica Romero FEMA MORCS
Prepare Verifications of Educator Employment	2/22/21	Executive Director
COVID-19 & Vaccine Education **Teacher Professional Development** AM **Parent/Community** Townhall PM	2/25/21 TPD 9:00 AM Parent Meeting 4:00 PM-5:00 PM	Dr. Hoffman, Doctor Ambassador, Kaiser Permanente Teresa Sale, Inspired Wellness YPICS Executive Director
1st Vaccine (Pfizer) delivered to **BCCHS and BCCS Employees** Inform and Support Staff	3/4/21	Vaughn FEMA CDPB Executive Director Chief Operations Officer HR Coordinator

School and Community Notification to Reopen to Hybrid. On 4/16/21 **Staff Survey**: Concerns, Questions, Comments	3/9/21	Executive Team
2nd Vaccine (Pfizer) delivered to **MORCS Employees** Inform and Support Staff	3/13/21	Partnership Clinica Romero FEMA MORCS
Parent & Community Letter Notification Reopening and Upcoming Parent Survey	3/14/21	Executive Team
YPICS Leadership Reopening Update Parent Conference Survey	3/16/21	Executive Team
Reopening **Staff Townhall BCCS**	3/22/21 9:00 AM	Executive Director Chief Operations Officer Executive Administrator BCCS
Reopening **Staff Townhall MORCS**	3/22/21 10:30 AM	Executive Director Chief Operations Officer Executive Administrator MORCS
Reopening **Staff Townhall BCCHS**	3/22/21 1:00 PM	Executive Director Chief Operations Officer Executive Administrator BCCHS
MORCS SAC Meeting Review Plan	3/24/21	MORCS Executive Administrator
MORCS Parent Townhall	3/24/21 5:30-6:30 PM	MORCS Executive Administrator and Site Leadership Team
Vulnerable Students return to campus grades 5-12	3/24/21	All Staff
2nd Vaccine (Pfizer) delivered to **BCCHS and BCCS Employees** Inform and Support Staff	3/25/21	Vaughn FEMA CHEPD Executive Director Chief Operations Officer HR Coordinator
COVID-19 & Vaccine Education/Workshop **Parent/Community Town Hall** **Pacoima Charter School** **Montague Charter School** **YPI Charter School**	3/25/21 5:30-6:30 PM	Dr. Hoffman, Doctor Ambassador, Kaiser Permanente Teresa Sale, Inspired Wellness Assistant Administrative

		Assistant, BCCHS Senior Dr. Of Programs Pacoima Charter School Montague Charter School YPI Charter Schools
COVID-19 Testing CoVerify Weekly Testing Begins MORCS BCCS BCCHS	3/26/21	YPICS School Climate Culture Coordinators YPICS Operations Directors
BCCS Parent Townhall	3/26/21 5:30-6:30 PM	BCCS Executive Administrator and Site Leadership Team
Review & Discuss Winter/Spring Reopening Plan	3/29/21	YPICS Governing Board
BCCHS Parent Townhall	3/29/21 6:30-7:30 PM	BCCHS Executive Administrator and Site Leadership Team
Spring Break	**3/29/21-4/4/21**	
Teachers offering Distance Learning on Campus, making final preparations for Hybrid All Faculty, Staff, and students tested (this allows for Faculty/staff to reach full vaccination immunity before working with scholars.	4/12/21-4/15/21	All Staff
Hybrid Instruction Begins for Grades 5th& 6th for MS and 9-12 HS No more than 50%	4/16/21	All Staff

Listed below are the links for Each YPICS Reopening Websites:

Bert Corona Charter High School (https://sites.google.com/d/1a9aXMDrRlXobtUEIMvMRrB_ugAcntmiu/p/1GkS62X243GmbjzaIvxZBSC_ajgSfT6i2/edit

Bert Corona Middle School

https://sites.google.com/coronacharter.org/sundayupdate/home/return-to-campus

Monseñor Oscar Romero Charter School
https://sites.google.com/romerocharter.org/morcsreturntocampusmorcsregres/home

February 19, 2021

Dear YPICS Community,

The conversation about "reopening" schools in California and in Los Angeles is constantly changing. The YPICS leadership team has approached reopening (*hybrid model*) knowing that we **need** to be ready to open our campuses when it is **safe** to do so because our students learn better when instruction is in person. In preparation, the team has followed the science of COVID-19 and monitored the politics of the pandemic.

When YPI Charter Schools (YPICS) closed our campuses in March of 2020 and moved to distance learning, we **promised** that when we reopened the campuses we would follow the science and give our students, parents, and staff **one month notice** before we reopened so that our school community could make the necessary changes required. We are committed to meeting that promise.

As a result, 1) all YPICS campuses will begin supporting high needs students (students with special needs) on campuses in small groups **as soon as possible**. 2) Bert Corona Charter School and Monseñor Oscar Romero Charter School will reopen in a hybrid model together and will be contingent on LAUSD reopening campuses for middle school students. 3) Bert Corona Charter High School will reopen when LAUSD opens its High School campuses. (Please note that LAUSD's current public statement is that district campuses can not reopen for hybrid instruction until all staff receive vaccinations. We believe LAUSD will reopen campuses for high needs students soon.)

Next Steps

1) Special education staff and support staff need to be prepared to be on campus **as soon as possible**
2) Please complete the anonymous YPICS COVID Vaccine Survey
3) Please continue to read further to understand what our YPICS "Reopening" Team has done to prepare our campuses for reopening

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Step 1: Preparing safety plans and protocols for students and staff

Our Reopening Team has been researching, discussing, and planning safety protocols since the beginning of the pandemic. On February 1, 2021 the **YPICS Board of Directors** gave our Executive Director, Yvette King-Berg, permission to reopen YPICS Schools when it is safe to do so and approved three reopening safety plans which outline the protocols our schools will follow. The documents are the:

1. COVID19 Prevention Program (Cal/OSHA)
2. Reopening Protocols for K-12 Schools (County of Los Angeles Public Health)
3. COVID-19 School Guidance Checklist (California Department of Public Health)

Step 2: Purchase and install safety equipment and signage on campuses

Our schools have purchased and received the necessary equipment and signage that is needed to support our students and staff to stay safe when they return to campus. We have:

- Installed air filters (MERV13) and air purifiers.
- Staff and equipment to clean and sanitize every room on our campuses.
- Configured classrooms and facilities to maintain social distance.
- Installed safety dividers for students and staff.
- Masks and personal protective equipment for all students and staff.

- Partnered with community agencies to provide free COVID-19 testing and contact tracing.
- Installed signage on campuses to remind our community about wearing a mask, washing hands, and social distancing.
- Provided and will continue to provide training on health and safety protocols.
- Worked with community organizations to provide vaccinations when available.

Step 3: Reopen campuses when community spread is low

Los Angeles County Department of Public Health (LACDPH) announced that Monday, February 15, is the fifth consecutive day that the adjusted daily case rate for the County has been below 25 cases per 100,000 population. Per current school reopening guidance from California Department of Public Health, all schools in Los Angeles County have the **opportunity** to open for in person instruction for all students in grades TK through 6, beginning Tuesday, February 16, 2021.

What does this mean for our Schools?

Middle Schools

- Bert Corona Charter School and Monseñor Oscar Romero Charter School will open to support high needs students as soon as possible.
- Bert Corona Charter School and Monseñor Oscar Romero Charter School will open the campus for elementary grades when LAUSD reopens its campuses. Since the MORCS facility is regulated by LAUSD, MORCS can not open until LAUSD approves the reopening of all their campuses. *The current statement from LAUSD is the campuses will open when all teachers and staff have been vaccinated.*

High School

Bert Corona Charter High School (BCCHS) will reopen for small group instruction and to support high needs students as soon as possible. The High School facility is regulated by LAUSD, and cannot open until LAUSD opens all of its campuses. *The current statement from LAUSD is the campuses will open when all teachers and staff have been vaccinated.*

In conclusion, our school will begin supporting high needs students on campus in small groups. Our middle schools campuses will reopen at the same time and will be contingent on LAUSD reopening campuses for middle school students. Bert Corona Charter High School campus will also open when LAUSD opens its High Schools.

Sincerely,



Yvette King-Berg
Executive Director



Ruben Duenas
Chief Operations Officer

March 9, 2021

Dear YPI Charter Schools Staff and Community:

When YPICS closed our campuses and moved to online learning a year ago, we promised that we would follow the science, and give our school communities one month's notice before reopening so that staff and families would have time to adjust. As a result, we are announcing that **YPICS campuses will reopen on Friday, April 16, 2021**. We will open with one grade per school in a hybrid model. We understand that this will be a scary idea for some of our team, so we want to be clear about our decision to reopen our campuses for in-person instruction. We do not take this decision lightly.

Logic for Reopening

First, **science says that it is safe for staff and students to return.** LA County is moving from the Purple Tier to the Red Tier. (Epidemiologists are anticipating that LA County will move into the Red Tier next week or by the end of March at the latest.) Our schools have the Personal Protective Equipment and social distancing practices required by the State and LA County Health Departments. Our schools will provide mandatory weekly COVID-19 testing and contact tracing of staff and students. Our staff has also been offered the opportunity to be vaccinated.

Second, we have scholars that are not doing well social-emotionally, nor academically, in a pure distance learning environment. According to survey data, **44.7% of YPICS parents expressed the desire to send their children back onto campus as soon as possible.** Parents cited various reasons including not being able to support their child during the school day, concerns regarding their child's social emotional well being, and concern for their child's lack of educational engagement in the distance learning environment. We can provide more support for our must struggling scholars in small cohorts on campus.

Finally, we have decided to reopen on a Friday two weeks after spring break, so we can monitor LA County and community case numbers after the holiday. Opening on Friday, also allows us to test our opening and make adjustments over the weekend if necessary.

SB 86 States

According to the new California state law, **SB86**, **schools must offer in-person instruction** to "all pupils who are individuals with exceptional needs, and to all prioritized pupil groups" to its maximum practical capacity in all Tiers of Reopening. It also reads, "Red, Orange, and Yellow Tiers must offer optional in-person instruction for TK-5 and 6 in elementary school, and one full grade level for middle and high schools."

How YPICS Will Adjust to Meet the Law

Per the law, YPICS will open with one grade level per school in a hybrid model.

Due to capacity restrictions for school sites, school-based instruction will take the form of **simultaneous learning**. This means that teachers will continue to plan Distance Learning lessons, which scholars will engage with both on and off campus at the same time.

The following supports and considerations will be in place in order to best ensure a smooth transition to simultaneous learning:

- Ensuring all staff have **appropriate technology** to successfully implement simultaneous learning;

- **Where possible,** ensuring that there are **two adults in each classroom** to support with managing technology and interactions.
- YPICS will provide training and support in order to guide teachers in:
    - recalibrating **norms and expectations** for simultaneous learning (including but not limited to safety protocols)
    - **balancing participation**, which essentially involves making sure to call upon and engage all students in a balanced manner whether they are online or in the classroom

Next steps:

1. For Staff
    a. All staff complete anonymous **Questions, Comments, or Concerns Regarding Re-Opening Form**. (https://tinyurl.com/ypicsreopening)
        i. We are collecting any questions, comments, or concerns regarding reopening from all staff, using the anonymous form.
        ii. If staff have documented medical conditions that prevent you from being on campus, please inform your Executive Administrator and Ms. Zubia.
    b. The Executive Team will host school level town hall meetings for all school staff in order to address questions and concerns addressed in the form.
2. For Parents and Students
    a. The Executive Team will host town hall meetings for parents and students
    b. Schools will gather the preference of each parent/family. Families that do not feel comfortable with on-campus learning will be given the opportunity to continue with distance learning for the remainder of the semester.
3. Summer Program
    a. We heard you! We will not extend the school-year!
    b. School sites will begin making preparations for a robust voluntary summer program for students in collaboration with our Think Together after school team.

This year has not been easy and this transition will not be easy. We can only do our best to support each other, our scholars, and the communities we serve. Your efforts do not go unnoticed.

Sincerely,

Yvette King-Berg

Yvette King-Berg, YPICS Executive Director

Cc:
Ruben Duenas, YPICS Chief Operations Officer
Kevin Myers, Executive Administrator BCCS
Larry Simonsen, Executive Administrator BCCHS
Rene Quon, Executive Administrator MORCS

March 14, 2021

Dear YPI Charter Schools Parents and Community:

When YPICS closed our campuses and moved to online learning a year ago, we promised that we would follow the science, and give our school communities one month's notice before reopening so that staff and families would have time to adjust. As a result, we are announcing that **YPICS campuses will reopen on Friday, April 16, 2021**. We will open one grade per school in a hybrid model with less than 50% of a grade on campus at a time.

New State Law

According to the new California state law, **SB86, schools must offer in-person instruction** to "all pupils who are individuals with exceptional needs, and to all prioritized pupil groups" to its maximum practical capacity in all Tiers of Reopening. It also reads, "Red, Orange, and Yellow Tiers must offer optional in-person instruction for TK-5 and 6 in elementary school, and one full grade level for middle and high schools. Per the law, YPICS will open with one grade level per school in a hybrid model.

Logic for Reopening

First, science says that it is safe for staff and students to return in a socially distanced environment. Second, Public Health Directors are anticipating that LA County will move from the Purple Tier into the Red Tier this week. Third, our schools have the personal protective equipment and social distancing practices required by the State and LA County Health Departments. Fourth, our schools will provide mandatory weekly COVID-19 testing and contact tracing of staff and students. Fifth, our staff has been offered the opportunity to be vaccinated. Finally, we have decided to reopen on a Friday, two weeks after spring break, so we can monitor LA County and community case numbers after the holiday. Opening on Friday, allows us to test our opening and make adjustments over the weekend if necessary.

Required Parent Survey

As we continue to plan and make final preparations to re-open we would like to have your final feedback about if you will want to send your child back to campus for in-person learning. **We are urging you to complete the Parent Survey that will be available this week during Parent Conferences.** Your response will greatly inform how we move forward in the next few weeks.

Reopening our campuses for in person learning will be challenging. With your support, we will make this transition safe and beneficial for our students and staff. We look forward to hearing from you.

Sincerely,

Yvette King-Berg,
YPICS Executive Director

Cc:
Ruben Duenas, YPICS Chief Operations Officer
Kevin Myers, Executive Administrator BCCS
Larry Simonsen, Executive Administrator BCCHS
Rene Quon, Executive Administrator MORCS

14 de marzo de 2021

Estimados padres y comunidad de las escuelas autónomas de YPI:

Cuando YPICS cerró nuestras escuelas y se trasladó al aprendizaje a distancia hace un año, prometimos que seguiríamos la ciencia y les avisariamos a nuestras comunidades escolares con un mes de anticipación antes de reabrir para que nuestra personal y nuestras familias tuvieran tiempo para adaptarse. Como resultado, estamos anunciando que las escuelas **de YPICS reabrirán el viernes 16 de abril de 2021**. Abriremos un grado por escuela en un modelo híbrido con menos del 50% de un grado en la escuela a la vez.

Nueva ley estatal

De acuerdo con la nueva ley estatal de California, **SB86**, las **escuelas deben ofrecer instrucción en persona** a "todos los alumnos que sean individuos con necesidades excepcionales y a todos los grupos de alumnos priorizados" hasta su máxima capacidad práctica en todos los niveles de reapertura. También dice: "Los niveles rojo, naranja y amarillo deben ofrecer instrucción opcional en persona para TK-5 y 6 en la escuela primaria, y un nivel de grado completo para las escuelas intermedias y secundarias. Acuerdo con la ley, YPICS abrirá solo un nivel de grado por escuela en un modelo híbrido.

Lógica para la reapertura

Primero, la ciencia dice que es seguro para el personal y los estudiantes regresar en un entorno socialmente distanciado. En segundo lugar, los directores de salud pública anticipan que el condado de Los Angeles pasará del nivel morado al nivel rojo esta semana. En tercer lugar, nuestras escuelas tienen el equipo de protección personal y las prácticas de distanciamiento social requeridas por el Estado y los Departamentos de Salud del Condado de Los Angeles. En cuarto lugar, nuestras escuelas proporcionarán pruebas COVID-19 semanales obligatorias y seguimiento de contactos del personal y los estudiantes. En quinto lugar, se ha ofrecido a nuestro personal la oportunidad de vacunarse. Finalmente, hemos decidido reabrir un viernes, dos semanas después de las vacaciones de primavera, para que podamos monitorear el número de casos del condado de Los Angeles y de la comunidad después de las vacaciones. La apertura el viernes, nos permitirá la oportunidad de ver nuestro plan de apertura y hacer ajustes durante el fin de semana si es necesario.

Encuesta para padres requerida

A medida que continuamos planificando y haciendo los preparativos finales para reabrir, nos gustaría tener sus comentarios finales sobre si desea enviar a su hijo/a de regreso a la escuela para recibir instrucciones en persona. **Les pedimos que completen la encuesta de padres que estará disponible esta semana durante las Conferencias de Padres.** Su respuesta informará en gran medida cómo avanzamos en las próximas semanas.

Reabrir nuestras escuelas para el aprendizaje en persona no será fácil. Con su apoyo, haremos que esta transición sea segura y beneficiosa para nuestros estudiantes y personal. Esperamos escuchar de usted.

Atentamente,

Yvette King-Berg,
Directora Ejecutiva de YPICS

Cc:
Ruben Duenas, Director de Operaciones de YPICS
Kevin Myers, Administrador Ejecutivo BCCS
Larry Simonsen, Administrador Ejecutivo BCCHS
Rene Quon, Administrador Ejecutivo MORCS

Webinar - COVID-19 Vaccines:

Focus on the Education Community

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The coronavirus has had a profound impact on nearly every school and every community across the country and the world. Its effect is radically re-shaping how we envision school life. Kaiser Permanente Thriving Schools is here to support you.

We are offering a webinar series focused on supporting the comprehensive health needs of students, educators, school staff, and the entire education community, as we navigate the impact of COVID 19. Join us and get information on how to navigate this new normal.

Webinar: COVID-19 Vaccines: Focus on the Education Community

You'll learn about:

- **COVID-19 vaccines —**Clinical information around development and safety of vaccines
- **Focus on Your Questions —**Frequently asked questions related to related to public and clinical health of COVID-19 and the school community

Note: This webinar will not cover vaccine distribution for school districts and employees.

From presenters:

- **Deb Friesen, MD, MBA, FACP,** Physician Advisor
- **Annie Reed, DrPH, MPP,** National Director of Thriving Schools

Choose the time that works for you	Registration
February 16th, 10:30-11am HST/12:30-1pm PST/3:30-4pm EST	Click Here
February 16th, 1:30-2pm HST/3:30-4 pm PST/6:30-7pm EST	Click Here
February 17th, 3:30-4pm HST/5:30 – 6 pm PST/8:30-9pm EST	Click Here

Additional Resources

Thriving Schools Website

Planning for the Next Normal at School Playbook

Resources for Schools and Families Impacted by COVID-19

YPICS
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COMMUNITY TOWN HALL: Meet Dr. Hoffman!

Thursday | February 25 | 4pm – 5pm

Google Meeting Link: meet.google.com/ioy-raht-ahb

Join by Phone: 1-530-593-0032 PIN: 117845008



1. **COVID-19 is widespread in the community. Wherever you go, someone nearby may be COVID-19 positive and not realize it due to lack of symptoms. We are all at risk.**
2. **Protecting you also helps protect your family, and especially those who may be at higher risk for severe illness from COVID-19.**
3. **You matter. And you play an essential role in keeping your community healthy.**
4. **The vaccines are about 95% effective at protecting you from COVID-19.**
5. **This is our pathway to end the pandemic and save lives.**

Learn more! Join us this Thursday.

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AYUNTAMIENTO PARA LA COMUNIDAD YPICS: Conozca al Dr. Hoffman!

Jueves | 25 de Febrero | 4pm – 5pm

Enlace para la reunion de Google: meet.google.com/ioy-rant-ahb

Unase por teléfono: 1-530-593-0032 PIN: 117845008



1 COVID-19 se extendió en la comunidad. Vayas donde vayas, alguien cercano puede ser positivo con COVID-19 y no darse cuenta debido a la falta de síntomas. Todos estamos en riesgo.

2 Protegerse usted también ayuda a proteger a su familia, y especialmente a aquellos que pueden estar en mayor riesgo de contraer una enfermedad grave por COVID-19.

3 Tu importas. Y usted juega un papel esencial para mantener saludable a su comunidad.

4 Las vacunas son aproximadamente un 95% efectivas para protegerlo del COVID-19.

5 Este es nuestro camino para poner fin a la pandemia y salvar vidas.

¡Aprende más! Únase a nosotros este jueves.

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Youth Policy Institute Charter Schools, Inc.
The right health care partner makes all the difference
February 25, 2021
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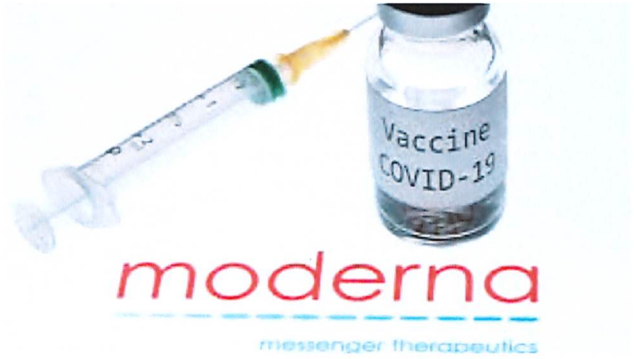
COVID-19 Vaccine Program

KP Southern California

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What COVID-19 vaccines are available now?





Other vaccines are also **in development**, for example:

- Oxford/AstraZeneca
- Novovax
- Johnson & Johnson

These will go through the same clinical trials and Kaiser Permanente reviews as Pfizer/BioNtech and Moderna vaccines did.

Pfizer/BioNTech
mRNA, BNT162b2

- 43,538 study participants
- 170 cases of COVID-19 (162 placebo, 8 vaccine)
- **95% overall vaccine effectiveness rate**

Moderna
mRNA-1273

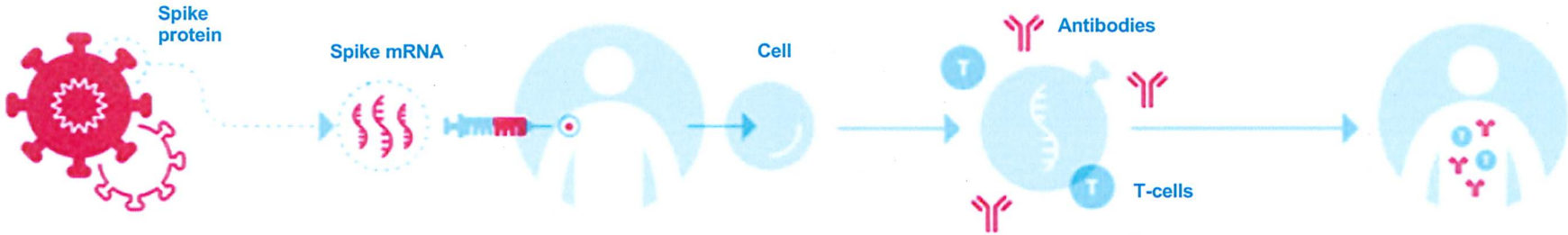
- 30,000 study participants.
- 196 cases of COVID-19 (185 placebo, 11 vaccine)
- **94.1% overall vaccine effectiveness rate**

The two authorized and recommended vaccines to prevent COVID-19 in the United States **both require two shots to be effective.**

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How are mRNA vaccines different from traditional vaccines?

mRNA vaccines give the immune system genetic instructions (instead of the live virus) to recognize COVID-19 and create antibodies to fight it. The immune system remembers this if the real vaccine enters the body.



mRNA vaccines give instructions to the cells in your body to make the "spike protein," a small, harmless piece of the COVID-19 virus.

The mRNA vaccines will be injected into the muscle of your upper arm. Once the vaccine is inside your body your cells will follow the instructions that tell them how to make the spike protein. The spike protein does not cause people to become ill with COVID-19.

After your muscle cells make the spike protein, your immune system will recognize that it doesn't belong there. As a result, your immune system will start to make T-cells and antibodies that specifically recognize the spike protein.

This process teaches your body how to recognize and destroy the virus if you are ever infected with COVID-19 in the future. mRNA COVID-19 vaccines are about 95 percent effective in preventing COVID-19.

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Quick Facts about mRNA

How do mRNA vaccines work?

- mRNA vaccines teach our cells how to make a protein—or even just a piece of a protein—that triggers an immune response inside our bodies. That immune response, which **produces antibodies**, is what **protects** us from getting infected if the real virus enters our bodies.

Do the vaccines use the live COVID-19 virus?

- **NONE** of the COVID-19 vaccines that are in development use the live virus that causes COVID-19.

Do the vaccines affect or interact with our DNA?

- They do not affect or interact with our DNA in any way.
- mRNA never enters the nucleus of the cell, which is where our DNA (genetic material) is kept.



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What are some considerations when getting the COVID-19 vaccine?

Consult with your provider to discuss your specific risk and benefits

COVID-19 Infection



- Wait until recovery from acute illness
- Isolation discontinued >90 days after monoclonal antibody/ convalescent plasma

Allergies



- 30-min observation if history of severe allergic reaction
- 15-min observation if no history of severe allergic reaction or no allergy history

Other Vaccines



- Cannot be given with other vaccines
- Wait to receive other vaccines >14 days before or after

Pregnancy



- Data not available
- Consider vaccine based on personal risk
- Acetaminophen if fever
- Pregnancy testing not necessary

Breastfeeding



- Data not available
- Not thought to be risk to infant

Immunosuppression



- Data not available
- May receive vaccine
- Reduced immune response possible

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"What are the typical side effects of the vaccines?"
"Are there any other reactions that have been observed?"
Vaccine safety
"How safe are the vaccines?"
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"How do I know the vaccine is safe?"

- Rigorous testing
- Large-scale clinical trials
- Independent safety review
- Ongoing monitoring even after approvals

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"What are the reported side effects of the vaccine?"

Most common side effects include:

- Fever
- Fatigue
- Muscle aches
- Soreness at injection site

For most people- these are mild or moderate and resolve quickly

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"Are there any other reactions people have to the vaccine?

- Small percentage of individuals experienced allergic reactions
- Continuing review of data to understand more
- Short observation period after vaccine administration

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"If I have symptoms can I get the shot? What if I just got a flu vaccine?"

You should wait to get a vaccine until you have recovered.

You should not get a flu vaccine and COVID-19 vaccine at the same time, or within 14 days of each other.

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"If I've already had COVID-19, do I still need to get the vaccine?"

Yes. The recommendation from the CDC is people who have previously been infected and recovered should get the vaccine

- Reduces risk of re-infection
- Potentially increases length of immunity

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"Can I stop wearing a mask if I get the vaccine?"

No.

- Vaccine can prevent new illness
- May not impact ability to transmit the virus
- Until there is more data
  - cover your mouth and nose with a mask
  - wash hands often
  - stay at least 6 feet away from others

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"Can my child or teen get vaccinated?"

<16 years old
- Wait

>16 years old
- The Pfizer-BioNTech vaccine has been shown to be safe and effective in teens over 16 years of age and older and is recommended by the CDC.

>Over 18 years old
- Both the Pfizer-BioNTech vaccine and the Moderna vaccine have been shown to be safe and effective in people 18 years of age and over and is recommended by the CDC.

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"How do you know you'll have vaccine when it's time for my second shot?"

The supply chain is designed to allocate second doses in a cadence with the first ones (21 days for Pfizer and 28 days for Moderna)

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"Will members and employees be able to get the vaccine outside of Kaiser Permanente?"

Yes. Kaiser Permanente members and employees will be able to get the COVID-19 vaccine at no cost from facilities approved as a COVID-19 vaccine provider by their state's department of health when it is their turn.

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"What is KP's role and responsibilities with vaccine distribution?

- Accountable for the delivery of the federal government's property (vaccine) according to their guidelines
- Required to follow federal and state guidance for prioritization
- Abide by all reporting requirements

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Leveraging our strengths to keep delivering high-quality care



Telehealth

- Massive increase in telehealth visits
- Using virtual visits for more than **80%** of all care visits systemwide*
- Expanding our **mail-order pharmacy** capacity



Testing and care

- Covering all COVID-19 testing, diagnosis, and treatment at **no cost** for our members
- Ensuring long-term access to care through a **national command center**



Communication

- Sending out **timely communications** to our members and groups
- Strategically **redeploying our staff and resources** where most needed — and to better protect our front-line workers

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When can I get vaccinated?

- Kaiser Permanente is committed to a safe, expedient and equitable vaccination administration process.
- We're taking a phased approach in accordance with CA Department of Public Health and CDC guidelines.
- For the latest vaccine information, visit kp.org/covidvaccine or call our vaccine hotline at 1-855-550-0951 (TTY 711), 24 hours a day, 7 days a week. We'll update our recorded message hotline regularly.

Phase 1A January - February	Phase 1B February - March	Phase 1C March - May	Phase 2 May - June	Phases 3 & 4 June - December

• Healthcare workers
• Long-term care residents*
 	
* Walgreens and CVS are already providing the vaccines to residents of long-term care facilities at no cost to the recipients.
	Tier 1
	• Individuals 65 and older
	• Those at risk of exposure at work in the following sectors:
	  ◦ Education
	  ◦ Childcare
	  ◦ Emergency services
	  ◦ Food and agriculture
	Tier 2
	• Those at risk of exposure at work in the following sectors:
	  ◦ Transportation and logistics
	  ◦ Industrial, commercial, residential, and sheltering facilities and services
	  ◦ Critical manufacturing
	• Congregate settings with outbreak risk:
	  ◦ Incarcerated
	  ◦ Homeless
		• Individuals 50-64 years of age
		• People 16-49 years of age and have an underlying health condition or disability which increases their risk of severe COVID-19
		• Those at risk of exposure at work in the following sectors:
		  ◦ Water and wastewater
		  ◦ Defense
		  ◦ Energy
		  ◦ Chemical and hazardous materials
		  ◦ Communications and IT
		  ◦ Financial services
		  ◦ Government operations / community-based essential functions
			Critical Workers
			Moderate-Risk Individuals
			CDPH is developing detailed guidance for this distribution phase. We will post additional information as it's available.
				Everyone
				Populations not identified in prior phases above, will be addressed and defined further by CDPH

Current as of 1/15/21. Information is subject to change.

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Why should I get the COVID-19 vaccine?



1. COVID-19 is widespread in the community. Wherever you go, someone nearby may be COVID-19 positive and not realize it due to lack of symptoms. We are all at risk.
2. Protecting you also helps protect your patients, your family, and especially those who may be at higher risk for severe illness from COVID-19.
3. You matter. And you play an essential role in keeping your community healthy.
4. The vaccines are about 95% effective at protecting you from COVID-19.
5. This is our pathway to end the pandemic and save lives.

Lead the way!

Encourage your coworkers, patients, family, and friends to get vaccinated.

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20



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YPICS Leadership Reopening Update 3.16.21

- Write questions in the chat
- Remain on mute
- Be respectful of others
- We come to this meeting with diverse perspectives which will be respected and valued, so we can make the best decisions, grounded in safety and our shared commitments to each other and the young people we serve
- **If we get google bombed, click End Meeting, and check email for a new invitation and link**

The Entire YPICS Team Makes This Happen

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These are unprecedented times, thank you for joining the discussion

Service to families, students, the community, and to each other is unmatched!

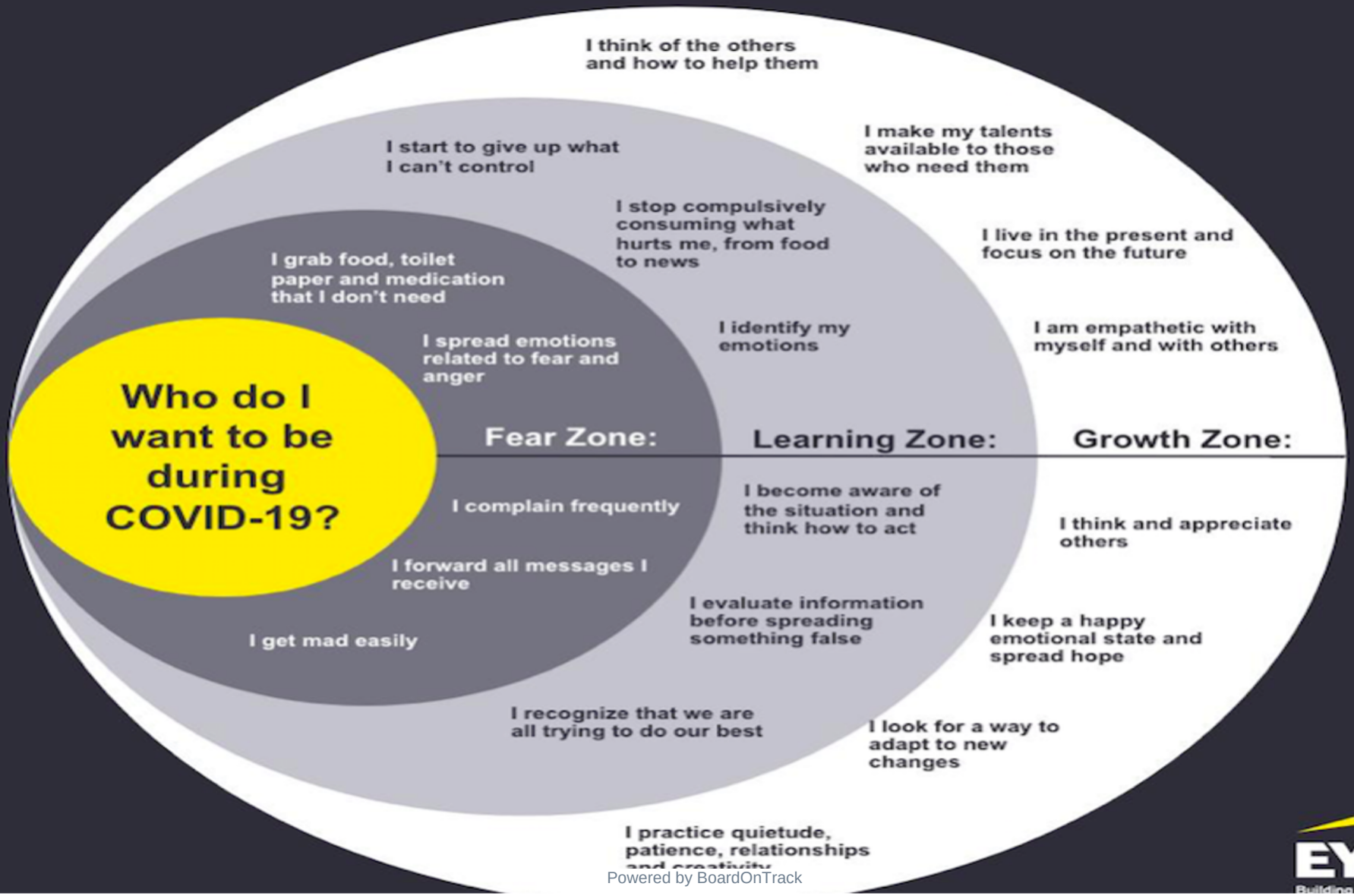
You are each amazing and your incredible service to each other, and to YPICS families and students is unparallelled!

As we forge ahead, know that protecting you and all that you bring to YPICS to make the magic happen is our number one priority!

- The decisions before us, though difficult, will allow us to serve the children and families we love so much safely and effectively.
- We are not alone
- **We are Better Together**

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Our Values

Excellence

- A commitment to high quality, meaningful and engaging instruction

Diversity

- We are better and stronger because of our differences

Authenticity

- We are our true selves in this work, we listen to and respect one another

Community

- We care deeply about people. We share and build partnerships. We celebrate, laugh, and seek joy, even in the tough times.

Change

- We welcome the unknown, embracing the unexpected and new. We adapt to meet the ever-changing times. We find new ways.

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Principles for planning to return to in-person learning

- Ensuring student, family and staff **safety**, guided by science and public health
- Ensuring student, family and staff social and emotional **well-being**
- Focusing on **equity** for all students, families and staff
- Providing **options** for families to meet their needs
- Maintaining the **YPICS instructional model**
- Phasing in our approach, with **flexibility** to move between models quickly

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Leadership & Staff will be making the final decisions

- We know that families and staff have a lot of ideas, especially given that all schools around the world have adopted slightly different approaches
- YPICS believes in collaboration among stakeholders. This is a unique moment where we have to acknowledge that it is impossible to perfectly meet everyone's needs.
- As a result, leadership staff will be making the final decisions based on the guiding principles
  -Safety
  -Equity
- We ask that you respect these decisions
  -Give our schools a chance
  -Our team will not be able to consider appeals or further discussions so that our attention is focused on a smooth roll-out and transition to hybrid learning

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Why focus on safely reopening for in-person learning?

- Students need in-person school
  - Social emotional development
  - Strengths of in-person learning
  - Academic supports and guidance

- Our most vulnerable students need in-person school the most
  - Homeless youth
  - Disengaged students
  - Children of essential workers

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Reopening as a COMMUNITY

- Our reopening theme is **COMMUNITY**
- The YPICS family is special
- We need to lift each other up, hold each other accountable and care for those greatest in need
- A year ago, we persevered in an unprecedented situation - we'll do the same this time around
- We will emerge from this even stronger as a community – with greater conviction in our values and how we want to live them

Community Transmission

Transmission data rapidly declining and almost at “Red Tier”

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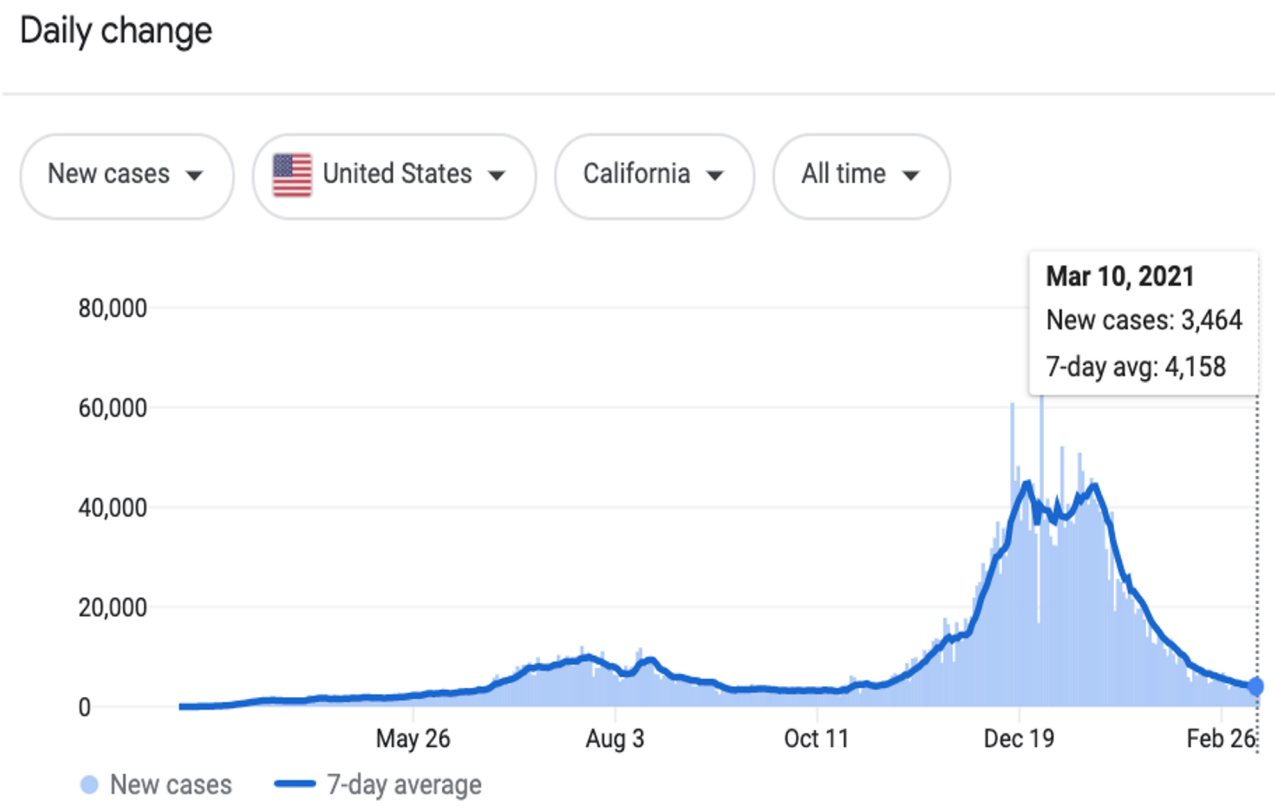
Humanity in the data

- Lives have been devastated by COVID
- People have suffered illness, housing and food instability, anxiety and so much more
- Some communities have seen disproportionate impact
- Every data point reflects some of this impact

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Cases are declining

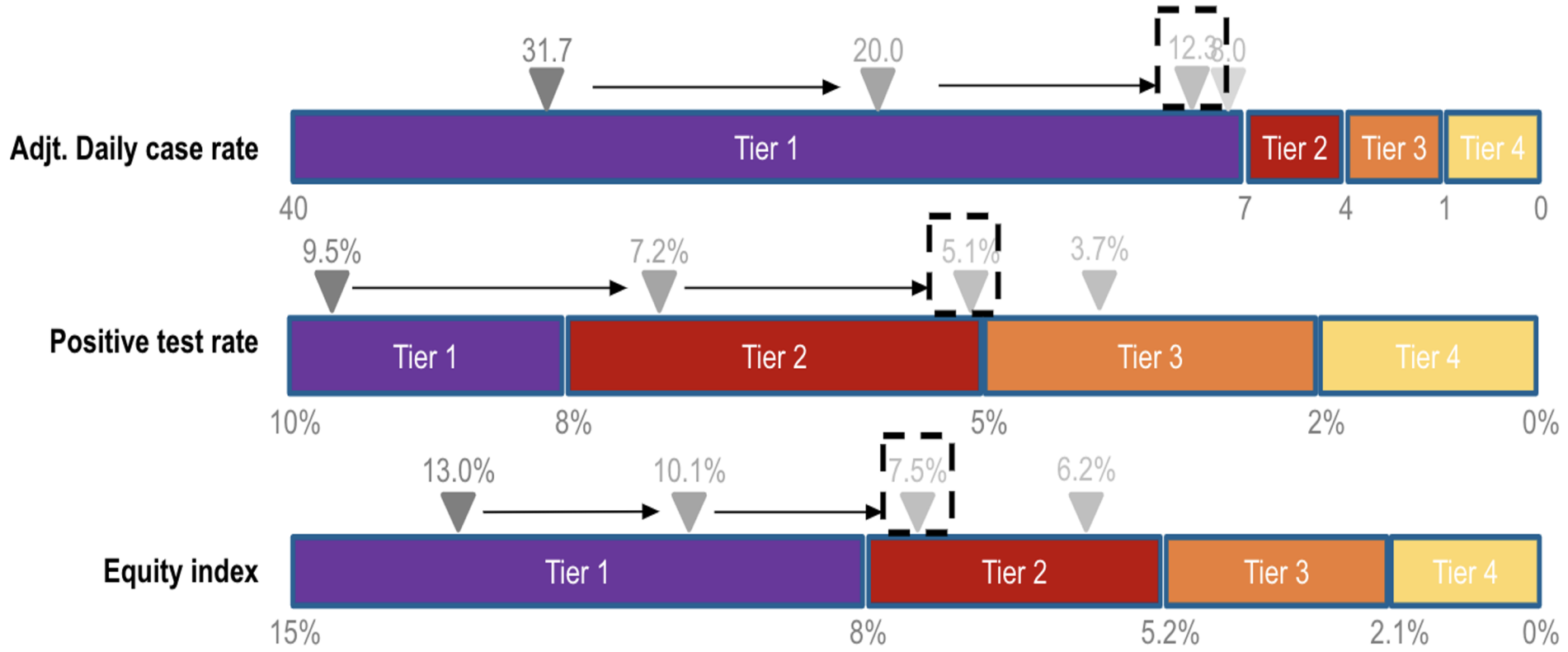


Cases are rapidly declining (1,632 average cases/day over last week as of 3/1/21)

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LA County Data is Approaching Red Tier



Data as of 2/9, 2/16 and 2/23 (light grey from fall 2020), 3/2

Not Out Of The Woods Yet

We continue to need to be mindful and diligent of potential increase in risk over the coming weeks

- New COVID strains
- Potential for increased community transmission
- Will monitor very carefully

Growing research and guidance pointing to ability to safely reopen for in-person learning

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Growing research/guidance on reopening for in-person

- Schools do not seem to be super-spreader events we feared
  - When schools have followed safety protocols, school rates have matched community rates (i.e., cases that show up in schools mirror community rates but those cases do not spread within the school)
  - Several studies have found that children transmit the virus, but perhaps not as easily as as adults[1], especially in younger groups[2]
  - Following safety protocols are critical to preventing transmission in schools[3]

o https://www.nature.com/articles/s41591-020-0962-9
o https://wwwnc.cdc.gov/eid/article/26/10/20-1315_article
o Honein MA, Barrios LC, Brooks JT. Data and Policy to Guide Opening Schools Safely to Limit the Spread of SARS-CoV-2 Infection. *JAMA*. Published online January 26, 2021. doi:10.1001/jama.2021.0374

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Vaccines for educators are here!

All of our faculty and staff have been given codes/access to vaccines



A school worker received a shot of the Covid-19 vaccine Monday at a site in Inglewood, Calif., set up to serve education workers.

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Return to Campus Plan

Guiding Principles & Vision

YPICS Communities and Schools

We commit to:

1. Protect the health and safety of our students, staff, and families to the fullest extent possible
2. Provide our scholars with academically excellent, joyful, and equitable learning experiences with a consistent focus on meaningful and engaging instruction, through our commitment to a whole scholar approach to education and social justice through inclusivity regardless, of whether we are inside or outside our school buildings
3. Show care for our entire YPICS Community and Family of scholars, caregivers, faculty, staff, and our surrounding communities, so we can all thrive during this time

VISION: Throughout the 20-21 school year, our communities are healthy and connected, and all students are receiving high quality instruction that meets their needs

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Today's Agenda

- COVID Task Force
- Current update
  - State Update
  - County Update
  - LAUSD Facilities Update
  - YPICS Return to Campus
    - ***Planned Potential*** Timeline for Returning to Campus
    - Priorities for Returning to Campus
    - Phases (1-4 & 5)
- Established Commitments
- Discussions
- Additional considerations / Date of next meeting

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COVID Task Force

Comprised of all Stakeholder groups across YPICS

To the 200 families, teachers, staff, administrators, board members, and partners who have volunteered their time to be on this committee.

Thank you!

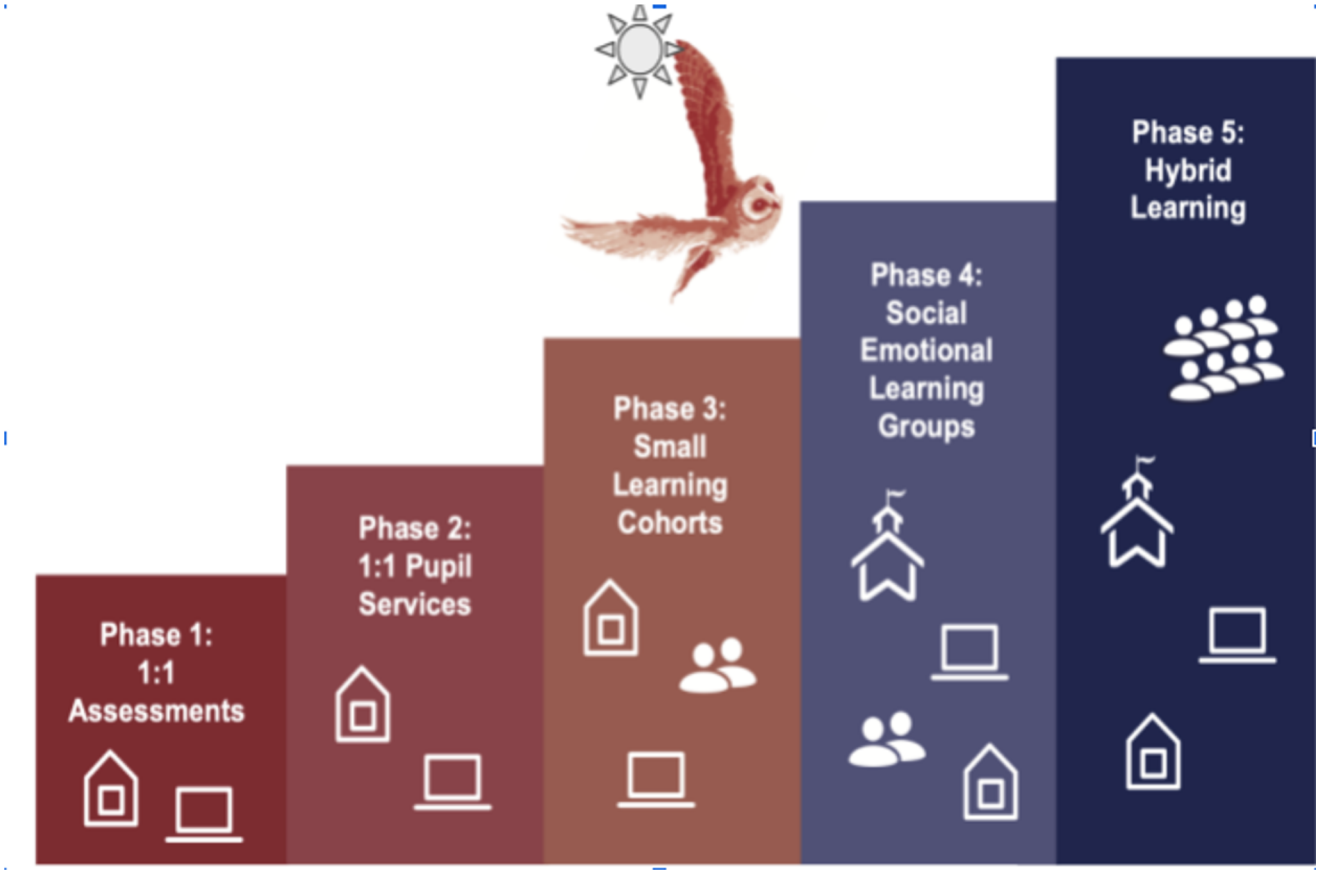
Purpose. To serve in an advisory role as we are developing systems and supports to safely provide instruction on and off campus, while continuing to uphold our values of meaningful and engaging instruction, stakeholder input and support, inclusivity, and a whole scholar approach to education

Note: The COVID committee is reconvening at least every other week until the plan for reopening in hybrid is completed

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Where We Are Today?



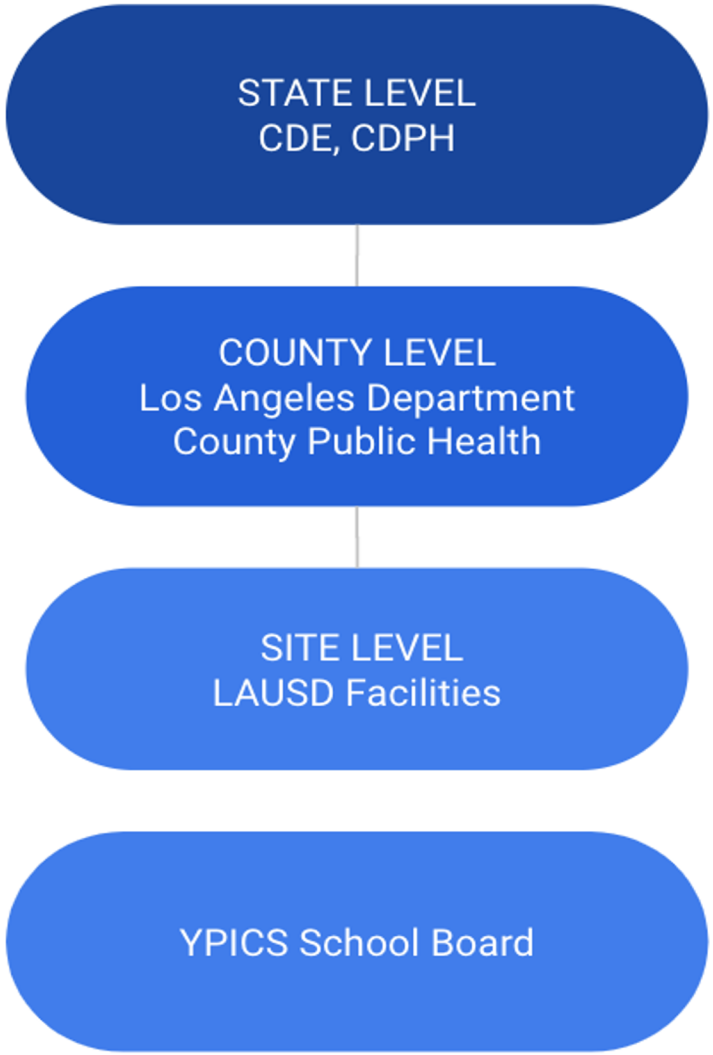
2020-21 RETURN TO CAMPUS FRAMEWORK

Last Updated: March 10, 2021

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Decision Making Chain



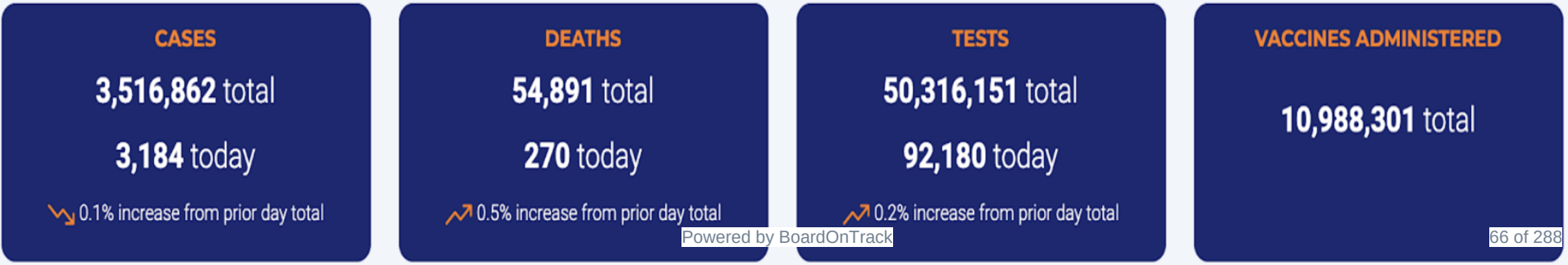
Guidance and permissions to return to campus (and close down) will be granted in order from these entities. YPICS will abide by all state and county guidance.

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State Update

- Legislative Update schools must return within two weeks of county indicating it is safe to reopen
- 10% vaccines are now being prioritized for teachers
- All YPICS faculty and staff have ability to begin their vaccine regimen
- Rates are declining/flat; increase in tests and vaccines (as of 3/11/21)



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LA County Update

- **Vulnerable students return to campus (YPICS Phases 1-4)**
  From LACDPH: Every school in the county is still permitted to provide specialized in-person support and services for students in any grade T-12 who are identified as high need. The schools must file a notification with LACDPH letting them know of their plans (over 1700 individual schools have already done so since September). Those Students must be served either individually or in small cohorts and the maximum number of students allowed on campus at any one time for this purpose should not be more than 25% of the entire student body.
  YPICS campuses have filed notification to LACDPH and may begin services (Phases 1-4)

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LAUSD Facilities Update

- All faculty, staff, and students must be **tested weekly**
- 3/24 - Vulnerable students may return to campus 5-12 *(YPICS phases 1-4)*
- 4/16 - Projected date for hybrid return to campus *(YPICS phase 5)*
- Co-located principals are using the Principal's Playbook (Relay) to guide instructional and operations decisions during weekly planning meetings
- All schools on LAUSD campuses must follow the same testing and safety protocols

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YPICS Update

- All faculty, staff, and students on campus must be **tested weekly**; immunocompromised people must/will be tested **twice per week**
- 3/24 - Vulnerable scholars return to campus grades 5-12 (YPICS phases 1-4); Sports Conditioning Can begin (TBD for YPICS)
- 3/29 - 4/5 Spring Break
- 4/12 - 4/15 Teachers offering Distance Learning instruction; final classroom preparations are made for in-person instruction, all faculty, staff, and students are tested prior to this week (this allows for all faculty/staff to reach full vaccination immunity before working with scholars
- 4/16 - Projected date for ES grade 5, MS grade 6,/HS grade 11 (TBD or more) hybrid return to campus

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YPICS Priorities

- **Training, Support, and Guidance for Parents, Faculty, and Staff**
  - Ensure teachers/staff have instructional tools/supports for success - **IN PROGRESS**
  - Experts (Dr. Hoffman, SafeSchools Training, Primary Source Tools LADCPH)
- **Safe Entry/Exit Procedures**
  - On board all Faculty, Staff, on SchoolPass application -**UPCOMING**
  - On board all Families on SchoolPass application - **UPCOMING**
  - Begin immediately, even with small number of folks on campus prior to Spring Break
- **Covid 19-Testing**
  - Share sign up portal with families and beginning testing all students, faculty, and staff baseline-(All Staff and Scholars 3/24 - **UPCOMING**
  - Set up comprehensive schoolwide testing the week of 4/12 to prepare for hybrid - **UPCOMING**

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YPICS Priorities- Part 2

- **Determine Number of Students returning for on-campus learning -- SURVEY OUT**
  - This impacts ratios, staffing needs, scheduling, childcare options, etc.
- **Determine Hybrid Schedule - IN DISCUSSION / SURVEY OUT**
  - Simultaneous, AA/BB, AB, AB; does it need to be the same for all schools?
- **Finalize plans for operations**
  - Outdoor cohort snack and play stations; sanitizing tables
  - Hire additional staff?
  - Childcare options for faculty/staff and school-age children (Think Together)
  - Asynchronous study cohorts
  - On campus SEL activities
- **Development of internal policies and procedures for a safe return for each phase**
  - Weekly Operations meetings
  - Bi-weekly COVID 19 Return to Campus stakeholder meetings
  - Small group school site meetings with educators/Executive Administrators

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Update YPICS Phases: 1-4

Permission to Serve Vulnerable Students - Schools in LA County can serve up to 25% of their population on campus to ensure vulnerable students are getting the support and services that they need. This includes:

- **Phase 1:**
  - 1:1 assessments for students with disabilities and English Learners (Phase 1) -
  - 1:1 assessment for student with disabilities and English Learners (Phase 1) - on campus
- **Phase 2:** 1:1 DIS service provision for students with disabilities that cannot occur in distance learning
- **Phase 3:** Small supervised stable cohorts that continue with distance learning while on campus; supported by an adult supervisor (not their teacher)
- **Phase 4:** Small supervised stable cohorts that receive social and emotional supports with an adult on campus (teachers, paraprofessional, or other adult supervisor)

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Return to Campus: Outside Signage





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Return to Campus: outside Signage





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Return to Campus: Inside Signage

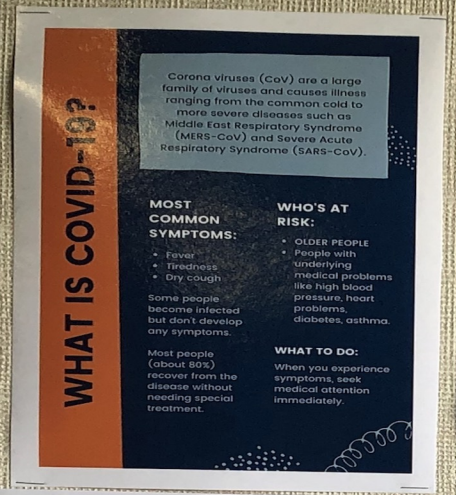




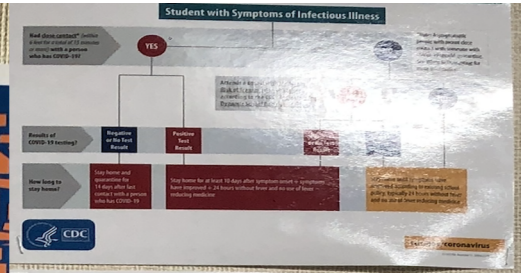
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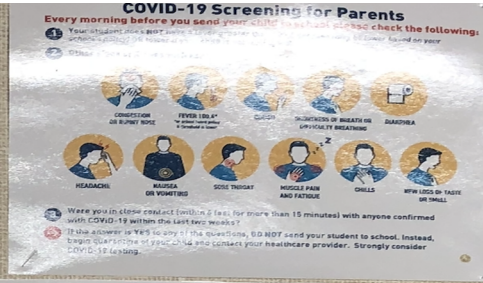
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Return to Campus: Inside Signage

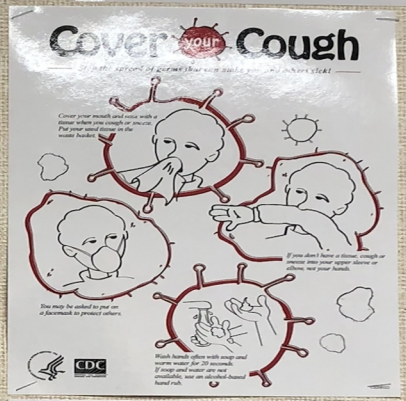


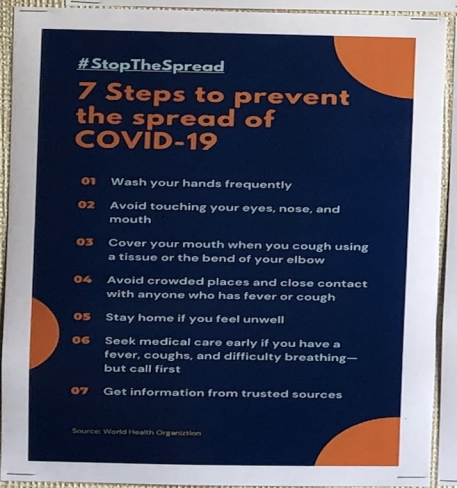


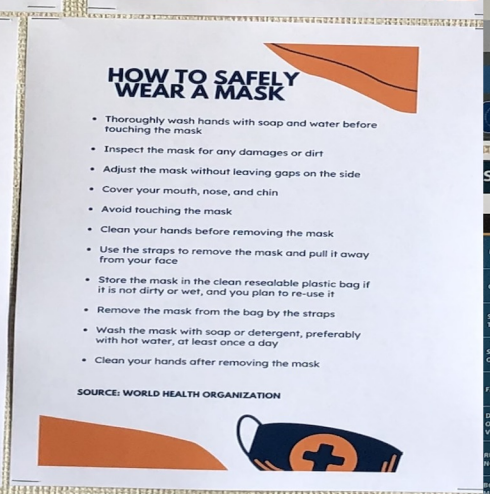


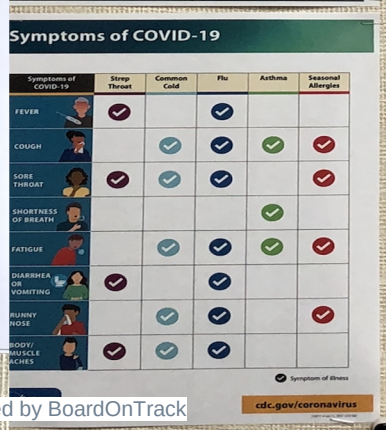


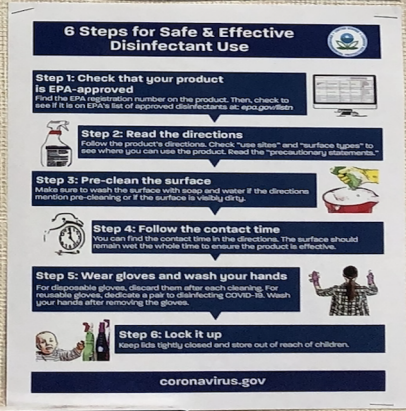












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Return to Campus: Classroom Update

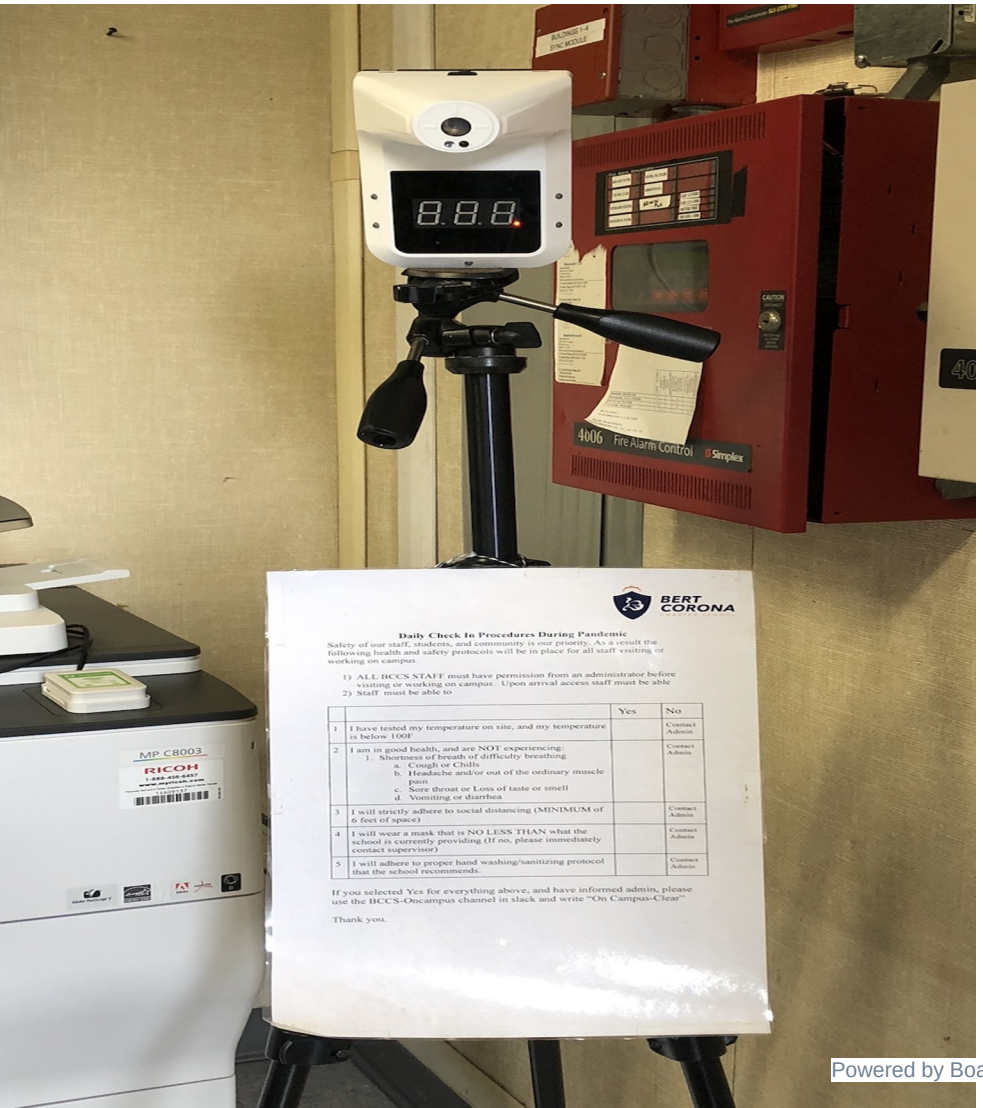


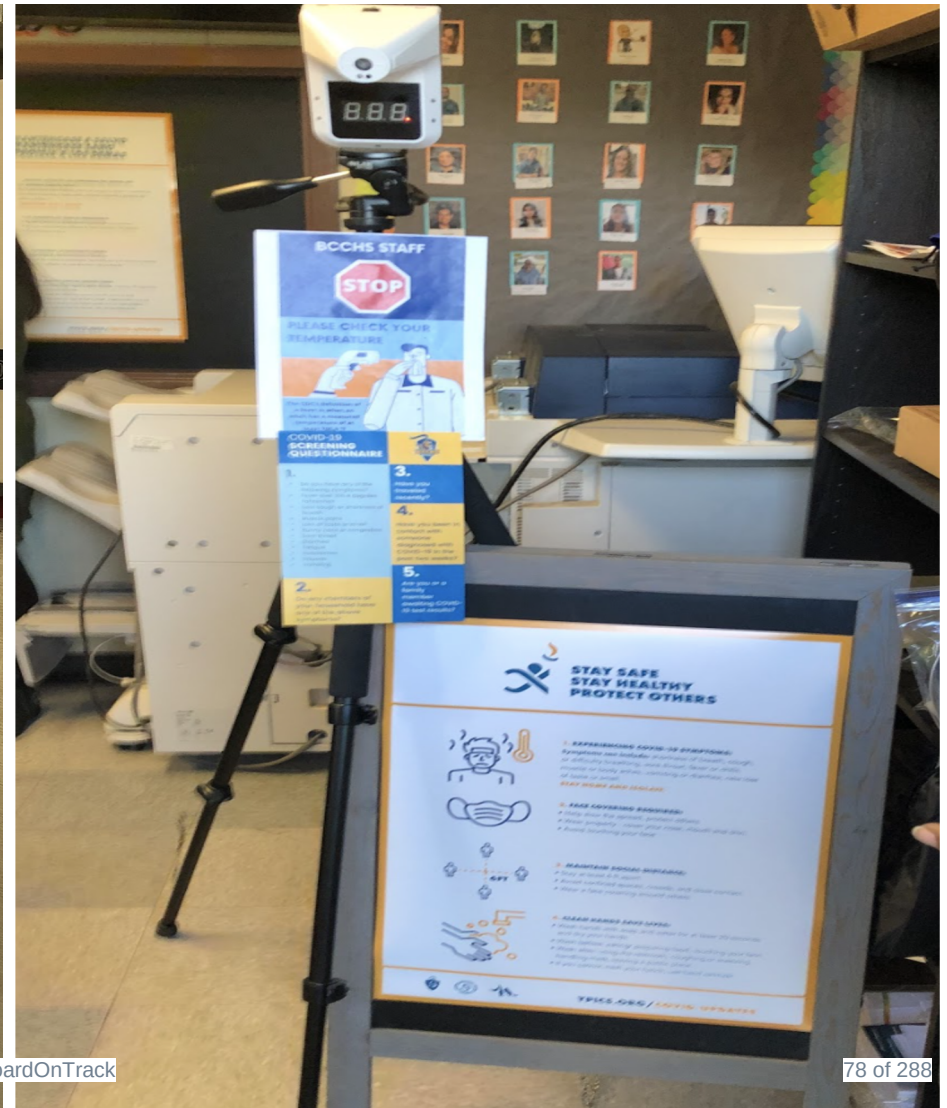


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Return to Campus: Temperature Checks





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Return to Campus: Sanitation Stations





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Return to Campus: Sanitation Stations





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Return to Campus: Air Purifiers/Ventilation





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Return to Campus: PPE, Lots of PPE

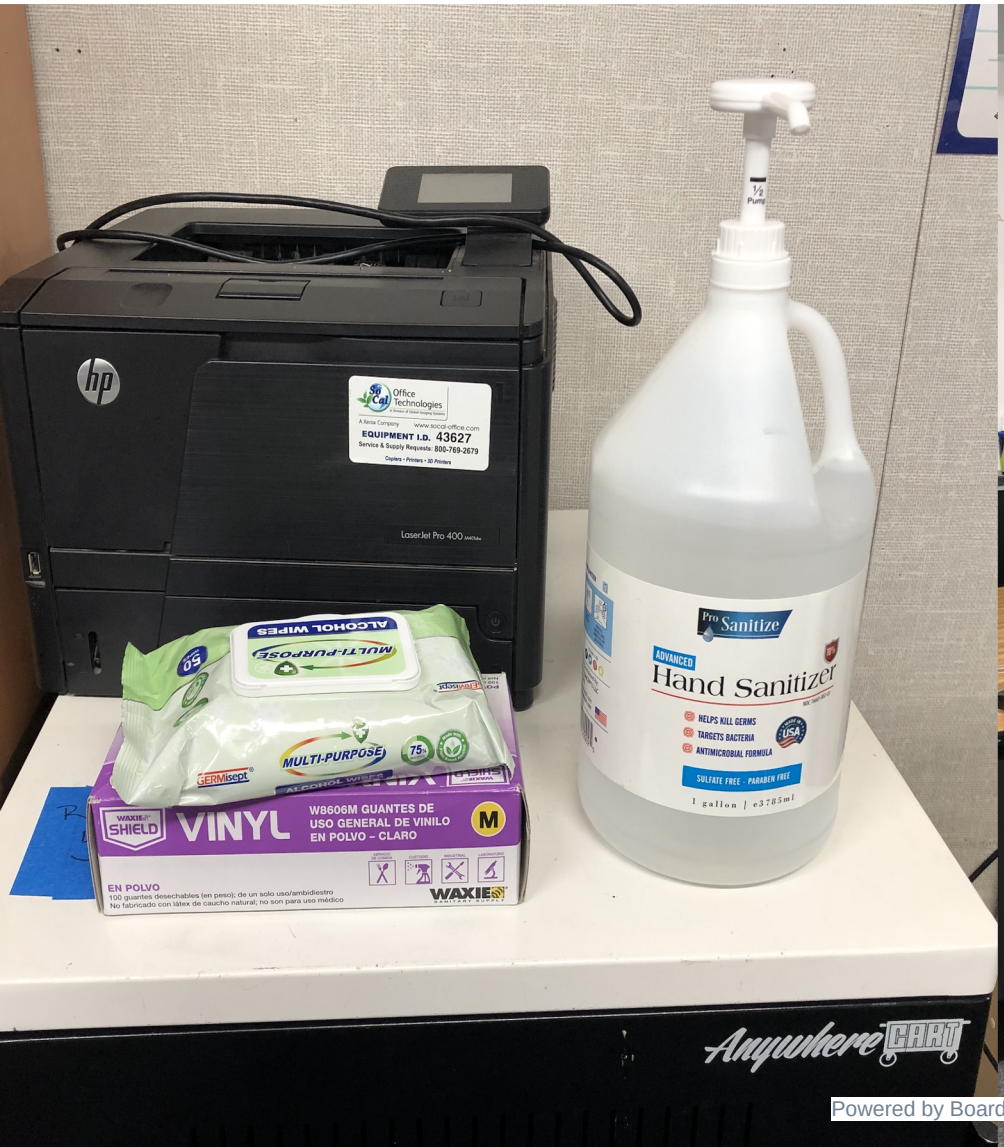




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Return to Campus: Sanitation/Cleaning





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YPICS Reopening: Phase 5 Hybrid

The two models for instruction that will be available for families to select for their students will be the Hybrid Model and Online Only. Please keep in mind that the models described here are based on the latest health and science information and may be subject to change. Please also note that your child may be learning with a new teacher, based on the number of students selecting each model.

- **Hybrid Model** - In this model, students participate in a mix of on-campus, in-person instruction and online learning. At all grade levels, students remain in consistent cohorts, meaning they stay with the same students each day. The times when students will be on campus will vary by grade.
- **Online Only** - In this model, students will continue to learn exclusively online, similar to how we began the 2020-2021 school year.

YPICS
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Established Commitments:

In conjunction with LAUSD facilities agreements



GUIDANCE FROM HEALTH OFFICIALS

Los Angeles Unified will only reopen school facilities for a hybrid return when county and state public health officials announce it is appropriate to do so, no earlier than January 2021



ONLINE LEARNING OPTION

All families will have the option to participate in 100% online learning for the remainder of 2020-21



ROBUST SAFETY PROTOCOLS

Robust safety protocols will be in place at all campuses, including required PPE, mandated social distancing, frequent disinfecting, and hand sanitation, among others.



TRAINING & PREPARATION

Comprehensive training will take place for all stakeholders (teachers, administrators, students, families, and other staff) in preparation for a return to campus.

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Established Commitments: Safety Protocols

In conjunction with LAUSD facilities agreements

THE THREE S's

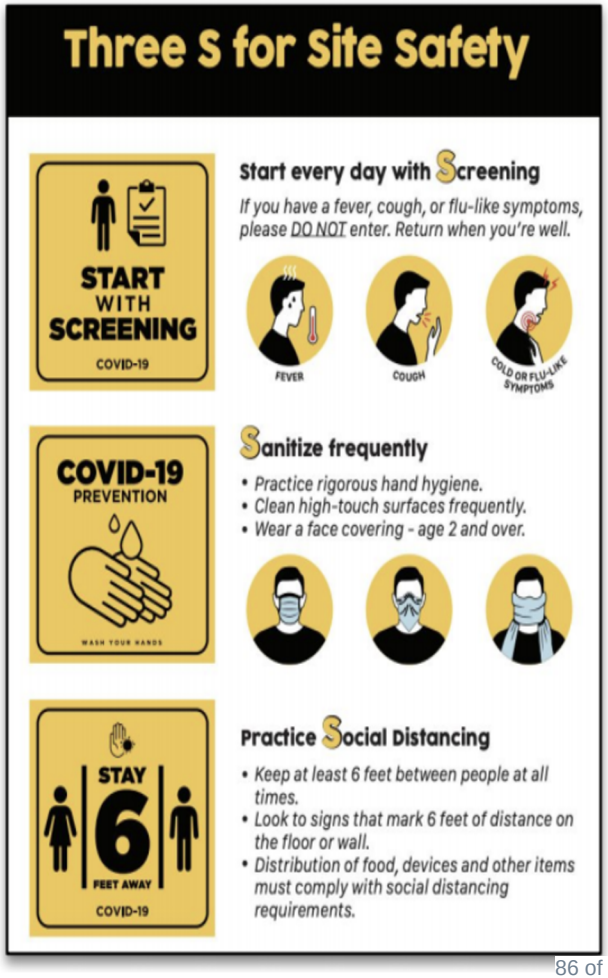
For students and staff returning to campus, the following health and safety protocols will be in place at every school.

Every day starts with a commitment to safety and Three S's: Screening, Sanitation, and Social Distancing. It is up to everyone to use the Three S's to protect their health and the health of others.

SCREENING OF STUDENTS AND EMPLOYEES
A check-in area for health screening questions will be in place with enough space to maintain privacy. Daily upon arrival at the site, employees and students check in for health screening.

MODIFIED CLASSROOM LAYOUTS
Classrooms have been reconfigured to ensure safe social distancing is always taking place.

MASKS AND OTHER PROTECTIVE EQUIPMENT
Face coverings will be required of all students, staff, and visitors while on campus.



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Established Commitments:

In conjunction with LAUSD facilities agreements

PHYSICAL DISTANCING

Signage and floor markings will be used to help remind about social distancing, which will be key to nearly every aspect of returning to school - during class, breaks, and lunch periods, too.

HYGIENE

Restrooms and handwashing sinks in classrooms will be stocked with soap and paper towels. Hand sanitizer will also be available in locations throughout campus.

DISINFECTING CLASSROOM FURNITURE AND OTHER SURFACES

Facilities are being kept clean and sanitized daily with an electrostatic mister.

UPGRADED AIR-FILTRATION SYSTEMS

Heating, Ventilation and Air Conditioning systems have been modified to bring in 100% outside air, ventilate 24/7 and are being upgraded with higher performing MERV-13 filters.



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Established Commitments: Safety Protocols

In conjunction with LAUSD facilities agreements



OPTIONS FOR HIGHER RISK EMPLOYEES

Employees over 65 years old or with underlying health conditions will be given the option to conduct work from home; additional opportunities to work remotely may be available for other qualifying teachers.



ADDITIONAL SUPPORT FOR SCHOOLS

Substitute teachers will provide additional support to the highest needs schools for both in-person and online instruction.



EQUIPMENT & SUPPLIES

Teachers will be provided with high quality equipment and supplies to support in-person and remote instruction.



INSTRUCTIONAL FLEXIBILITY

The district will remain flexible to switch between instructional models based on health and safety information (including "all online" days for situations such as rainy days).

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The Entire YPICS Team Makes This Happen

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Reopening Staff Townhall

March 22, 2021

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Reopening Staff Townhalls
3.22.21

- Write questions in the chat
- Remain on mute
- Be respectful of others
- We come to this meeting with diverse perspectives which will be respected and valued, so we can make the best decisions, grounded in safety and our shared commitments to each other and the young people we serve

The Entire YPICS Team Makes This Happen

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These are unprecedented times, thank you for joining the discussion

You are each amazing and your incredible service to each other, and to YPICS families and students is unparallelled!

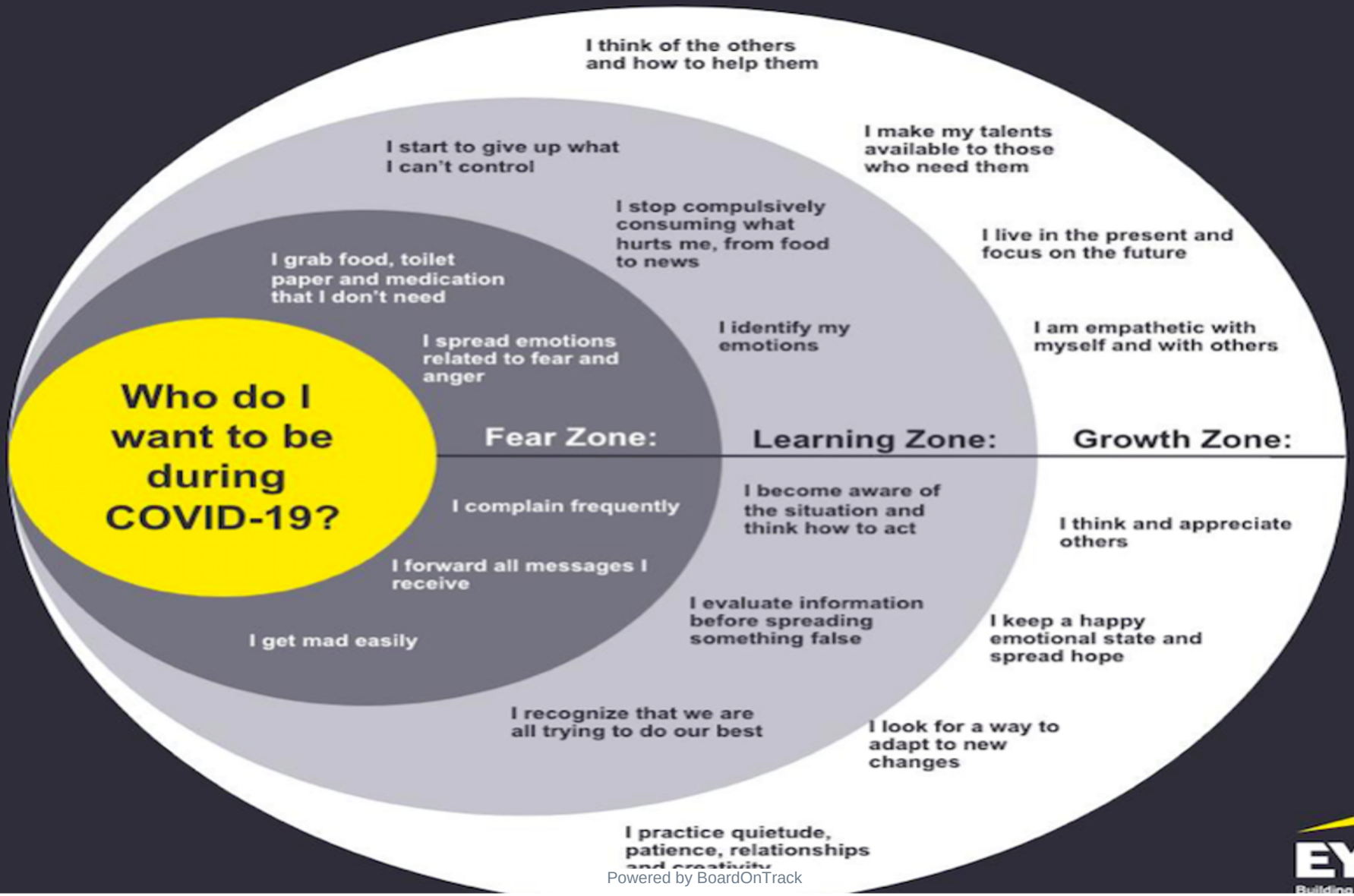
Service to families, students, the community, and to each other is unmatched!

As we forge ahead, know that protecting you and all that you bring to YPICS to make the magic happen is our number one priority!

- The decisions before us, though difficult, will allow us to serve the children and families we love so much safely and effectively.
- We are not alone
- **We are Better Together**

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Our Values

Excellence

- A commitment to high quality, meaningful and engaging instruction

Diversity

- We are better and stronger because of our differences

Authenticity

- We are our true selves in this work, we listen to and respect one another

Community

- We care deeply about people. We share and build partnerships. We celebrate, laugh, and seek joy, even in the tough times.

Change

- We welcome the unknown, embracing the unexpected and new. We adapt to meet the ever-changing times. We find new ways.

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YPICS Guiding Principles for Return to Campus

- Ensuring student, family and staff **safety**, guided by science and public health
- Ensuring student, family and staff social and emotional **well-being**
- Focusing on **equity** for all students, families and staff
- Providing **options** for families to meet their needs
- Maintaining the **YPICS instructional model**
- Phasing in our approach, with **flexibility** to move between models quickly

YPICS Vision for Return to Campus

Throughout the 20-21 school year, our communities are healthy and connected, and all students are receiving high quality instruction that meets their needs.

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Leadership & Staff will be making the final decisions

- YPICS believes in collaboration among stakeholders. This is a unique moment where we have to acknowledge that it is impossible to perfectly meet everyone's needs.

- As a result, leadership staff will be making the final decisions based on the guiding principles:
  - Safety
  - Equity

- EAs and teaching staff will be making the final schedule decisions based on the guiding principles:
  - Safety
  - Equity

- We ask that you respect these decisions:
  - Give the schools a chance
  - Our team will not be able to consider appeals or further discussions so that our attention is focused on a smooth roll-out and transition to hybrid learning

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Why focus on safely reopening for in-person learning?

- Students need in-person school
  - Social emotional development
  - Strengths of in-person learning
  - Academic supports and guidance

- Our most vulnerable students need in-person school the most
  - Homeless youth
  - Disengaged students
  - Children of essential workers

- Modeling for the possible 21-22 school year

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Reopening as a COMMUNITY

- Our reopening theme is **COMMUNITY**
- The YPICS family is special
- We need to lift each other up, hold each other accountable and care for those greatest in need
- A year ago, we persevered in an unprecedented situation - we'll do the same this time around
- We will emerge from this even stronger as a community – with greater conviction in our values and how we want to live them

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Not Out Of The Woods Yet

We continue to need to be mindful and diligent of potential increase in risk over the coming weeks

- New COVID strains
- Potential for increased community transmission
- Will monitor very carefully

One reason why we are opening on Friday, April 16th after spring break

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Growing Research/Guidance Pointing to Ability to Safely Reopen for In-person Learning

- Schools do not seem to be super-spreader events we feared
  - When schools have followed safety protocols, school rates have matched community rates (i.e., cases that show up in schools mirror community rates but those cases do not spread within the school)
  - Several studies have found that children transmit the virus, but perhaps not as easily as as adults, especially in younger groups
  - Following safety protocols are critical to preventing transmission in schools
- **New Guidance**
  - **CDC guidance on March 19**
  - **LACDPH guidance on March 15**

Each change is based on more data and less restrictive.
(Example: from **6 feet apart** to 3 feet apart)

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Today's Agenda

- COVID Task Force
- Current update
  - State Update
  - County Update
  - LAUSD Facilities Update
  - YPICS Return to Campus
    - ***Planned Potential*** Timeline for Returning to Campus
    - Priorities for Returning to Campus
    - Phases (1-4 & 5)
- Established Commitments
- Discussions/ Survey Concerns and Answers
- Additional considerations / Date of next meeting

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COVID Task Force

Comprised of Stakeholders from all groups across YPICS

To the 200 families, teachers, staff, administrators, board members, and partners who have volunteered their time to be on this committee.

Thank you!

Purpose. To serve in an advisory role as we are developing systems and supports to safely provide instruction on and off campus, while continuing to uphold our values of meaningful and engaging instruction, stakeholder input and support, inclusivity, and a whole scholar approach to education

Note: The COVID committee is reconvening at least every other week until the plan for reopening in hybrid is completed

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Where We Are Today?



2020-21 RETURN TO CAMPUS FRAMEWORK

Last Updated: March 10, 2021

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YPICS Reopening: Phase 5 Hybrid

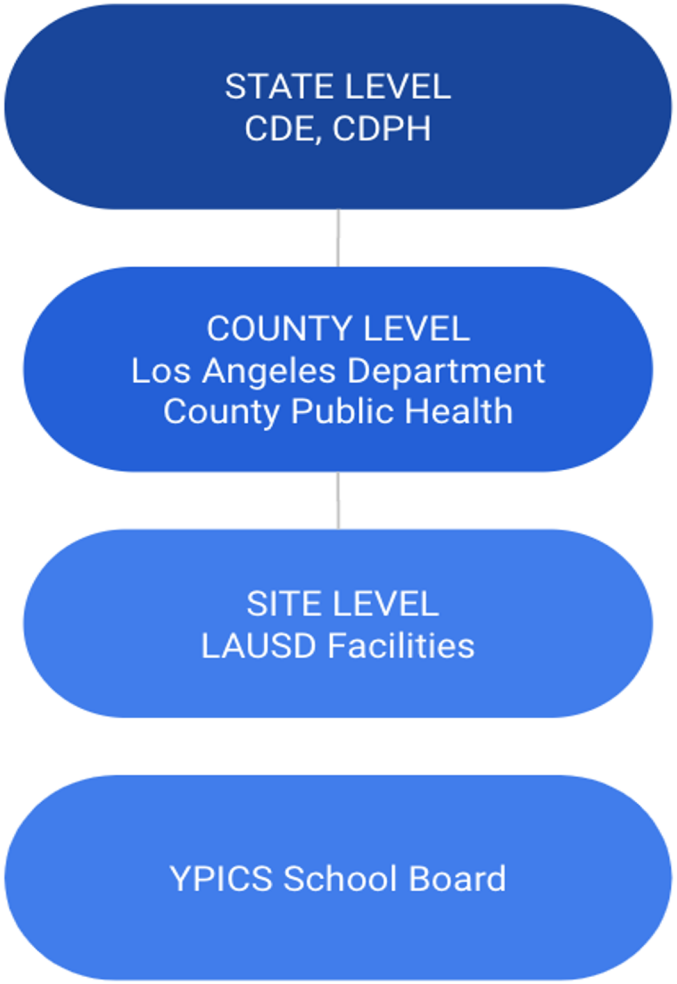
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Decision Making Chain



Guidance/Permission to return to campus (or close down) will be granted in order from these entities.

YPICS will abide by all state & county guidance.

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Humanity in the data

- Lives have been devastated by COVID-19
- People have suffered illness, housing and food instability, anxiety and so much more
- Our communities have seen a disproportionate impact
- Every data point reflects some of this impact

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State Update

- Schools must return within two weeks of county indicating it is safe to reopen
- 10% of vaccines have been prioritized for School Staff
- ALL YPICS staff have been offered an opportunity to be vaccinated
- Rates are declining; Increase in testing and vaccines as of 3-21-21

Tracking COVID-19 in CA

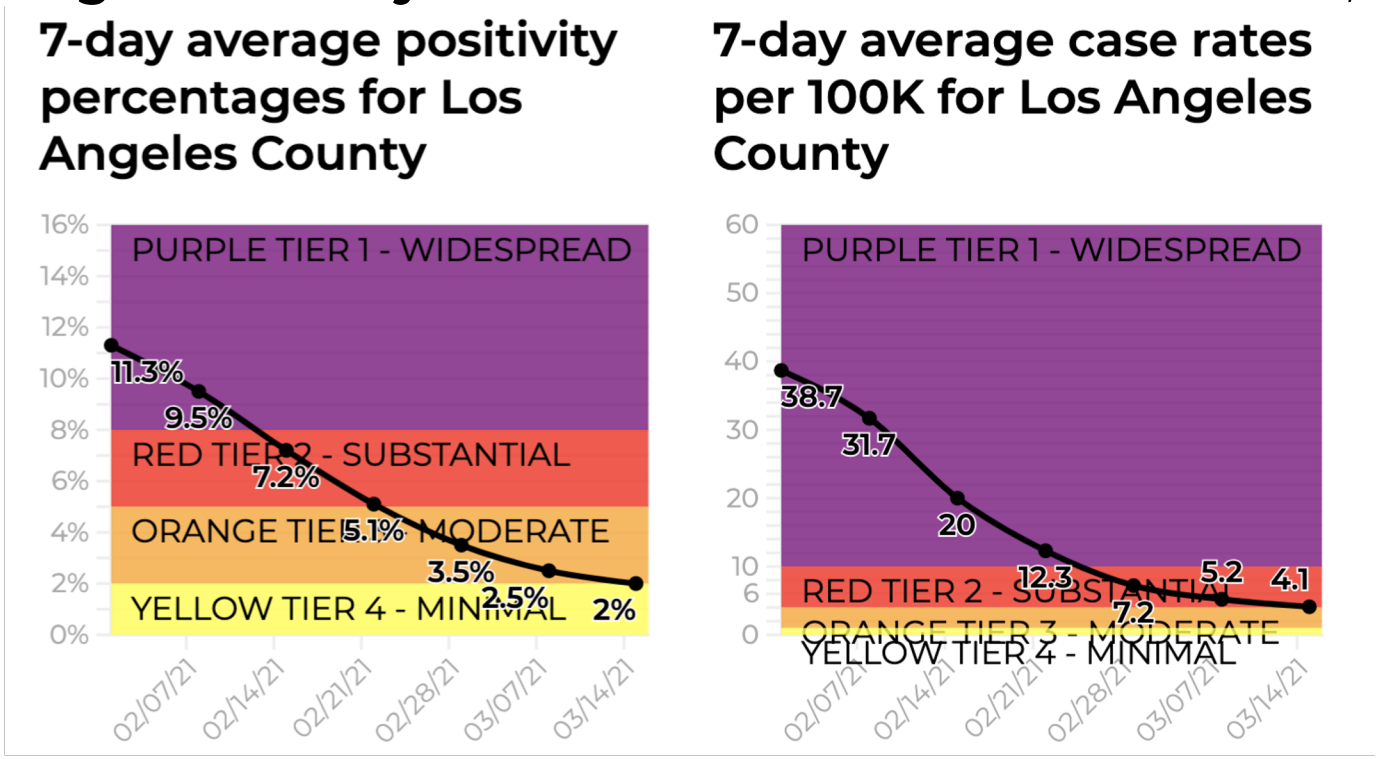
Updated March 21, 2021 at 10:00 AM with data from March 20, 2021

CASES	DEATHS	TESTS	VACCINES ADMINISTERED
3,545,278 total	**56,118** total	**52,250,830** total	**14,520,575** total
3,350 today	**46** today	**230,712** today	
↘ **5.4** new cases per 100K	↘ **0** new deaths per 100K	↘ **1.8%** test positivity	

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Community Transmission

Los Angeles County has been in the **red** tier since Mar. 8, 2021.



Positivity dropped to 1.6 % on 3-19-21

Case Rate dropped to 3 on 3-19-21

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LA County Update

- **Vulnerable students return to campus (YPICS Phases 1-4)**
  From LACDPH: Every school in the county is still permitted to provide specialized in-person support and services for students in any grade T-12 who are identified as high need. The schools must file a notification with LACDPH letting them know of their plans (over 1700 individual schools have already done so since September). Those Students must be served either individually or in small cohorts and the maximum number of students allowed on campus at any one time for this purpose should not be more than 25% of the entire student body.
  YPICS campuses have filed notification to LACDPH and may begin services (Phases 1-4)

- **School Reopening**
  For YPICS this is Phase 5/hybrid 100% of the students have the option to return to campus in stable cohorts with PPE and Safety provision. While still high, LA County COVID Rates are declining
  a. TK6 Return to campus in hybrid with cohorts threshold is 25/100,000 positive cases
  b. 7-12 return to campus in Hybrid with cohorts threshold is 7/100,000 positivity rate

LAC Positivity Rate dropped to 1.6 % on 3-19-21

LAC Case Rate dropped to 3 on 3-19-21

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LAUSD Facilities Update

- All faculty, staff, and students must be **tested weekly**
- 3/24 - Vulnerable students may return to campus 5-12
  (YPICS phases 1-4)
- 4/16 - Projected date for hybrid return to campus
  (YPICS phase 5; GRADE 5 and 6 MS; HS TBD)
- Co-located principals are using the Principal's Playbook to guide instructional and operations decisions during weekly planning meetings
- Co-located charter schools on LAUSD campuses must follow the same testing and safety protocols or have a District approved similar plan.

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YPICS Update

- All faculty, staff, and students on campus must be tested weekly
- 3/24 - Vulnerable students return to campus 5-12 (YPICS phases 1-4); Sports Conditioning can begin
- 3/29 - 4/5 Spring Break
- 4/12 - 4/15 Teachers offering in-person instruction on campus; final classroom preparations are made, all faculty, staff, and students are tested (this allows for all faculty/staff to reach full vaccination immunity before working with scholars
- 4/16 - Projected date for ES grade 5, MS grade 6, HS grade TBD hybrid return to campus

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YPICS Actions

- **Training, Support, and Guidance for Parents, Faculty, and Staff**
  - Ensure teachers/staff have instructional tools/supports for success- **In Progress**
  - Experts (Dr. Hoffman, SafeSchools Training, Primary Source Tools LACDPH)
- **Safe Entry/Exit Procedures**
  - Review LACDPH Entrance Procedures
  - Review LACDPH Exit Procedures
- **Covid 19-Testing**
  - Share sign up portal with families and beginning testing all students, faculty, and staff who will begin to be on campus beginning 3/24 - **In Process**
  - Set up comprehensive schoolwide testing the week of 4/12 to prepare for hybrid - **UPCOMING**

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YPICS Actions (continued)

- **Determine # of students returning for on-campus learning** (Survey Out)
  - This impacts ratios, staffing needs, scheduling, childcare options, etc.
- **Determine hybrid schedule - (In Discussion/Survey Out)**
  - Simultaneous, AA/BB, AB, AB; does it need to be the same for all schools?
- **Finalize plans for operations**
  - Outdoor cohort lunch and play stations; sanitizing tables
  - Hire additional staff?
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- **Monitor YPICS policies/procedures for a safe return for each phase**
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Update YPICS Phases: 1-4

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- **Phase 3:** Small supervised stable cohorts that continue with distance learning while on campus; supported by an adult supervisor (not their teacher)
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Vaccines for School Staff!

All of our faculty and staff have been given codes/access to vaccines



A school worker received a shot of the Covid-19 vaccine Monday at a site in Inglewood, Calif., set up to serve education workers.

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Return to Campus: Outside Signage





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YPI CHARTER SCHOOLS

TEACH. EMPOWER. **LEAD.**

Return to Campus: outside Signage





YPICS
YPI CHARTER SCHOOLS

TEACH. EMPOWER. LEAD.

Return to Campus: Inside Signage

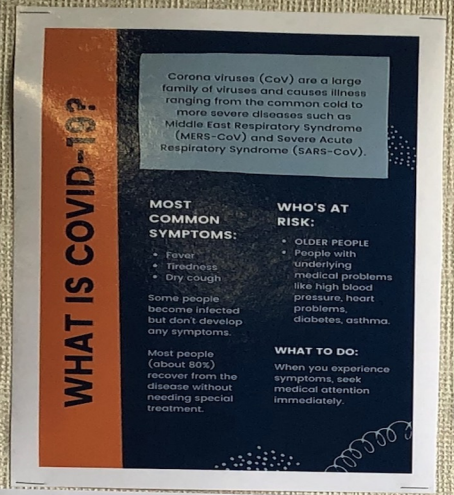




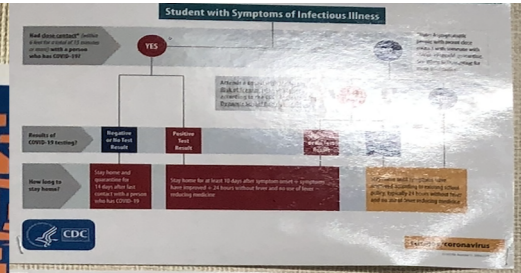
YPICS
YPI CHARTER SCHOOLS

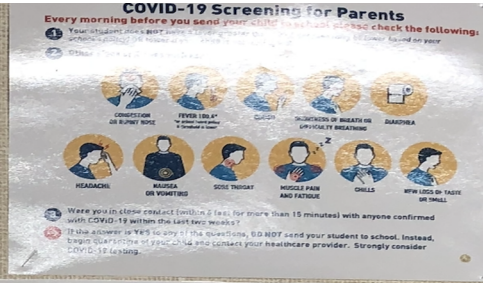
TEACH. EMPOWER. **LEAD.**

Return to Campus: Inside Signage

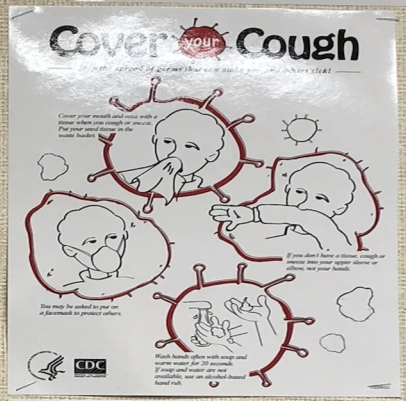


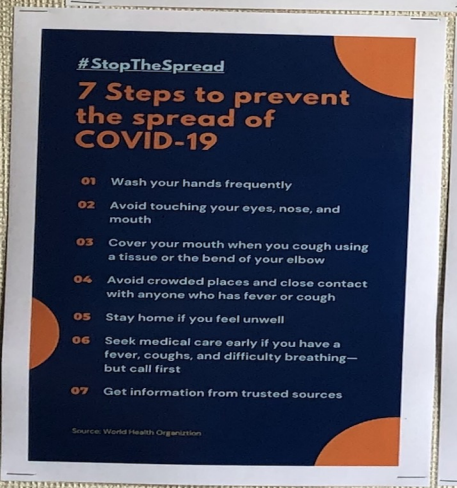


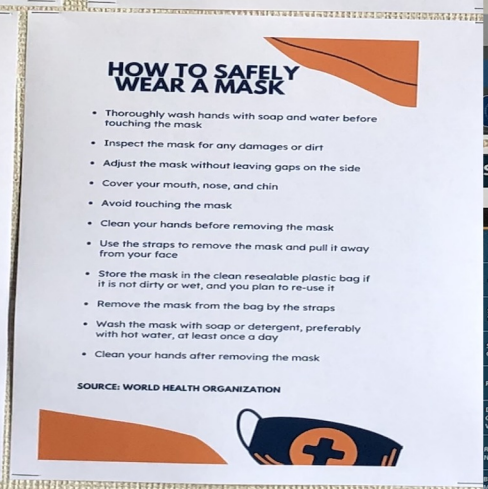


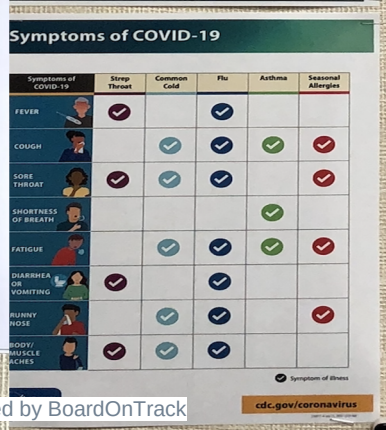


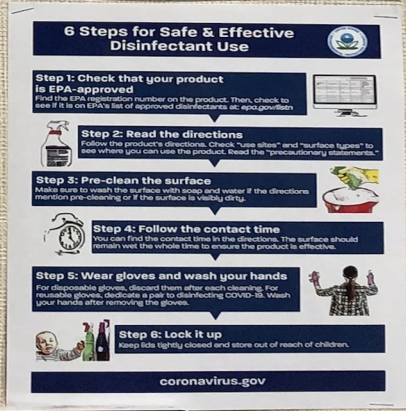












YPICS
YPI CHARTER SCHOOLS

TEACH. EMPOWER. LEAD.

Return to Campus: Classroom Update

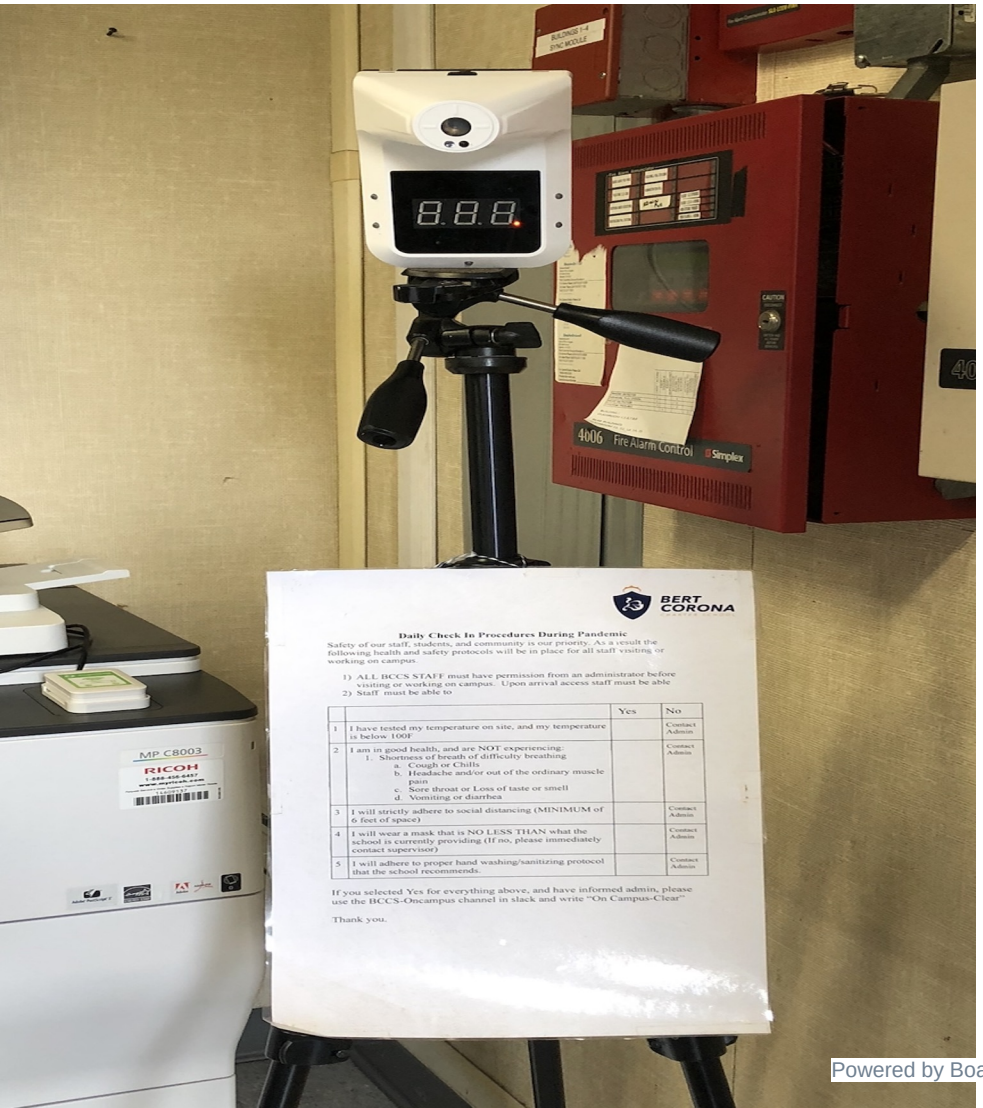


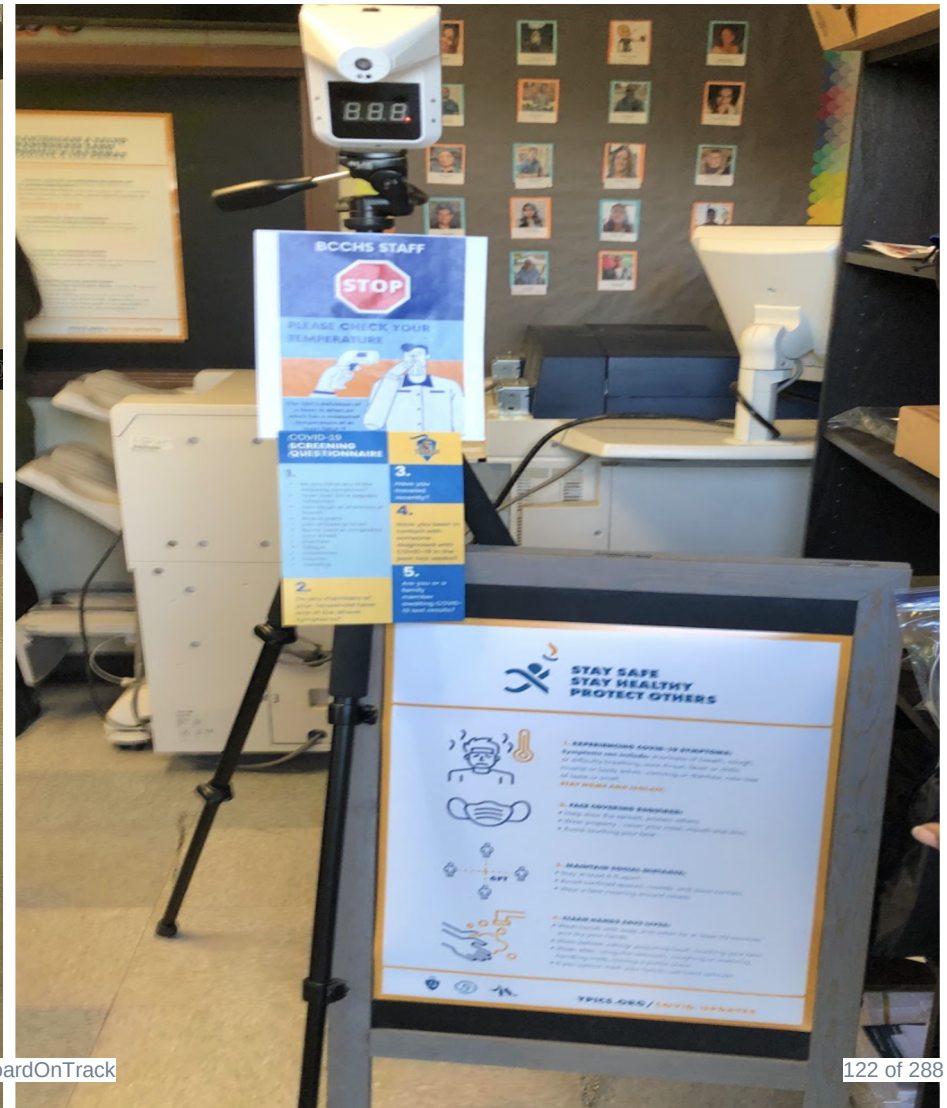


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Return to Campus: Temperature Checks





YPICS
YPI CHARTER SCHOOLS

TEACH. EMPOWER. **LEAD.**

Return to Campus: Sanitation Stations





YPICS
YPI CHARTER SCHOOLS

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Return to Campus: Sanitation Stations

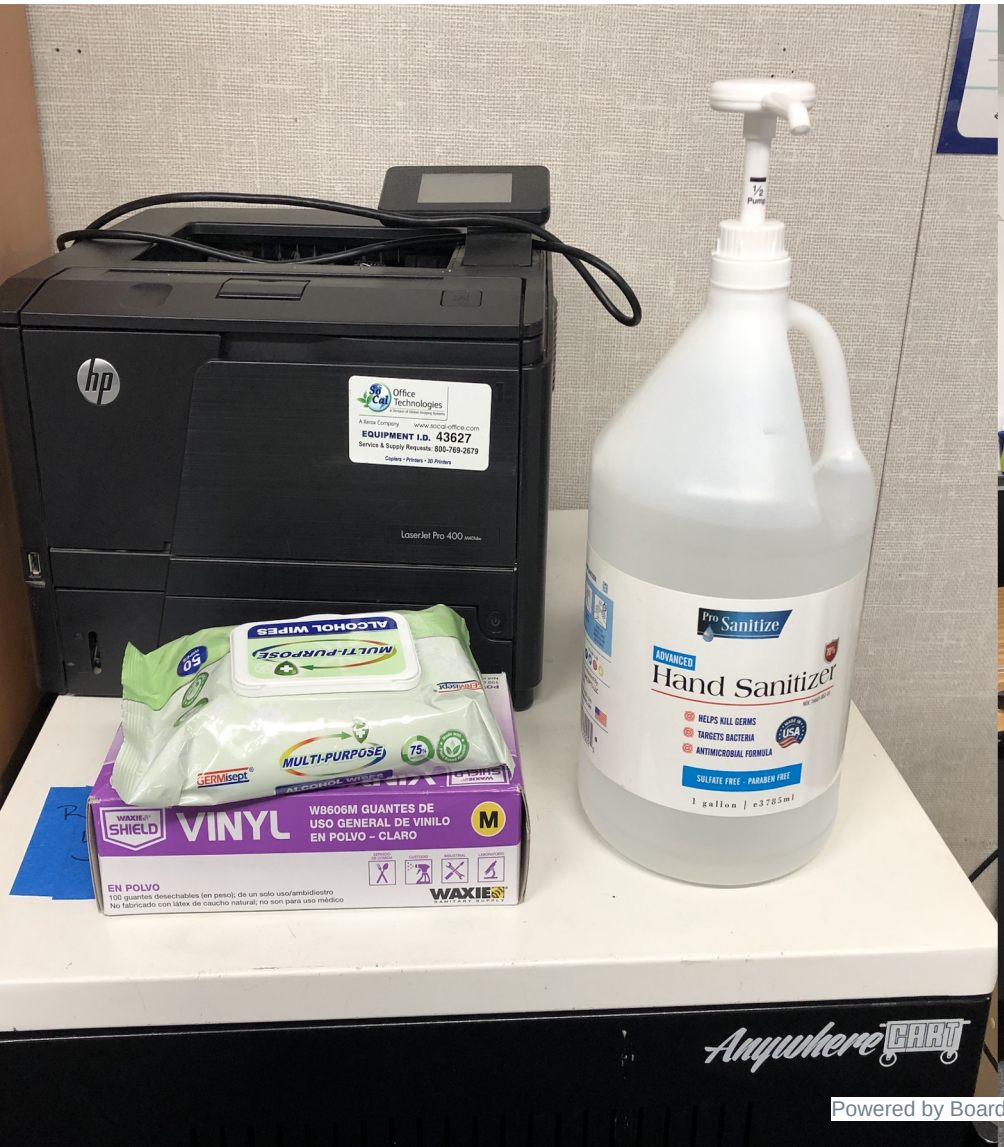




YPICS
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Return to Campus: Sanitation/Cleaning





YPICS
YPI CHARTER SCHOOLS

TEACH. EMPOWER. LEAD.

Return to Campus: Air Purifiers/Ventilation





YPICS
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TEACH. EMPOWER. **LEAD.**

Return to Campus: PPE, Lots of PPE





YPICS
YPI CHARTER SCHOOLS

TEACH. EMPOWER. **LEAD.**

Established Commitments:

In conjunction with LAUSD facilities agreements



GUIDANCE FROM HEALTH OFFICIALS

Los Angeles Unified will only reopen school facilities for a hybrid return when county and state public health officials announce it is appropriate to do so, no earlier than January 2021



ONLINE LEARNING OPTION

All families will have the option to participate in 100% online learning for the remainder of 2020-21



ROBUST SAFETY PROTOCOLS

Robust safety protocols will be in place at all campuses, including required PPE, mandated social distancing, frequent disinfecting, and hand sanitation, among others.



TRAINING & PREPARATION

Comprehensive training will take place for all stakeholders (teachers, administrators, students, families, and other staff) in preparation for a return to campus.

YPICS YPI CHARTER SCHOOLS

TEACH. EMPOWER. **LEAD.**

Established Commitments: Safety Protocols

In conjunction with LAUSD facilities agreements

THE THREE S's

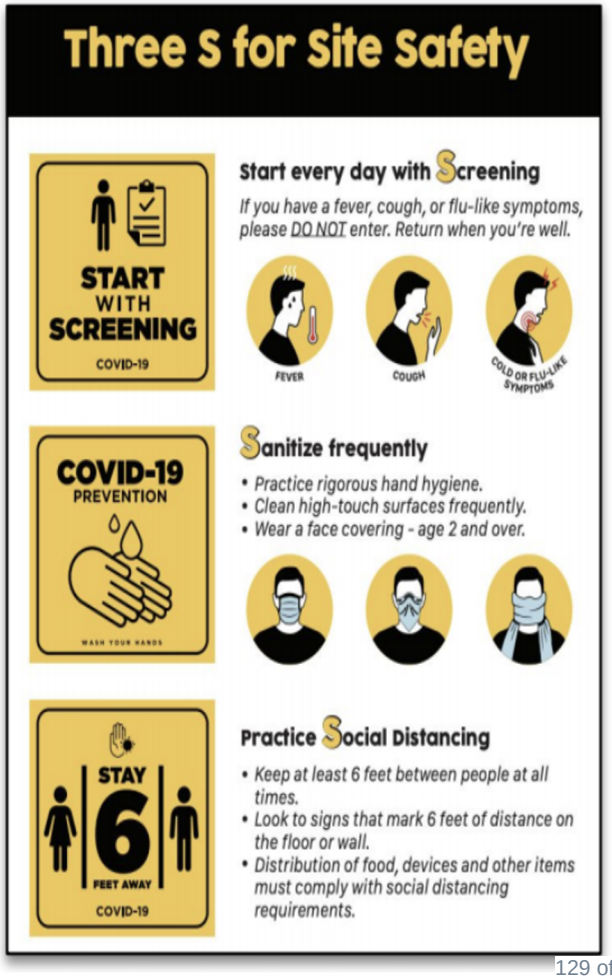
For students and staff returning to campus, the following health and safety protocols will be in place at every school.

Every day starts with a commitment to safety and Three S's: Screening, Sanitation, and Social Distancing. It is up to everyone to use the Three S's to protect their health and the health of others.

SCREENING OF STUDENTS AND EMPLOYEES
A check-in area for health screening questions will be in place with enough space to maintain privacy. Daily upon arrival at the site, employees and students check in for health screening.

MODIFIED CLASSROOM LAYOUTS
Classrooms have been reconfigured to ensure safe social distancing is always taking place.

MASKS AND OTHER PROTECTIVE EQUIPMENT
Face coverings will be required of all students, staff, and visitors while on campus.



YPICS
YPI CHARTER SCHOOLS

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Established Commitments:

In conjunction with LAUSD facilities agreements

PHYSICAL DISTANCING

Signage and floor markings will be used to help remind about social distancing, which will be key to nearly every aspect of returning to school - during class, breaks, and lunch periods, too.

HYGIENE

Restrooms and handwashing sinks in classrooms will be stocked with soap and paper towels. Hand sanitizer will also be available in locations throughout campus.

DISINFECTING CLASSROOM FURNITURE AND OTHER SURFACES

Facilities are being kept clean and sanitized daily with an electrostatic mister.

UPGRADED AIR-FILTRATION SYSTEMS

Heating, Ventilation and Air Conditioning systems have been modified to bring in 100% outside air, ventilate 24/7 and are being upgraded with higher performing MERV-13 filters.



YPICS
YPI CHARTER SCHOOLS

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Established Commitments: Safety Protocols

In conjunction with LAUSD facilities agreements



OPTIONS FOR HIGHER RISK EMPLOYEES

Employees over 65 years old or with underlying health conditions will be given the option to conduct work from home; additional opportunities to work remotely may be available for other qualifying teachers.



ADDITIONAL SUPPORT FOR SCHOOLS

Substitute teachers will provide additional support to the highest needs schools for both in-person and online instruction.



EQUIPMENT & SUPPLIES

Teachers will be provided with high quality equipment and supplies to support in-person and remote instruction.



INSTRUCTIONAL FLEXIBILITY

The district will remain flexible to switch between instructional models based on health and safety information (including "all online" days for situations such as rainy days).

The Entire YPICS Team Makes This Happen

YPICS
YPI CHARTER SCHOOLS

TEACH. EMPOWER. **LEAD.**

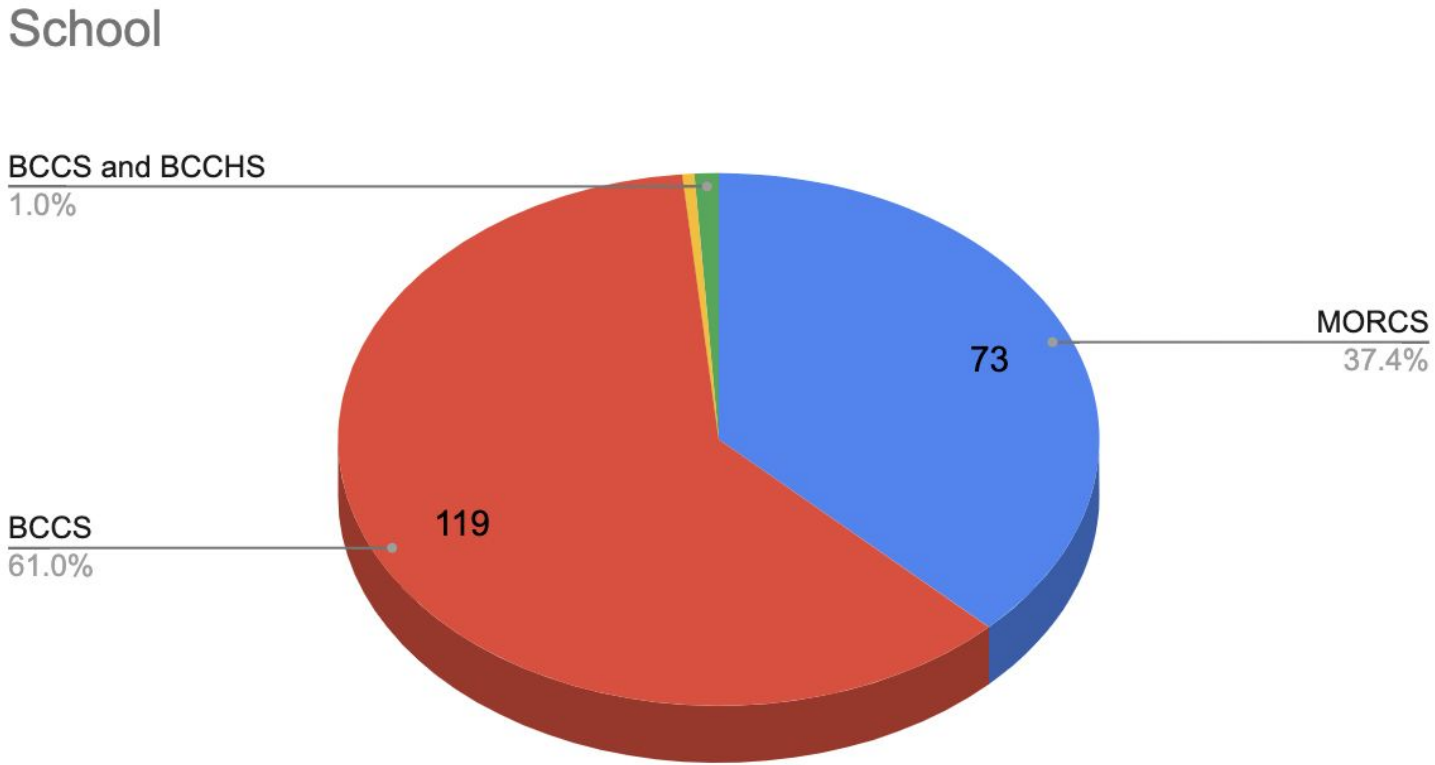
PD Opportunity

- PD for simultaneous learning:
  - Monday **Mar 29th 8am-12pm**
  - Stipended (rate TBD)
  - Not mandatory
  - Will also be offered asynchronously
  - open to **all teachers / tutors**
- Additional stipends offered for planning & deliverables (ie. Lesson Plans)
  - rates and due dates TBD
  - open to **teachers on campus** April 16th
- YPICS Academic Team will determine details on Thursday, to be shared with staff ASAP

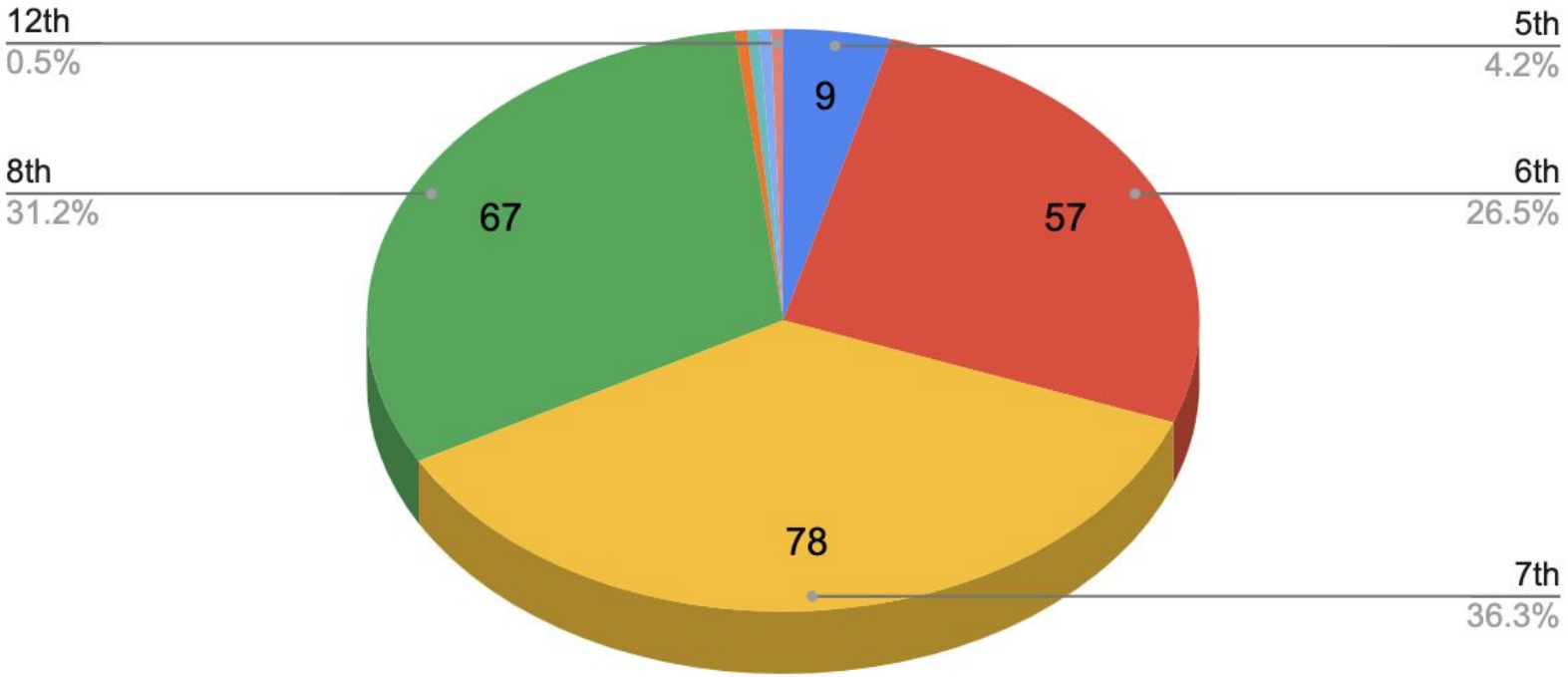
YPICS Parent Survey - On-Site Schooling and Extended School Year

March 2021

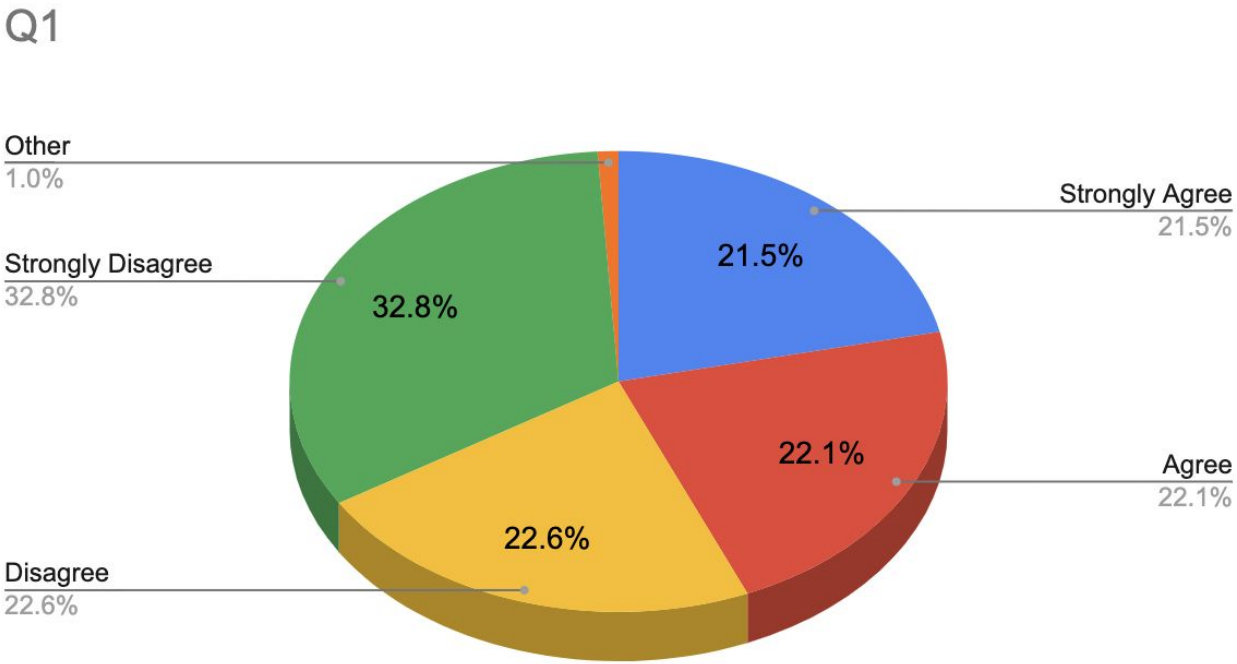
195 total respondents



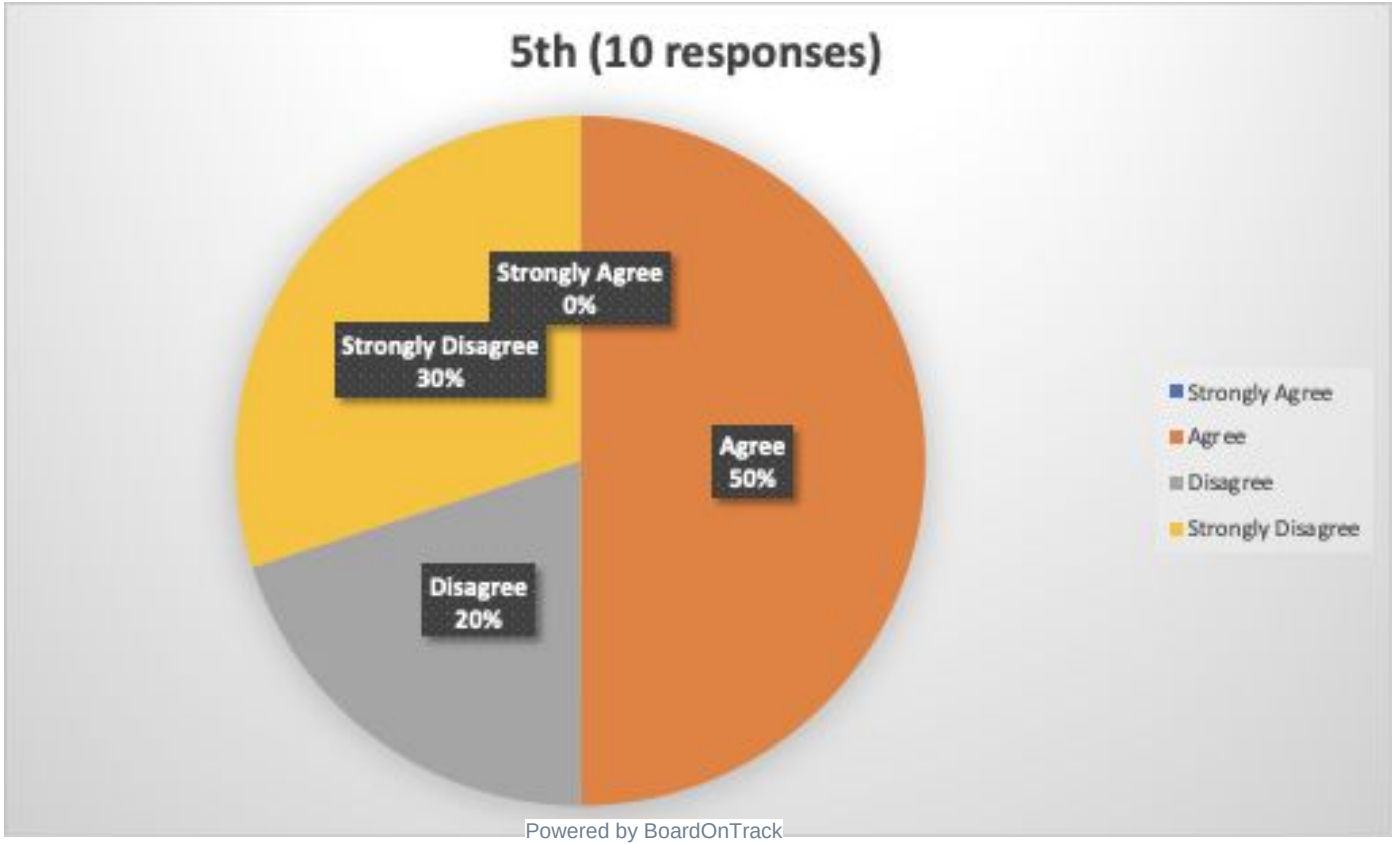
Grade Level



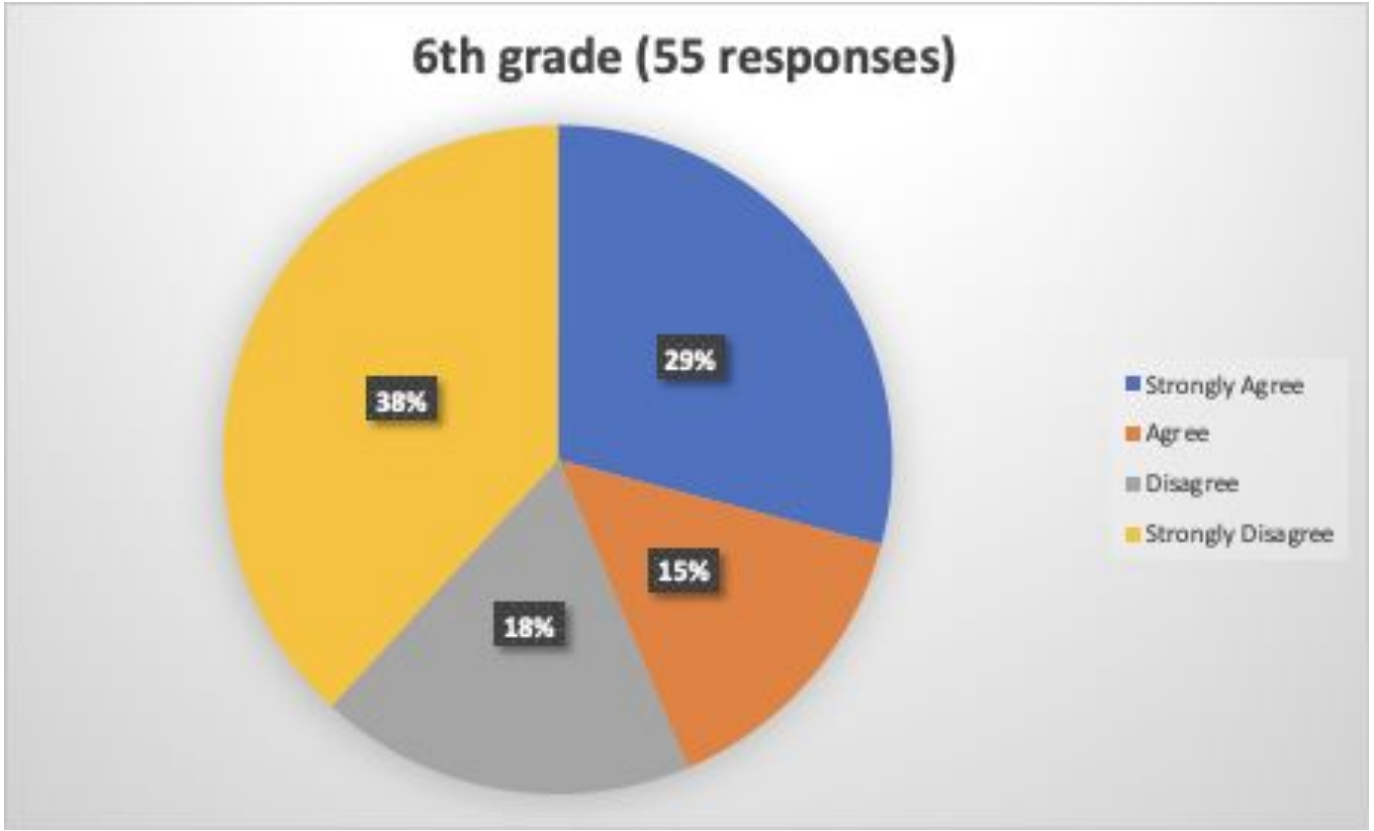
1. If given the option right now, I would choose to send my child TO CAMPUS (instead of distance learning) for the rest of the Spring Semester.



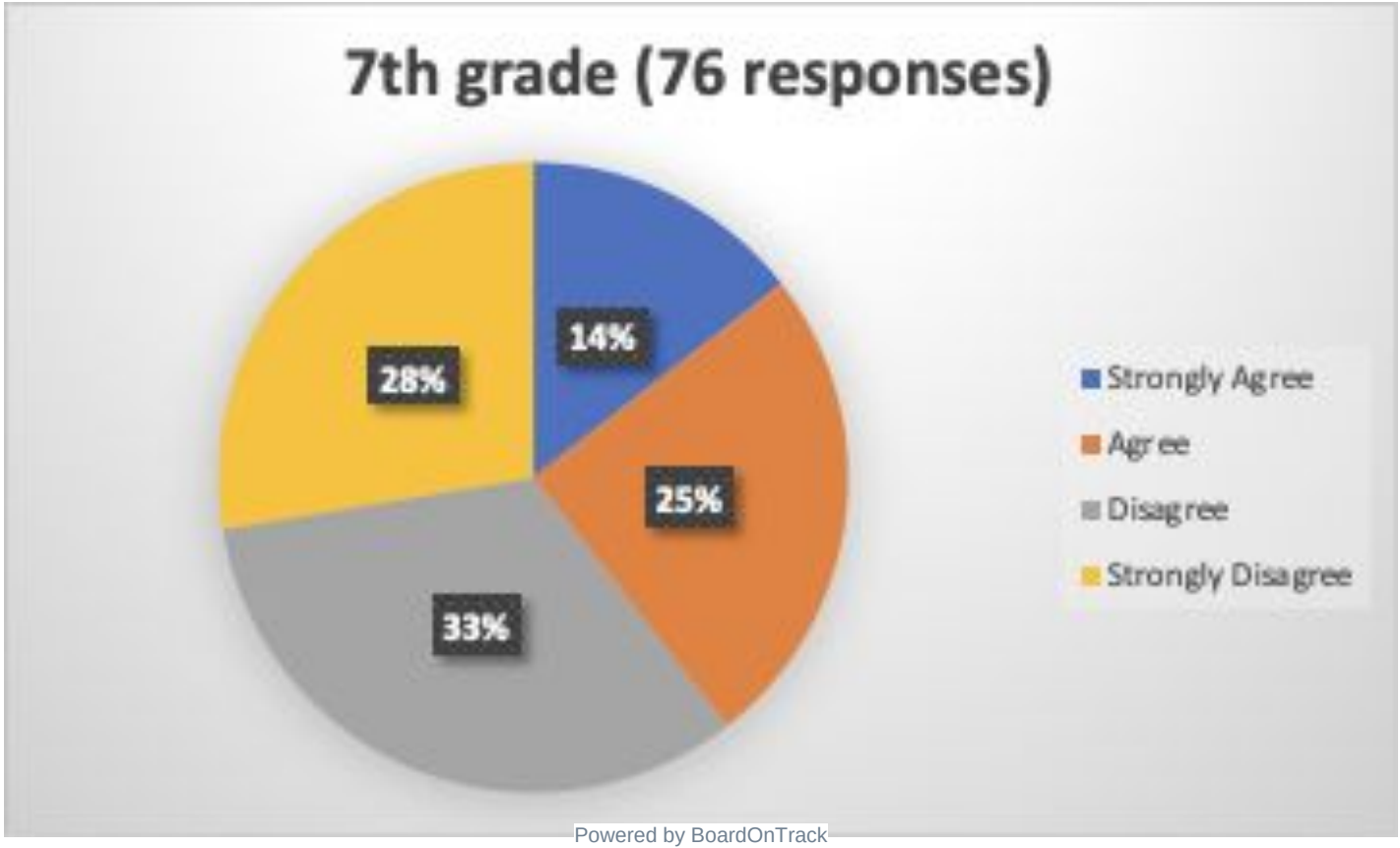
5th grade


5th (10 responses)
Strongly Agree
0%
Strongly Disagree
30%
Agree
50%
Disagree
20%
Strongly Agree
Agree
Disagree
Strongly Disagree

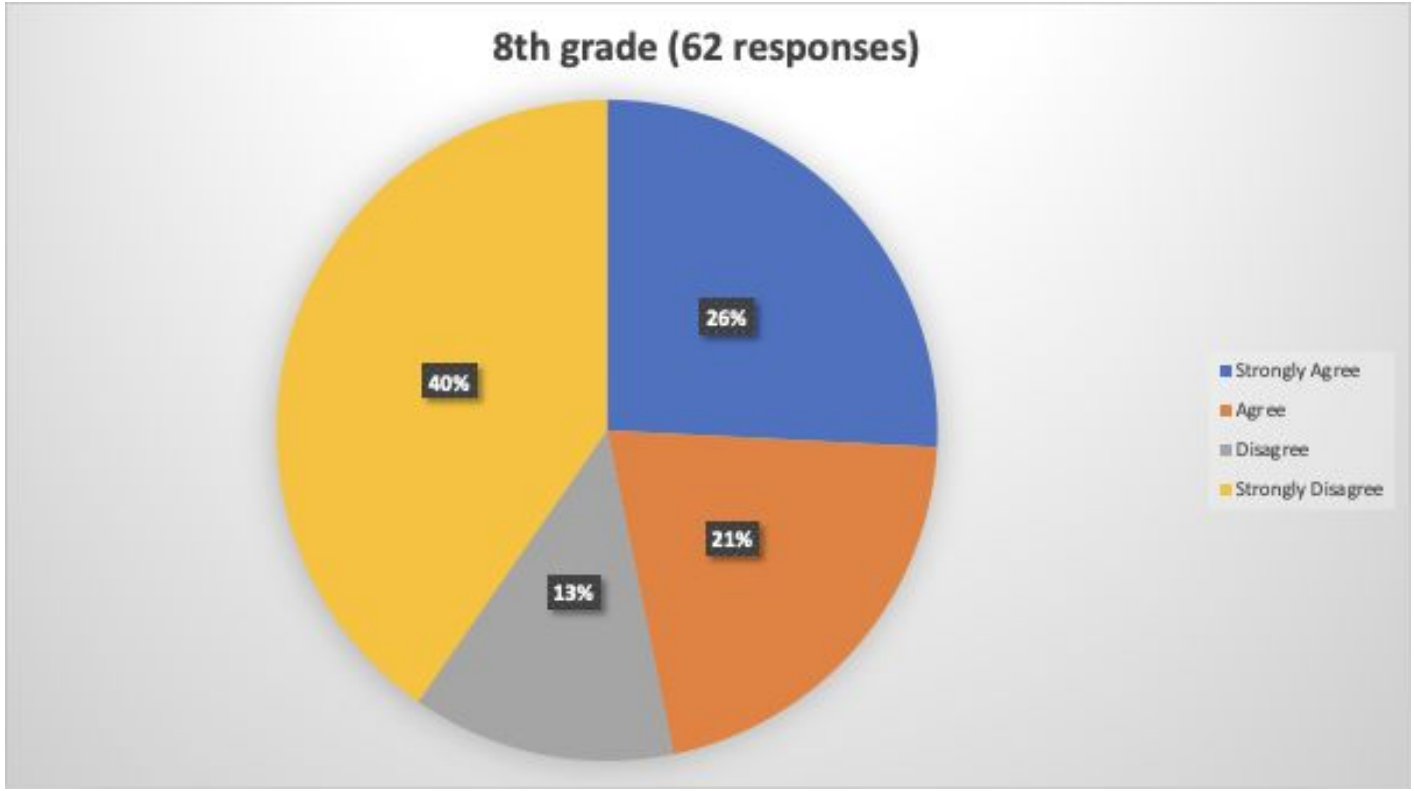
6th grade


6th grade (55 responses)
29%
15%
18%
38%
Strongly Agree
Agree
Disagree
Strongly Disagree

7th grade


7th grade (76 responses)
14%
25%
33%
28%
Strongly Agree
Agree
Disagree
Strongly Disagree

8th grade


8th grade (62 responses)
26%
21%
13%
40%
Strongly Agree
Agree
Disagree
Strongly Disagree

No

I would not risk my child life in this pandemic. It's not safe yet to send children back to school. No matter what safety precautions the schools is taking. I would want to be sure that my child will be safe in school before just sending them right now. No I don't want my child to go back to school at this time

I'm a nurse assistant in a hospital and I have seen so many ppl died from covid that I think is not time yet to come back to school.

Siempre y cuando tengan sus precauciones

Todavía se me hace muy peligroso mandar a mi hijo a la escuela yo ko lo mandaría este virus lo puedes agarrar en cualquier lugar y cualquier superficie y es muy peligrosa. Yo como padre tengo que cuidar la salud de mi hijo y la salud de las personas de la casa ya que somos personas vulnerables a esta enfermedad son 2 abuelos y yo la mamá paciente de diálisis yo cuido mi hogar . hay estudiantes que todavía no entienden el peligro de la pandemia y no es por ellos si no de la educación y la información que se les da en casa

Hybrid schedule would be great so that classrooms aren't too crowded to minimize possible outbreak.

I feel it is best for all the students and staff to be vaccinated before returning to regular class.

I believe it is soon because there are still a great chance that not everyone has or will receive the vaccine. It's simple just to get in for a doctor visit it takes longer . Plus I could imagen the families that have a greater size of members. Getting children to understand the proper protocol of the proper PPE. I myself have kept my children in quarantine. During all this time yes they would come out and play inside our own property.

Yes my child need help

Difícil situación, se siente uno muy confundido, con temor

I am still very concerned about COVID Because of the pandemic I choose to keep my son in distance learning.

Not this semester next semester is better.

I believe that he focuses a lot more when someone in person explains and supports him on what he needs. And I sure he prefers to return to campus as well.

En que ya es momento devmostrar la fe y con el distanciamien y preucauciones. Si los dejaria ir

I still think it's too soon to send them back to school. The virus is still out there and I don't understand how they feel kids won't spread it. When a child has lice it goes from one child to another. What makes them think this won't happen with the virus. I know for a fact that when someone has the virus the person that's around the person that has it will most likely get it. My feelings on this is get the virus under control before sending children back.

All I think that needs to be done is distant from each other

HELLS TO THE NO!!!!!!

Yo quisiera kpudieran regresar asta el próximo año por la seguridad de todos los niños

My son has asthma and I would like to know how the school is going to manage that case.

Siento que todavía no es seguro para mis hijos

Students been out of school way too long

Difícil situación que preocupa, pero es tiempo de seguir trabajando duro y confiados en Dios 🙏

He need help doing his class work

no comments

I think its too soon

I would feel more comfortable if he would get the Vaccine first before going back to school because he is Asthmatic.

Que ya es momento de mostrar la fe y con preucauciones. Y el distanciamento todo estara bien con la ayuda de Dios

Don’t feel it’s safe to be on campus yet

Rigth now no.but after of covid 19 vaccine.yes.

Creo, que es mejor esperar a que comience el nuevo año escolar , x, ahora prefiero que sigan en casa..

I strongly prefer distance learning.

no

I feel it’s not safe enough due to many people not following protocol with face mask other people just don’t respect others people space

My son’s health is very important and he takes many risks to go back to school he has chronic asthma

Not safe

No creo que sea el mejor momento para que regrese

Todavía pienso que no están seguros los niños en las escuelas

Si me dieron a elejir si mandar amis hijos ala escuela por lo q queda del semestre eligiria dejarlos en casa.

Everyone needs to be vaccinated

Si quiero mandar ami hija pero tambien mepreocupa.

No me siento segura de enviarlos en este momento

Preocupada

Mejorar su aprendizaje y su estado emocional

No creo que estemos listos para que los niños regresen a la escuela

No es seguro todavía un porcentaje muy bajo cuenta con la vacuna aún existe un alto riesgo que los niños se contagien

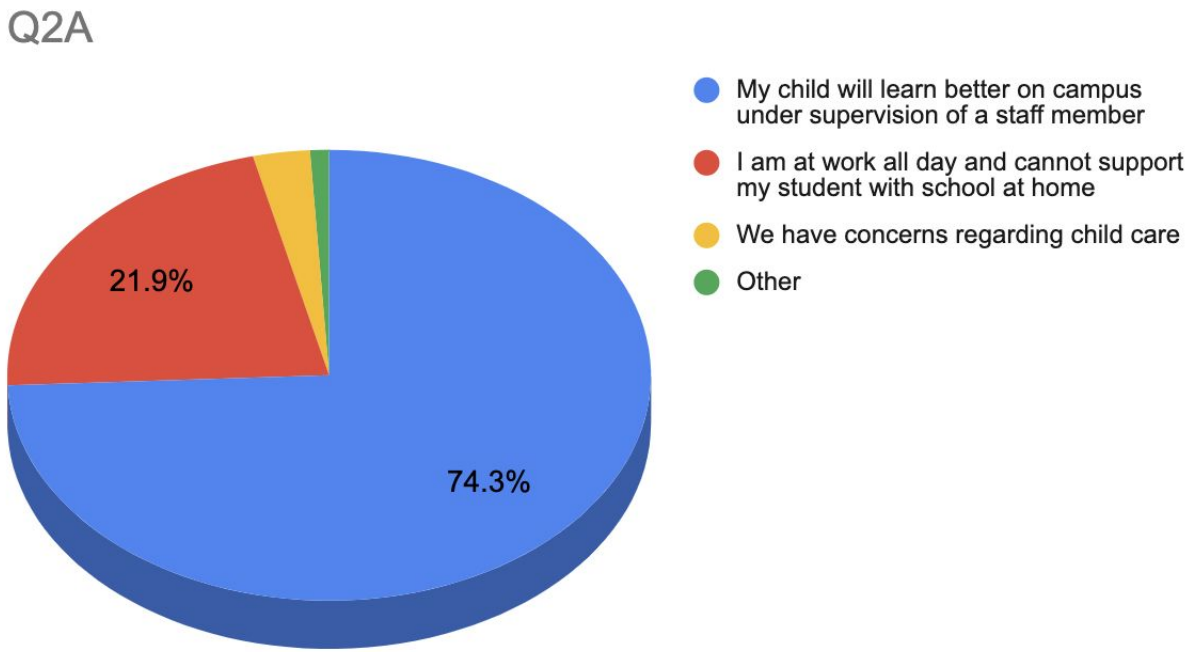
Will students go to school every day, all day?

En estos momentos no mandaría a mi hija

Mejor que siga en clase virtual

IF Parent answered Agree or Strongly agree to schooling ON CAMPUS:

2. Why do you want to send your child to school on campus? (Check all that apply)



Comments (optional)

7 responses

No

Por que el se desconcentra más en casa

En que mi hijo aprende mas. En una persona uno auno

He need a lot of help with his work

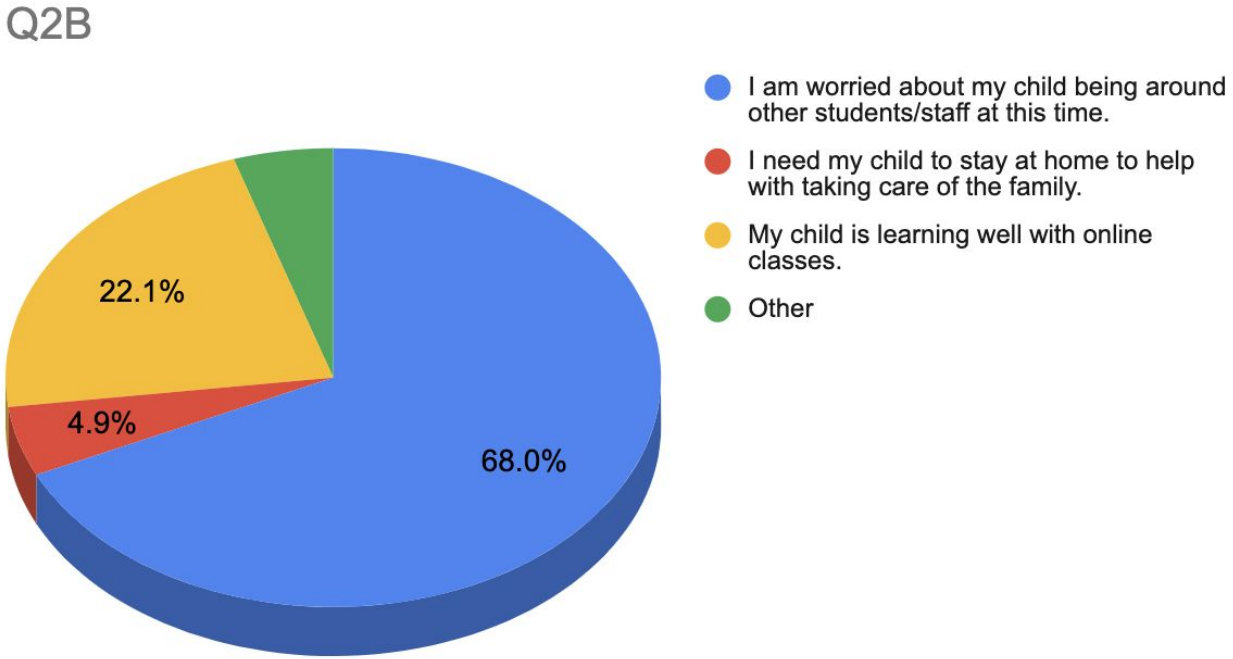
No comments.

I need help with my son he does not want to do the class work or homework at home

Recuperar un poco de tiempo para que mi hija aprenda un poco más

IF Parent answered Disagree or Strongly Disagree to schooling ON CAMPUS:

2. Why do you want your child to stay at home and continue Distance Learning? (Check all that apply)



I have no comments

I don't think is safe yet to go back to school

Es una bendición que ya tengamos vacunas y que los maestros y el personal de la escuela ya se allá vacunado pero no están 100% protegidos todavía les puede dar el virus no tan fuerte pero les da . Y lo del regresar a la escuela va ser difícil porque muchos estudiantes no hacen caso del Distanciamiento no hacen caso del cubrebocas y este virus lo hagarras en cualquier lugar a mi me da miedo mandar a mi hijo a la escuela cuidarnos más de 1 año estar en casa seguir las reglas y que por un descuido el obtenga el virus en la escuela y lo meta a mi casa donde nos hemos cuidado bastante por que con nosotros viven sus abuelos y yo que soy paciente de diálisis. Yo no mando a mi hijo a la escuela. Que siga con la escuela por computadora me parece mejor

Next semester is fine.

no comments

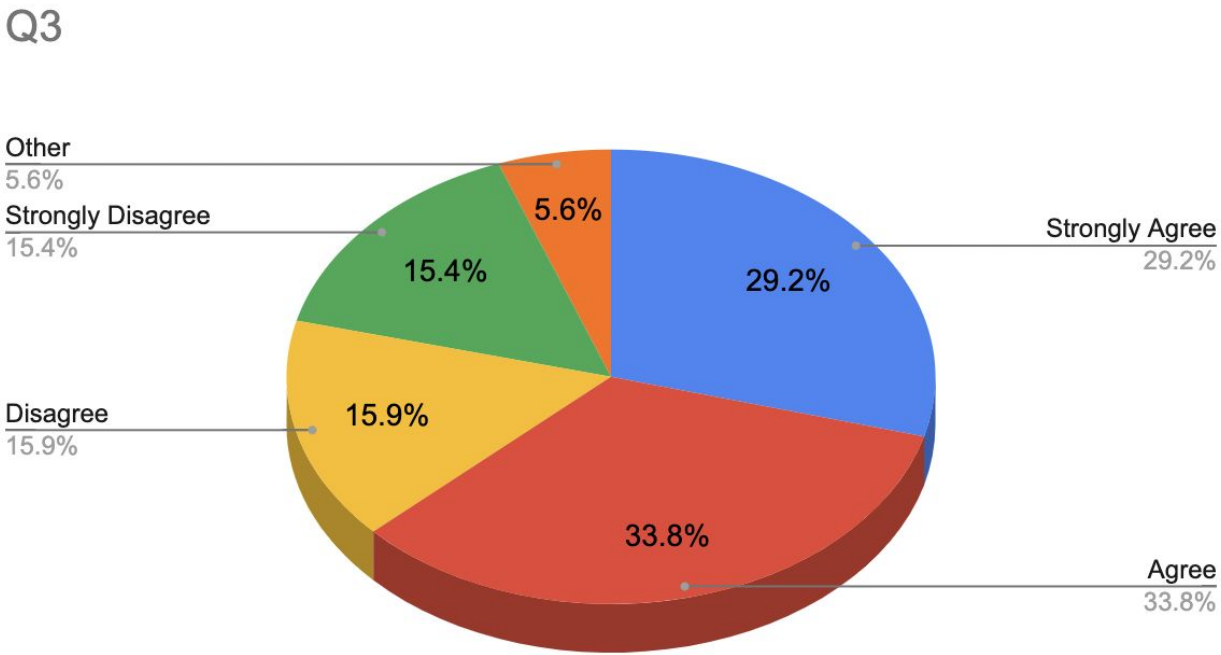
He is doing really well with online classes.

Me preocupa todavía lo que esta pasando con el Vovid,-19

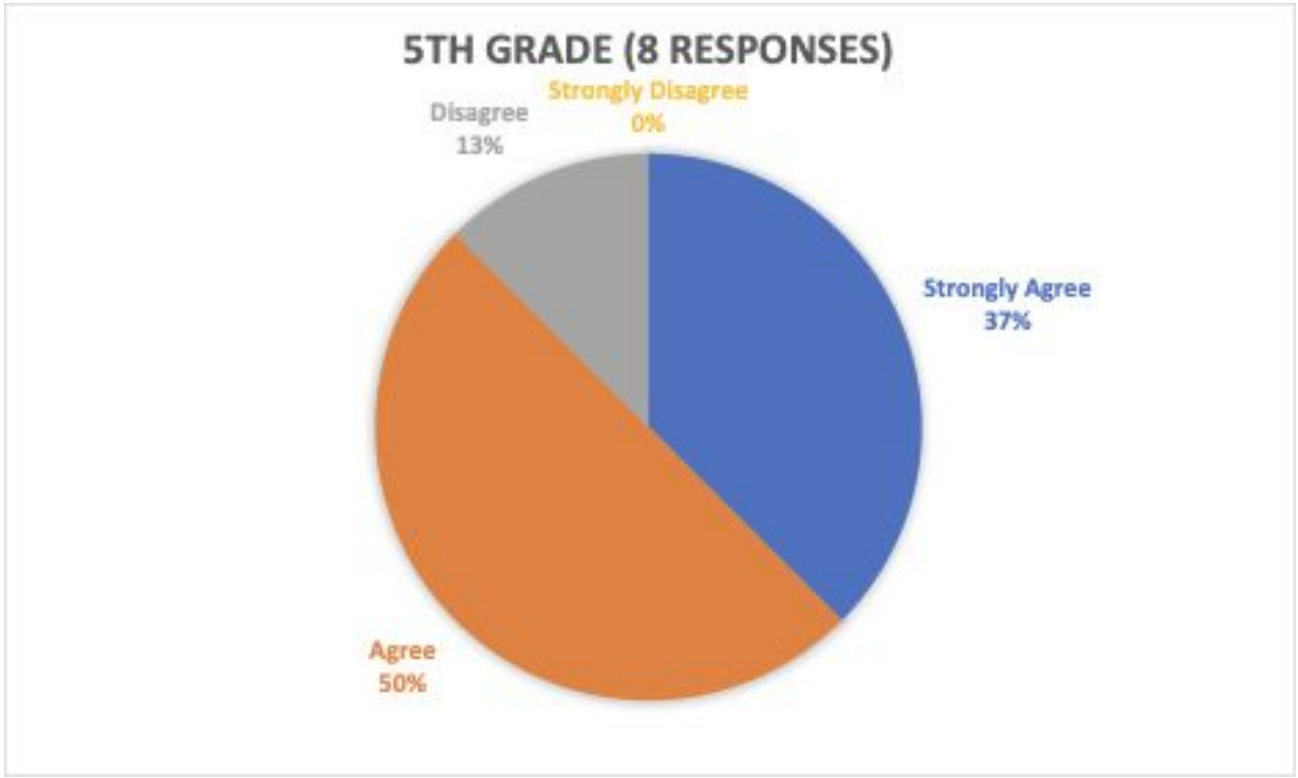
Ya tuvimos coronavirus y nos da miedo que ellos lo tengan de nuevo, prefiero que sigan aprendiendo desde casa aún que no es lo mismo

Personalmente pienso que debería terminar este año escolar con el aprendizaje a distancia y esperar a que más personas reciban la vacuna

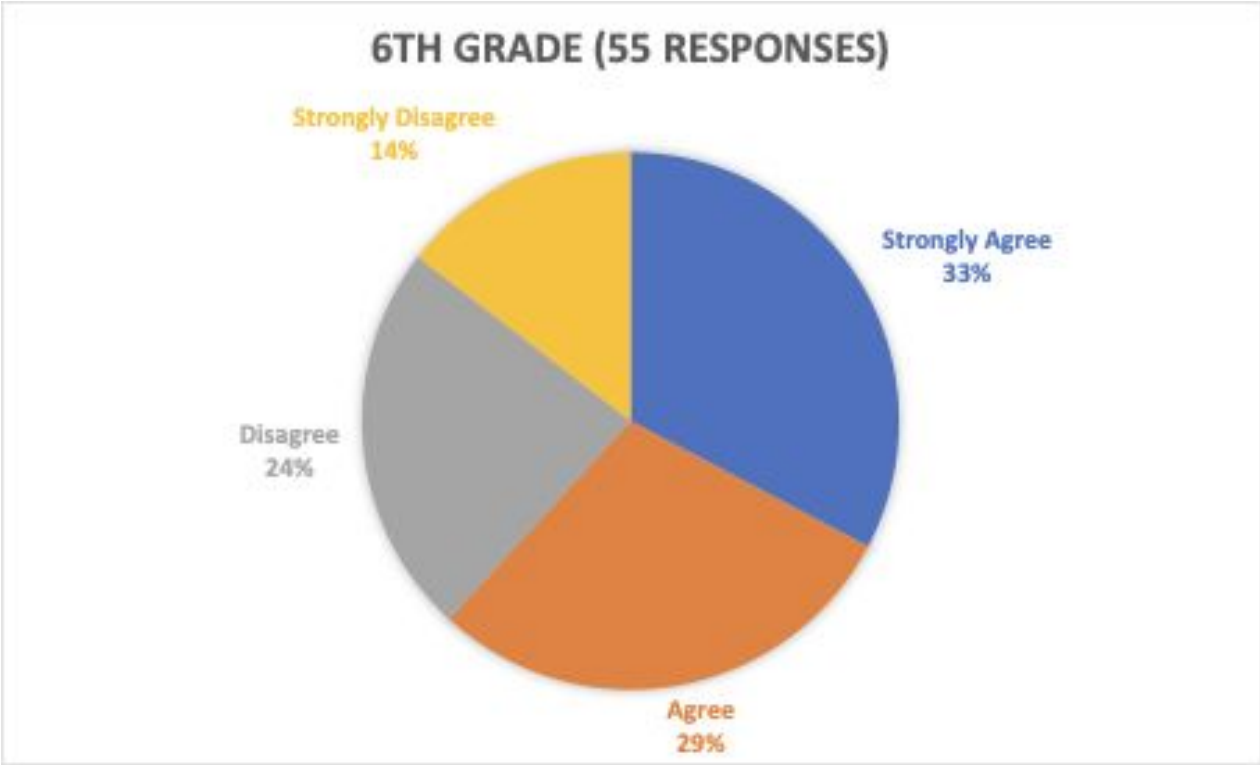
3. If given the option to extend the school year into the summer, I would want my child to continue attending classes into July.



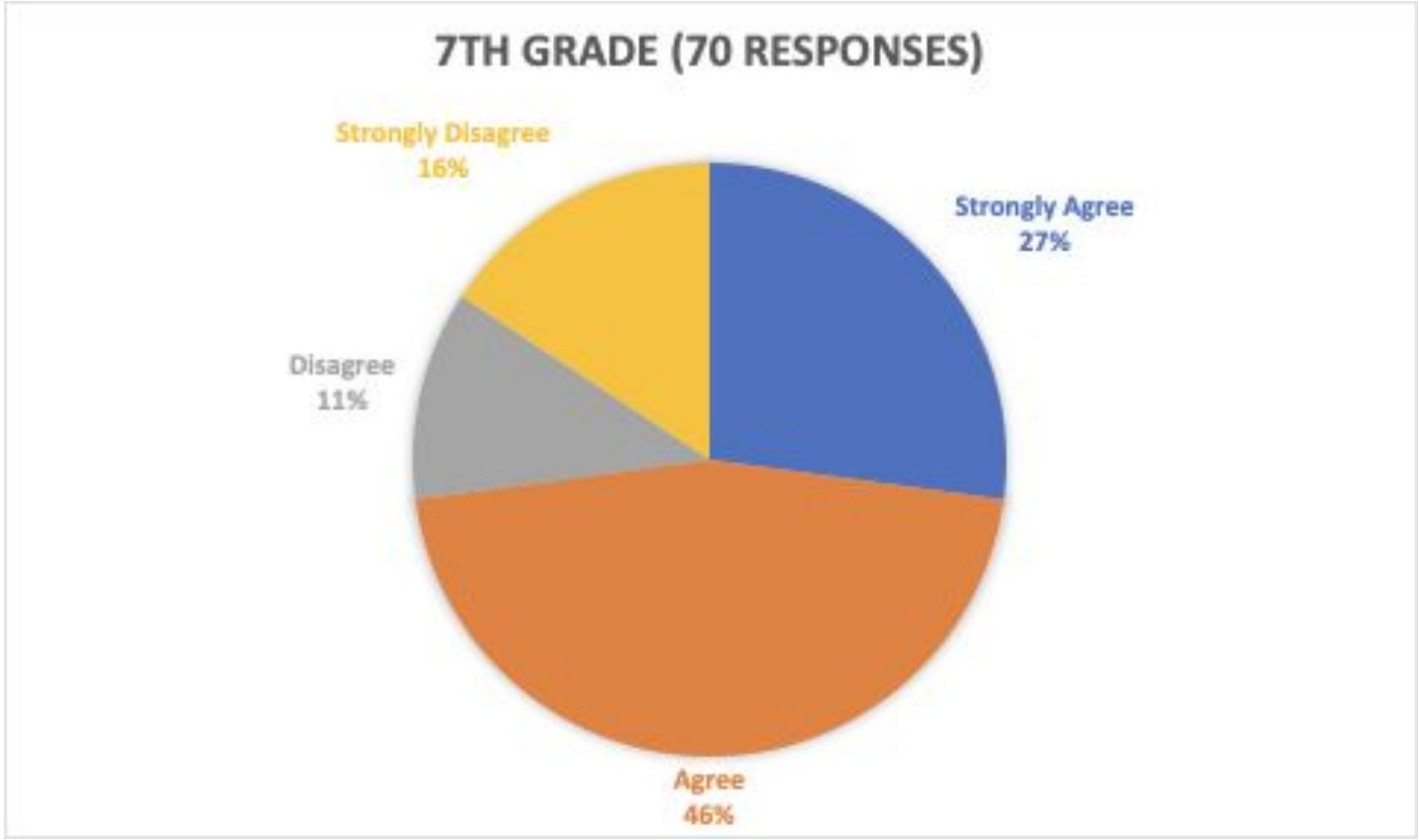
5th grade


5TH GRADE (8 RESPONSES)
Strongly Disagree
0%
Disagree
13%
Strongly Agree
37%
Agree
50%

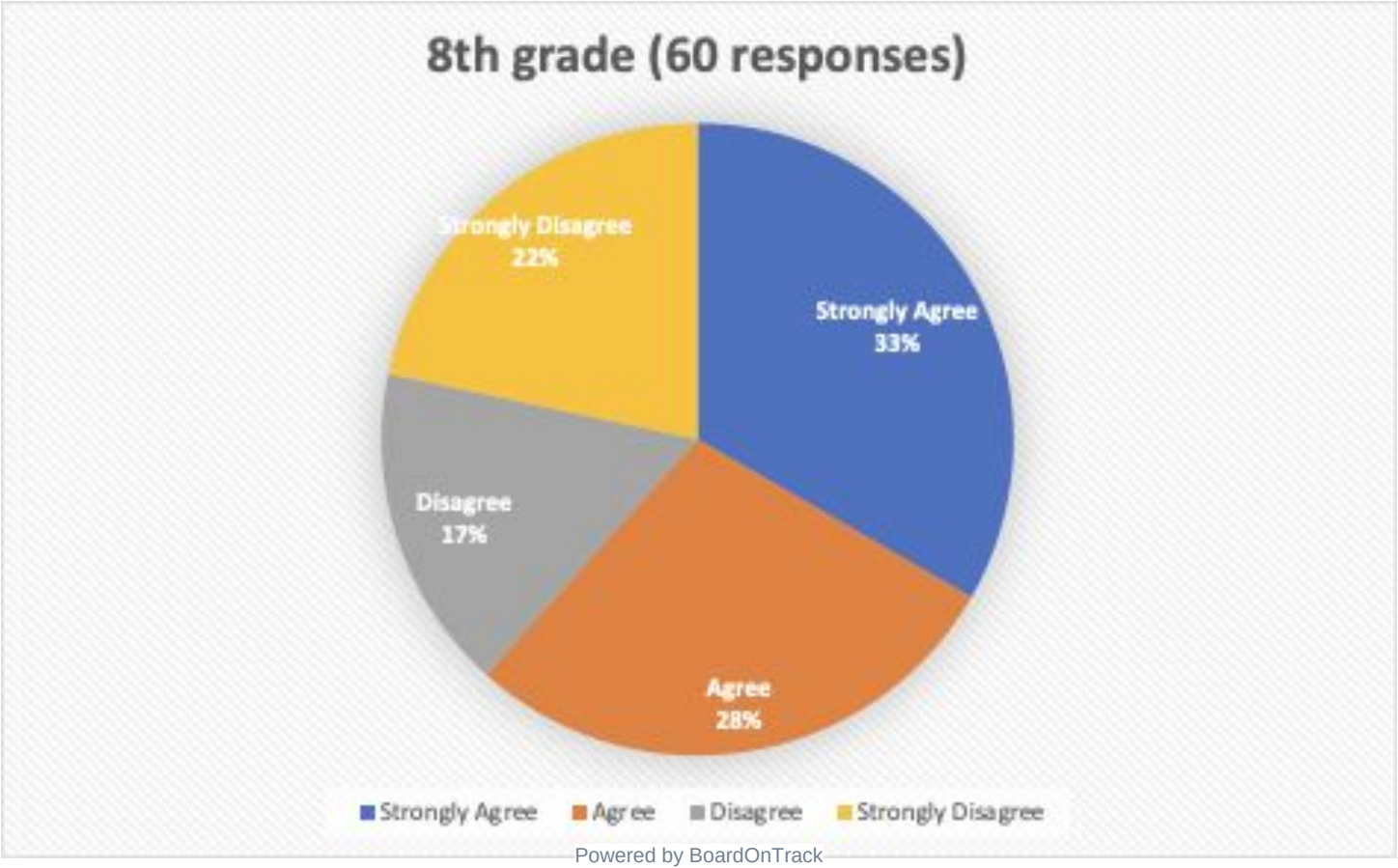
6th grade


6TH GRADE (55 RESPONSES)
Strongly Disagree
14%
Strongly Agree
33%
Disagree
24%
Agree
29%

7th grade


7TH GRADE (70 RESPONSES)
Strongly Disagree
16%
Strongly Agree
27%
Disagree
11%
Agree
46%

8th grade


8th grade (60 responses)
Strongly Disagree
22%
Strongly Agree
33%
Disagree
17%
Agree
28%
Strongly Agree
Agree
Disagree
Strongly Disagree

Children need their free time too. It's overwhelming for them too

Porque el se desconcentra más en casa

Yes, to keep up with studies and not fall behind.

Vertul clases or normal clases

no comments

But after of covid19 vaccine.

The pademic is still going

I understand it's hard for kids to stay on top of work and if that's an option to help them that's okay

Si megustaria pero q le ayudaran con los grados ,bajos para recuperar sus ,calificasiones

El aprendizaje va muy lento

Mi hija aprenderá un poco más academicamente

Pues alargar el año escolar no lo veo mal pero tampoco si no se alarga de todas formas los niños sólo están en casa

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COVID-19 Update I

January 19, 2020

Summary of Recent Actions

LA County is currently vaccinating individuals who are in Phase 1A, Tiers 1-3. These individuals are Healthcare Workers.

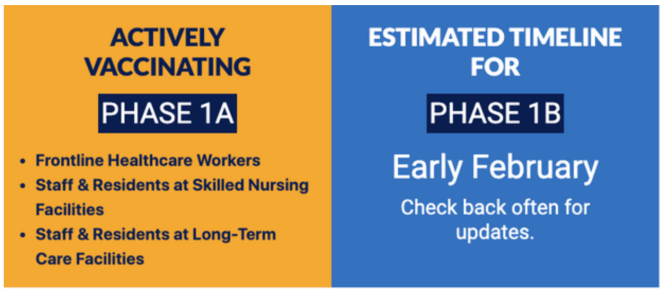
LA County is expecting to begin Phase 1B Tier 1 early February 202. Phase 1B Tier 1 includes:

- **Persons 65 years and older**
- Those at risk of exposure at work in the following sectors:
- **Education and Childcare**
- Emergency services
- Food and agriculture

All YPICS staff are considered part of the Education and Childcare section for Phase 1B- Tier 1.

However, Supervisor Hilda Solis just signed and executive order stating LA County will be expanding COVID-19 vaccine eligibility to residents 65 and older starting Thursday. There are still concerns regarding the availability of vaccines to cover the number of **people 65 years and older.**

The information below is intended to keep you informed about the changes that will impact you and your families, and our school and school community. If you have questions please feel free to Slack Mr. Dueñas.



LA County supervisor signs order expanding COVID-19 vaccine eligibility to residents 65 and older

LOS ANGELES (KABC) -- Los Angeles County Board of Supervisors Chair Hilda Solis signed an executive order on Monday making COVID-19 vaccines available to residents aged 65 and older, despite health officials' desire to finish inoculating medical workers amid a limited supply of medication.

Solis' order will allow residents 65 and older to start making vaccine appointments starting Thursday. "If we are to ever get out of this dark winter, it is critical that we make headway vaccinating people 65 years of age and older as soon as possible - in line with Governor Gavin Newsom's recommendations," Solis said in a statement.

"That is why I signed an Executive Order today directing the County's Department of Public Health to make COVID-19 vaccinations appointments available to residents 65 years of age and older, beginning on January 21, 2021 - this is to allow for public health officials to adequately prepare for the rollout of the vaccine to this population."

The state opened vaccine eligibility to people 65 and older earlier in the month, but L.A. County is lagging behind other Southern California counties in opening up vaccinations to that group.

County Public Health Director Barbara Ferrer last week said the county would not offer vaccines to people 65 and older until vaccinations of front-line health care workers were completed. That process was expected to last until the end of the month. Ferrer noted that expanding the availability of the shots was largely dependent on the local supply of vaccines.

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There was no immediate word on what impact Solis' order would have on the county's vaccine supply, and its ability to complete vaccinations of health care workers. Supply of the vaccine is already limited, particularly following word last week that a federal stockpile of doses had already vanished.

ABC News Report about LA County Executive Order

YPICS HR Meeting with Kaiser

The HR team will be meeting with representative from Kaiser this month to try to get better details. We will keep you updated as we get more details about how Kaiser will support our staff to get vaccinated.

You may have received the email below from Kaiser.

KAISER PERMANENTE®

Email from Kaiser Permanente

Providing you the latest information on COVID-19 vaccine supply and distribution.

With the recent announcement that California vaccine guidelines were expanded to include everyone age 65 and older, we've received many inquiries regarding eligibility and access to the COVID-19 vaccine. We want to provide an update with the latest information on vaccine supply and distribution.

Vaccine supply
Expanding California vaccine guidelines to include everyone age 65 and older increases eligibility by nearly 6 million people in the state. Unfortunately, the vaccine supply to distributors has not yet been increased to vaccinate that many people. Right now, vaccines are in extremely short supply for all vaccine distributors across the country, including Kaiser Permanente.

As a vaccine distributor, Kaiser Permanente is organized and prepared to distribute the vaccine as we receive supply. As of January 16, we have administered more than 170,000 vaccines in California. Each week, we receive a fraction of the vaccine required to meet our demand. Kaiser Permanente cares for more than 1.5 million members age 65 and older, and last week we received a vaccine supply of just 20,000 first doses. Our ability to expand and speed vaccine distribution depends on vaccine supply made available to our state. At the current rate, we're looking at vaccine distribution that is much slower than any of us find acceptable. We're doing all we can to get additional vaccine supply as soon as possible.

Vaccine distribution
Like many, consistent with state recommendations and due to the vaccine supply shortage, we're currently continuing to vaccinate the following priority groups:

- Health care workers
- Long-term care patients

As supply becomes available, we'll begin offering vaccine appointments to individuals age 75 and older in alignment with California Department of Public Health guidelines.

We'll reach out to our members as vaccines and appointments become available for them. It's not necessary to email, call us, or go online for appointments until we've contacted you first. Please note that primary care physicians can't book appointments for vaccines.

What to do now

- **If you're a health care worker**, please complete an e-visit.
- **If you're age 75 or older**, we'll contact you directly as vaccine supply becomes available and we'll provide you with instructions on how to make an appointment.
- **For all Kaiser Permanente members**, stay up to date — for the latest information on when other groups may be able to get the vaccine, visit kp.org/covidvaccine. You can also call our 24/7 recorded message hotline at **1–855–550–0951** (available in English and Spanish) for regular updates.

The pace of vaccination is dependent on supply
We're committed to getting COVID-19 vaccines to our members and communities as soon and as equitably as possible. We've added capacity so that as more supplies become available, we'll be able to vaccinate many more members at additional locations.

We anticipate vaccine supply to ramp up over the coming weeks — but vaccine supply and eligibility may vary across counties and cities. We'll keep you updated on vaccine eligibility and availability.

In the meantime, please continue to stay home, wear a mask, and protect yourself and your loved ones. Your health remains our top priority — today, tomorrow, and always.

Para información en español, haga clic aquí.

Click here for the LA County Public Health Webpage

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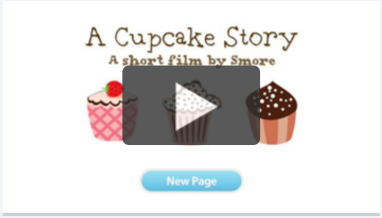
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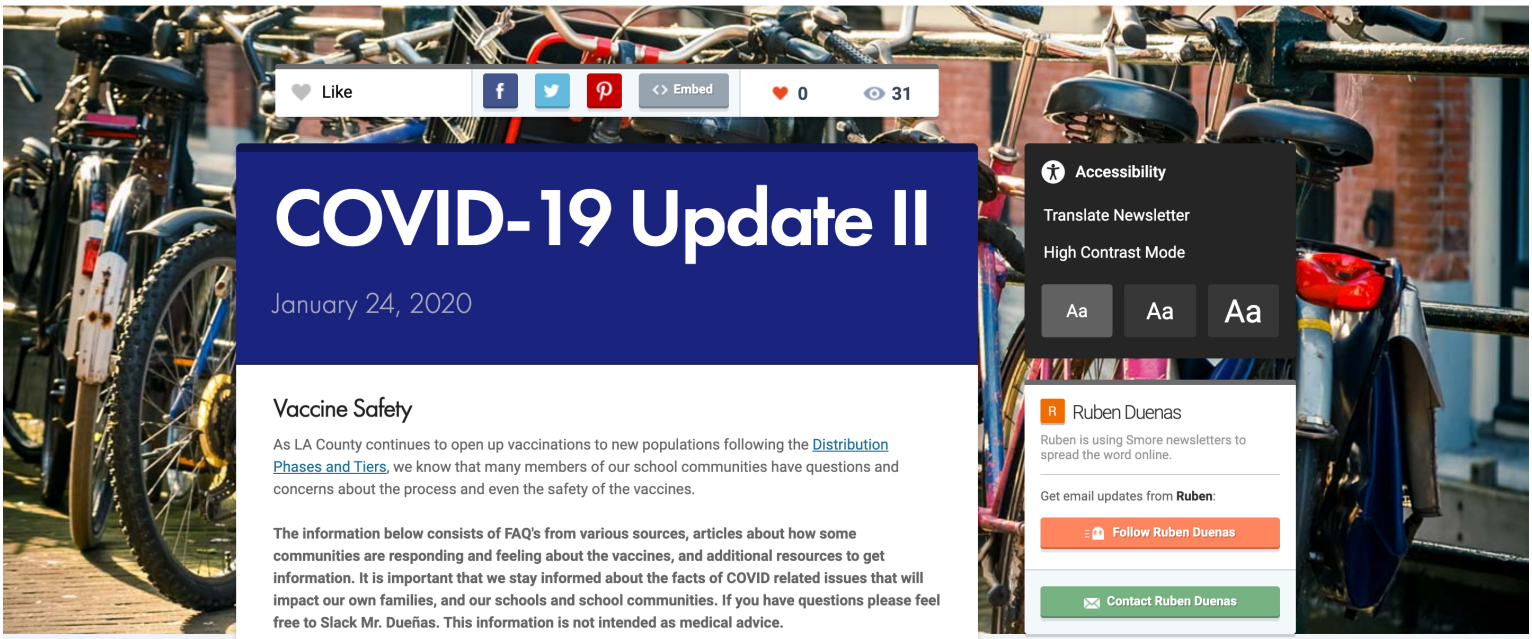
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COVID-19 Update II

January 24, 2020

Vaccine Safety

As LA County continues to open up vaccinations to new populations following the Distribution Phases and Tiers, we know that many members of our school communities have questions and concerns about the process and even the safety of the vaccines.

The information below consists of FAQ's from various sources, articles about how some communities are responding and feeling about the vaccines, and additional resources to get information. It is important that we stay informed about the facts of COVID related issues that will impact our own families, and our schools and school communities. If you have questions please feel free to Slack Mr. Dueñas. This information is not intended as medical advice.

UNIDOS US FAQ: COVID-19 Vaccine & Clinical Trials Participation

Formerly known as NCLR—Unidos US has remained a trusted, nonpartisan voice for Latinos. Unidos US serves the Hispanic community through research, policy analysis, and state and national advocacy efforts, as well as in program work in communities nationwide. Unidos US partners with a national network of nearly 300 Affiliates across the country to serve millions of Latinos in the areas of civic engagement, civil rights and immigration, education, workforce and the economy, health, and housing.

YPICS is an active affiliate of Unidos US.

Here is a List of Some the Frequently Asked Questions

1. **What is the Covid-19 vaccine and how does it work?**
2. **What is the process of developing the Covid-19 vaccine?**
3. **Can the Covid-19 vaccine transmit the virus?**
4. Does the Covid-19 vaccine contain the live virus that causes Covid-19?
5. What are the current Covid-19 vaccines available?
6. Are there other vaccines on the way?
7. Why are there so many Covid-19 vaccines in development?
8. How often will I need to get vaccinated against Covid-19?
9. Who will get the Covid-19 vaccines first?
10. When can most americans get vaccinated against Covid-19?
11. **Will the vaccine be available regardless of ability to pay or health coverage?**
12. **Will the vaccine be available for the undocumented community?**
13. Will my local pharmacy offer the Covid-19 vaccines once they are available to the public?
14. Who verifies the Covid-19 vaccines are safe?
15. How do I know the Covid-19 vaccines are safe and effective, given how quickly the vaccines are being developed?

Click on the button below to read the answers on the UNIDOS US FAQ. Two other FAQ's are also provided from the MAYO Clinic and Forbes Magazine.

Click Here for the Unidos Us FAQ

Click Here for the Mayo Clinic FAQ

12 Most Common ?'s About Covid Mutations And Vaccines

Our National & Community Leaders are Getting Vaccinated

Our National & Community Leaders are Getting Vaccinated



Joe Biden Vaccinated

President of the United States



Alex Padilla Vaccinated

United States Senator representing California (From Pacoima)



Janet Murguía Vaccinated

UNIDOS US Chief Executive Officer

Latino and African American Communities Have Concerns About the Vaccines Due to Historical Events

Opinion- I'm a Black doctor who didn't trust the Covid vaccine. Here's what changed my mind.

"Let's normalize hesitancy to take a new vaccine. Instead of judgment, we need to empower trusted messengers to answer community questions and dispel myths."

1. I had to educate myself about how the vaccine had been created. The mRNA technology behind the Covid-19 vaccine has been under development for decades.
2. I read the experiences of people of color and trusted Black physicians who participated in vaccine trials.
3. My mom practically begged me to get the vaccine. Since March, she's been hearing my own terrifying stories about Covid-19 patients.
4. My final concern was the risk of a rare, severe and yet undocumented long-term side effect of the vaccine.

Read the full article below.



Opinion | I'm a Black do... www.nbcnews.com

Covid-19 deaths, long hauler and their symptoms and my loved ones helped changed my mind from 'no' to 'yes' on the coronavirus vaccine.

In Minority Communities, Doctors Are Changing Minds About Vaccination

Many Black and Hispanic Americans mistrust government officials, and instead have turned to physicians they have long known.

Across the country, Black and Hispanic physicians like Dr. Wiley are reaching out to Americans in minority communities who are suspicious of Covid-19 vaccines and often mistrustful of the officials they see on television telling them to get vaccinated. Many are dismissive of public service announcements, the doctors say, and of the federal government.

Although acceptance of the vaccine is notching up, Black and Hispanic Americans — among the groups hardest hit by the coronavirus pandemic — remain among the most reluctant to roll up their sleeves.

But the assurances of Black and Hispanic doctors can make an enormous difference, experts say. "I don't want us to benefit the least," Dr. Wiley said. "We should be first in line to get it."
Many physicians like her now find themselves not just urging friends and relatives to get the vaccine, but also posting messages on social media and conducting group video calls, asking people to share their concerns and offering reliable information.

"I think it makes a whole lot of difference," said Dr. Valeria Daniela Lucio Cantos, an infectious disease specialist at Emory. She has been running online town halls and webinars on the subject of vaccination, including one with Black and Hispanic employees of the cleaning staff at the university. She believes they are listening, not only because she is Hispanic and speaks Spanish, she said, but also because she is an immigrant — her family is still in Ecuador. "Culturally, they have someone they can relate to," Dr. Cantos said.

Read the full article below.



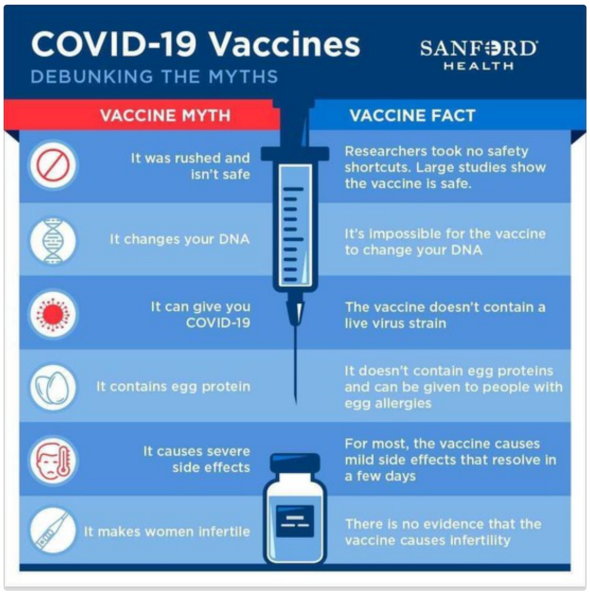
In Minority Communities, ... www.nytimes.com

Many Black and Hispanic Americans mistrust government officials, and instead have turned to physicians they have long known.

COVID-19 Vaccine: Separating Myths from Facts - Sanford Health News

There's a lot of information swirling about the COVID-19 vaccines but not all of it is true. The following myths and facts address some of the top questions related to the COVID-19 vaccines. Click the button below to learn more:

COVID-19 vaccine: Separating myths from facts

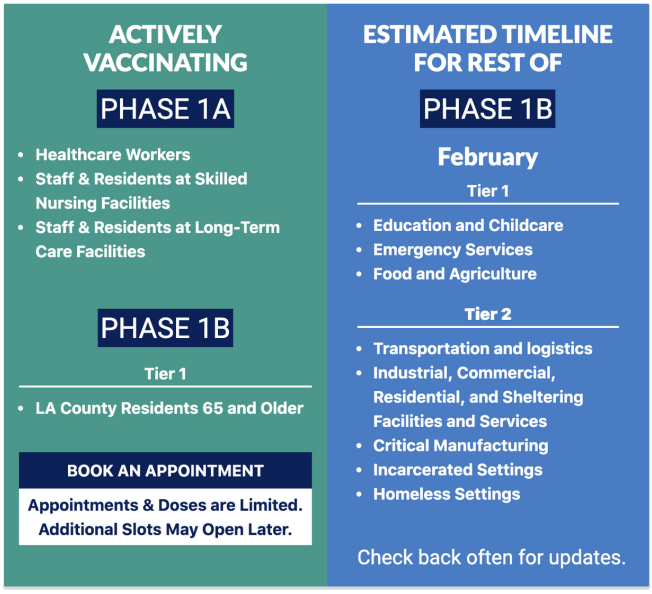


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YPICS HR Meeting with Kaiser

After several efforts to schedule meetings with Kaiser Ambassadors we have set a meeting date. The HR team will meeting with Kaiser on February 10th. This meeting may ultimately be unnecessary do to timing. We may get information from the public prior to this meeting. Never the less, we will continue to push for the best and most accurate information possible and share it with you.

As you may be aware, vaccinations are being offered in a variety of spaces across the county not just in hospitals.



Click here- LA County Public Health Webpage

Rates Across Los Angeles are Still High

Pacoima and other areas in the North East San Fernando area are at the top of the cases and deaths per 100,00 residents. Click the button below to see COVID data **As of 6:00pm 01/22/2021.** Areas in Los Angeles that our schools generally serve (where our students live) are highlighted in blue for the Berts and red for MORCS.

COVID Case Rates in the City of Los Angeles

Other Sources of Information

A Good Source of Info on the Pandemic (English)

A Good Source of Info on the Pandemic (Spanish)

Is there a timeline for vaccinations for children?

A: Trials for children 12+ are currently in progress for both the Moderna (ages 12-17; still enrolling!) and Pfizer (ages 12-15; done enrolling!) vaccines with the most optimistic timeline for vaccine approval in kids 12+ by the start of the 2021 school year. Children will need to be vaccinated for us to achieve herd immunity, but getting the majority of adults vaccinated while approval of the vaccine in kids is pending will still have a large impact on reducing SARS-CoV-2 transmission, morbidity, and mortality.



Why Kids Might Be Key t... www.theatlantic.com

Children rarely get very ill from COVID-19. But there's another reason to vaccinate them.

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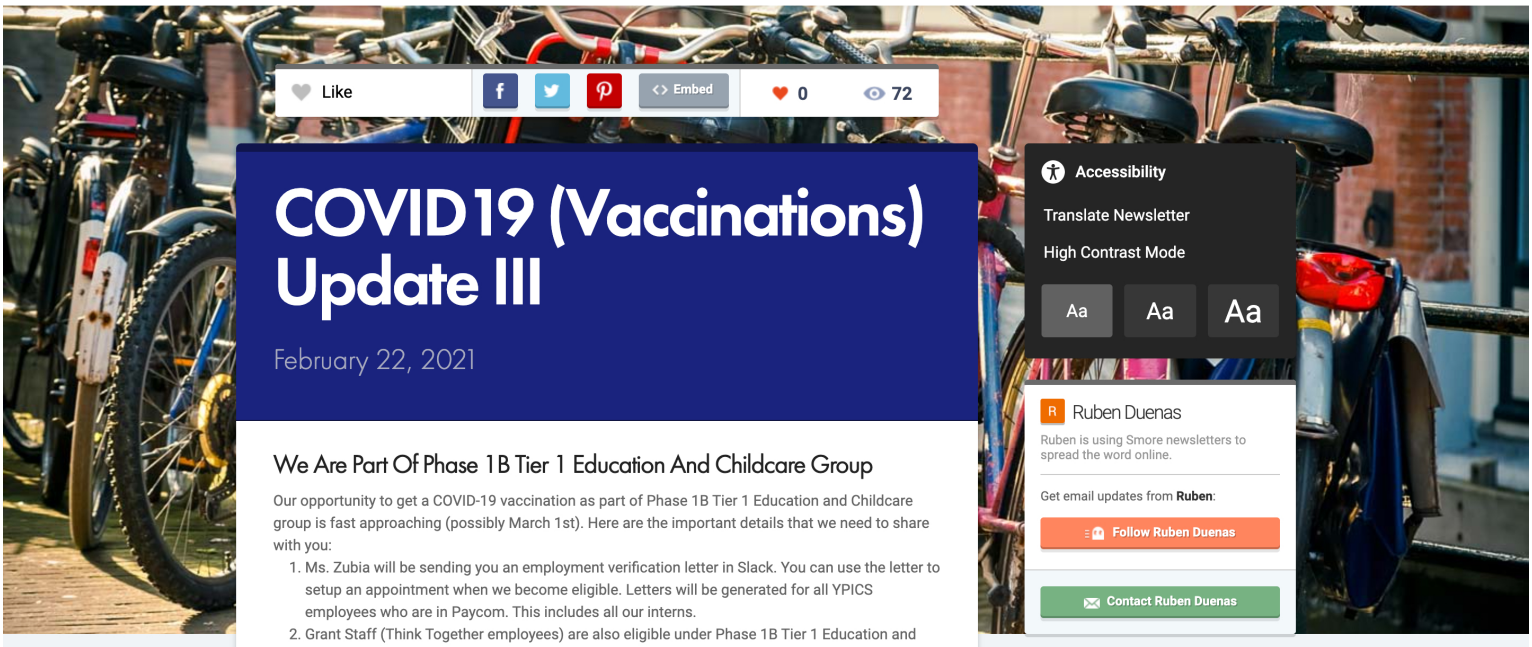
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COVID19 (Vaccinations) Update III

February 22, 2021

We Are Part Of Phase 1B Tier 1 Education And Childcare Group

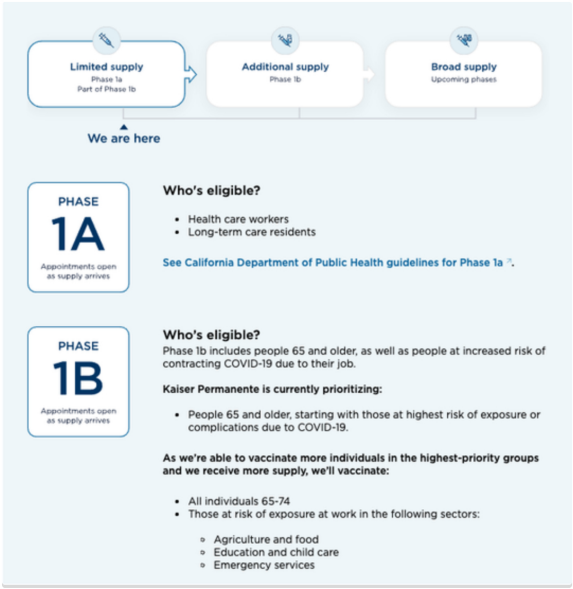
Our opportunity to get a COVID-19 vaccination as part of Phase 1B Tier 1 Education and Childcare group is fast approaching (possibly March 1st). Here are the important details that we need to share with you:

1. Ms. Zubia will be sending you an employment verification letter in Slack. You can use the letter to setup an appointment when we become eligible. Letters will be generated for all YPICS employees who are in Paycom. This includes all our interns.
2. Grant Staff (Think Together employees) are also eligible under Phase 1B Tier 1 Education and Childcare group. Think Together will/has provided you a letter in ADP. If you have questions please reach out to your Think Together HR representative, Erica.
3. Most of MORCS staff was offered a vaccination this past Saturday by one of our community partners, Clinica Romero. If you did not get vaccinated or recieve a letter you will be provided a letter one. If you were not able to setup an appointment, the letter you already received from Dr. Quon is still valid.

Do You Still Have Questions or Concerns About The Vaccines?

KAISER PERMANENTE

During our morning welcome at TPD on Thursday, Dr. Hoffman, our medical ambassador from Kaiser Permanente will be talking to us and answering questions that you may have about the vaccinations. You can also setup an appointment with your Doctor and ask them questions.



Complete The Survey If You Have Not Done So Already!

Here Are Some FAQ's About The Vaccines...

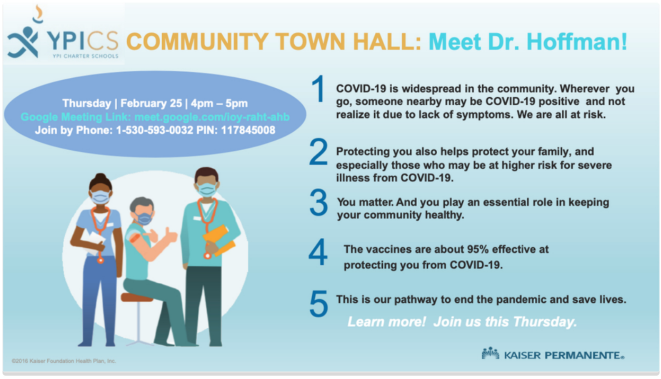
Click Here for the Unidos Us FAQ

Click here for CDC FAQ

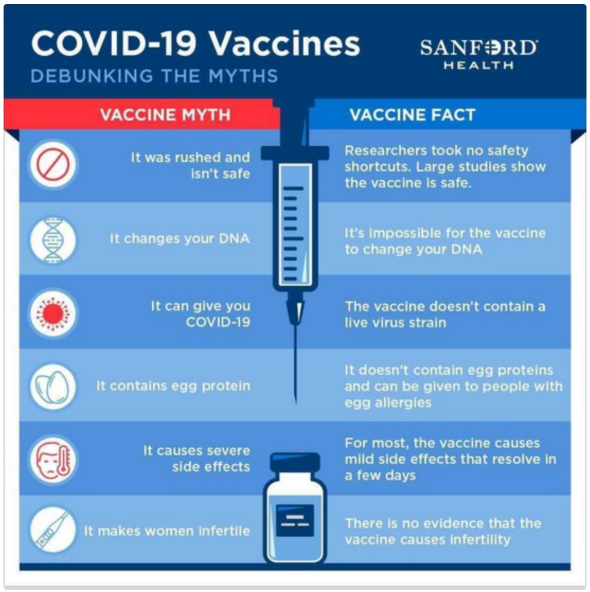
Click here for the UCLA Health FAQ

Forum for Parents with Kaiser Doctor

Dr. Hoffman will also be talking to and answering questions for our parents on Thursday from 4-5pm. (A flyer will be sent to families shortly)



Here Are Myths That We Are Hearing In Our Communities



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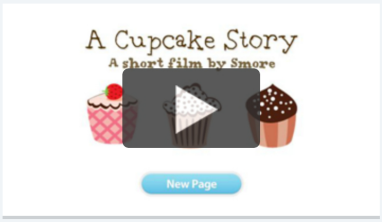
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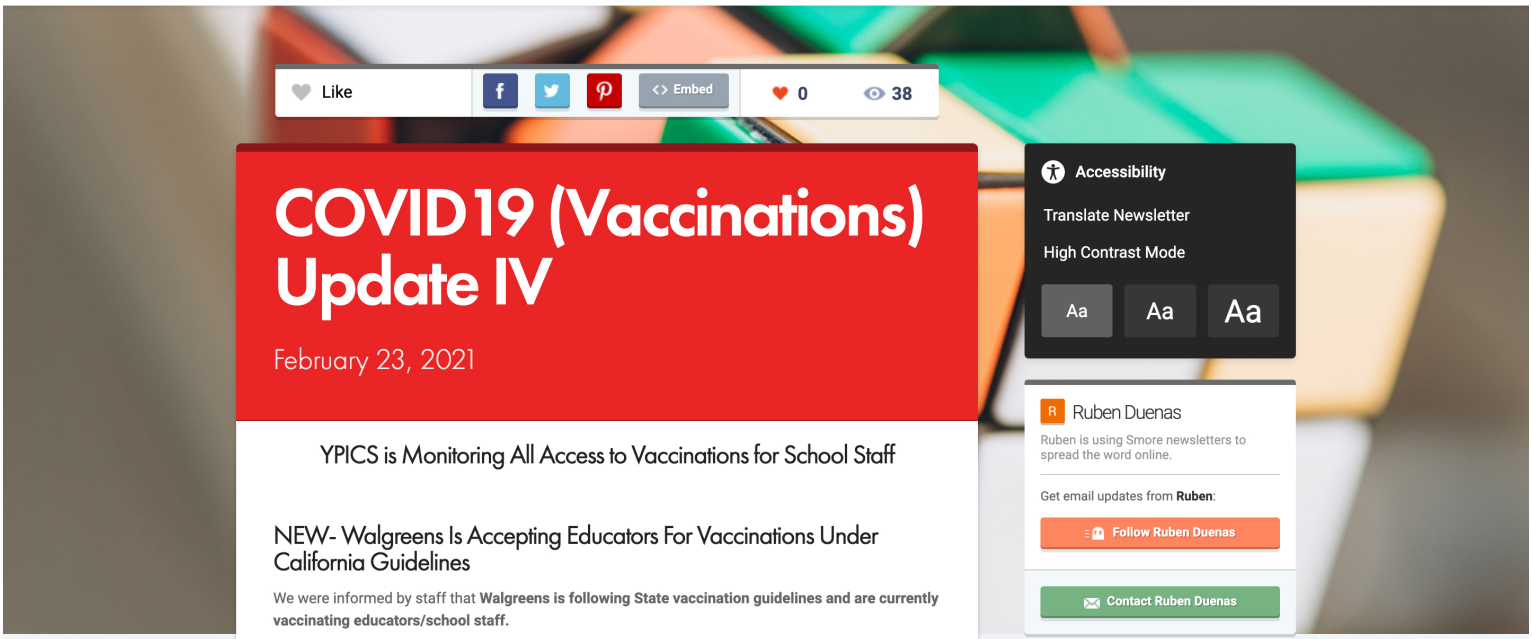
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COVID19 (Vaccinations) Update IV

February 23, 2021

YPICS is Monitoring All Access to Vaccinations for School Staff

NEW- Walgreens Is Accepting Educators For Vaccinations Under California Guidelines

We were informed by staff that **Walgreens is following State vaccination guidelines and are currently vaccinating educators/school staff.**

Mr. Duenas went to the Walgreens in Granada Hills to ask:

"Are educators eligible.
Response- "Yes."

"We do not want to cut in line."
Response- "You are not."

The Granada Hills Walgreens is giving the the Pfizer vaccine. We assume all Walgreens will be using Pfizer. Walgreens will give you a vaccination card after they give you the shot and will automatically schedule your second dose.

Here is the link for to sign up for an appointment if you so choose:

https://www.walgreens.com/findcare/vaccination/covid-19?ban=covid_vaccine_landing_schedule

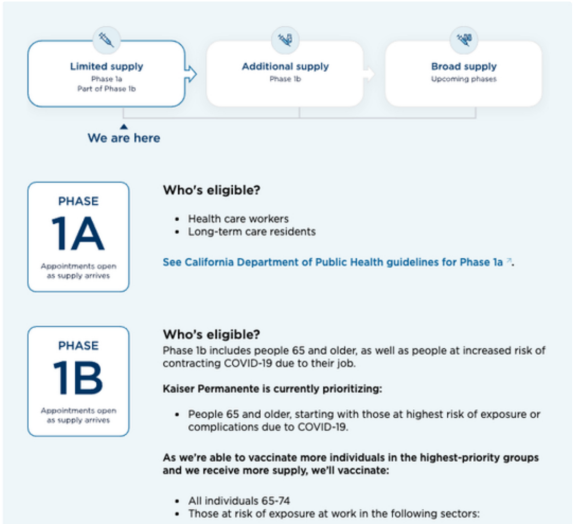
One recommendation is to get up early and try to get your appointment.

Walgreens Vaccination Appointment Link

Do You Still Have Questions or Concerns About The Vaccines?

KAISER PERMANENTE

During our morning welcome at TPD on Thursday, Dr. Hoffman, our medical ambassador from Kaiser Permanente will be talking to us and answering questions that you may have about the vaccinations. You can also setup an appointment with your Doctor and ask them questions.



- Agriculture and food
- Education and child care
- Emergency services

Complete The Survey If You Have Not Done So Already!

Here Are Some FAQ's About The Vaccines...

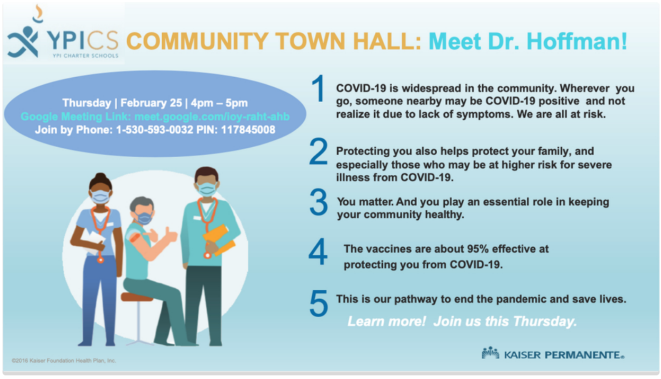
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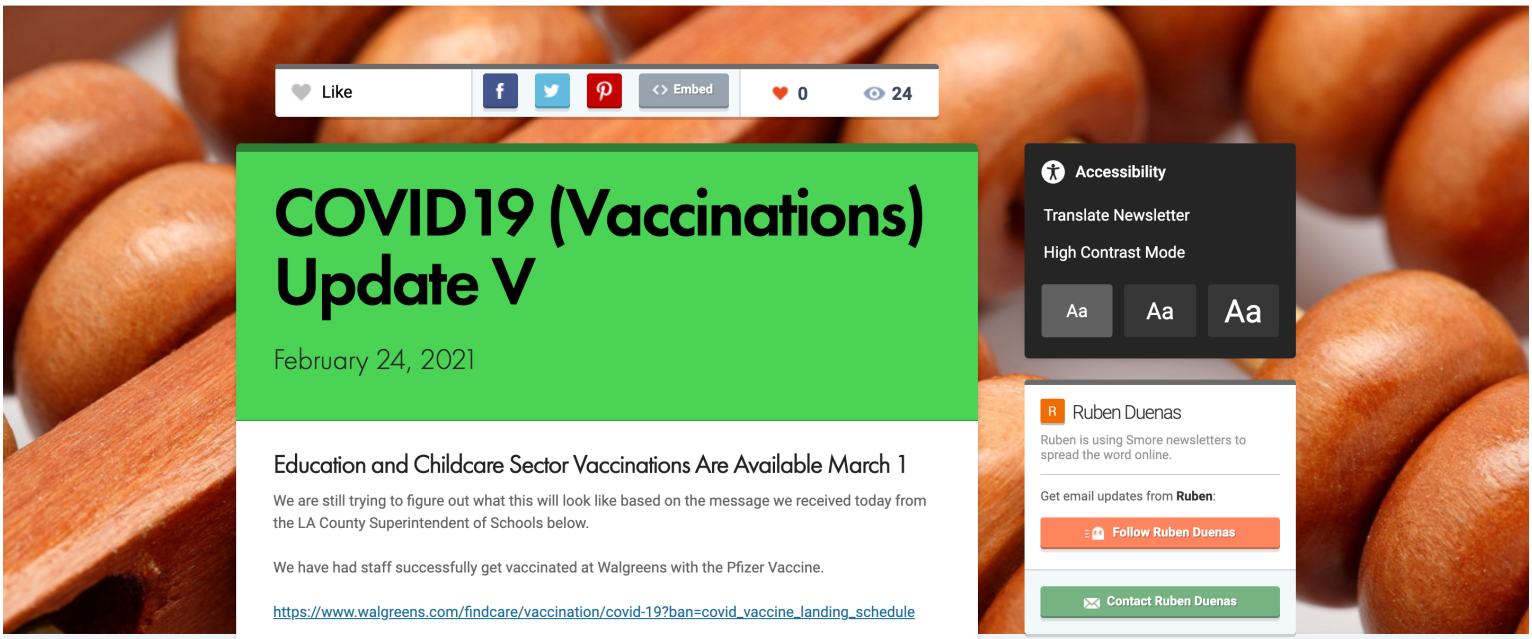
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COVID19 (Vaccinations) Update V

February 24, 2021

Education and Childcare Sector Vaccinations Are Available March 1

We are still trying to figure out what this will look like based on the message we received today from the LA County Superintendent of Schools below.

We have had staff successfully get vaccinated at Walgreens with the Pfizer Vaccine.

https://www.walgreens.com/findcare/vaccination/covid-19?ban=covid_vaccine_landing_schedule

Walgreens Vaccination Appointment Link

A Message from LA County Superintendent of Schools about Vaccinations

Dear Charter School Colleagues,

As of Monday, March 1, individuals in Tier 1B (agriculture and food; education and childcare; emergency services) will be eligible to receive COVID-19 vaccinations. All education staff who live or work in Los Angeles County will have access to vaccination appointments through county-run vaccination sites and health care providers. Educators are encouraged to register with MyTurn to be notified when appointments become available at the many community vaccination sites across the county.

Additionally, a percentage of the county's weekly doses will be set aside for the education sector and distributed to school districts and their charter schools via their identified vaccination partner. To address persistent inequities and COVID-19's disproportionate impact, the LA County Department of Public Health and the Los Angeles County Office of Education have identified a process to distribute a proportional number of those doses to each school district and their charters weekly. All school districts and charter schools in LA County will receive weekly allocations of vaccines with quantities determined by consideration of equity, weighing COVID-19 community impact and staff risk exposure due to in-person instruction and school-based services.

A percentage of each school district's weekly vaccine allocation will be distributed to charter schools, determined by overall student enrollment in charter programs (i.e., if 9 percent of students in a district attend a charter school, 9 percent of weekly doses would be allocated). Private schools will receive allocations through restricted educator appointments each Tuesday at county-run vaccination sites.

Each school will determine, at their discretion, the weekly staff vaccine appointment list. Schools are advised to prioritize staff with the highest risk exposure due to in-person services currently offered at school sites.

Most school districts have created vaccination partnerships with health care facilities that will receive and administer vaccines to school staff. Districts, charters, and vaccination partners will receive weekly communications from LACDPH with the allocation amount.

Instructions and recommendations for the allocation of weekly doses, including information regarding coordinating appointment scheduling for staff, can be found here.

To assist communication to your school communities, we have developed an FAQ for your reference that can be used when sharing information with staff.

We will continue to share information as it becomes available.

Be well,

Debra Duardo, M.S.W., Ed.D.
Los Angeles County Superintendent of Schools

Do You Still Have Questions or Concerns About

The Vaccines?

KAISER PERMANENTE

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Click here for CDC FAQ

Click here for the UCLA Health FAQ

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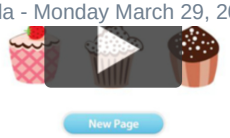
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COVID-19 (VACCINATIONS) UPDATE VI

FEBRUARY 28, 2021

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PHASE 1B - TIER 1 VACCINATIONS OPEN MARCH 1

Starting Monday, **teachers and workers in education and childcare,** food and agriculture, and emergency service and law enforcement will become eligible for vaccination at City of Los Angeles sites. Vaccinations remain open for those who were already eligible: all L.A. residents 65 and older are eligible for the vaccine in L.A. County, in addition to healthcare workers, certain essential frontline workers, and residents and staff of skilled nursing facilities.

Los Angeles County officials have allocated 2,288 COVID-19 vaccine doses for Charter Schools authorized by Los Angeles Unified for the week beginning March 1st. (Please read the story below for more information on this topic.)

Some vaccination providers are asking for a code. We have not yet received any "codes" yet and will get them out as soon as we get them.

VACCINATIONS FOR CHARTER SCHOOLS STAFF

California Charter School Association (CCSA) is working with LA County and the LAUSD in determining the allocation of the limited doses allocated specifically for individual Charter Schools. Per County rules, each Charter School is responsible for prioritizing vaccinations for their respective employees. Once this process has been completed eligible Charter School employees will ALSO be able to schedule their appointment at LAUSD vaccination sites at https://covidvaccine.lausd.net.

One of our YPICS staff members will be vaccinated tomorrow during the LAUSD Press Conference launching the LAUSD vaccination super site at SOFI Stadium.

THE NEXT GROUP IS ELIGIBLE ON MARCH 15TH

The State announced that vaccinations will open to **residents between 16 and 64 years old who have certain disabilities or severe underlying medical conditions** on March 15th.

THOUGHTS ON THE THE VACCINATION PROCESS

1. It's a bit crazy, so be patient
2. Take the first appointment available (If you are not not particular about a specific vaccine)
3. It seems like all sites Federal, County, City, Pharmacies, and Kaiser will be offering vaccinations to education and childcare workers
4. **We will share codes when we get them**
5. Talk to you doctor if you still have questions (FAQs are below)
6. More people will be booking appointments with the the next group open in two weeks
7. There are many vaccination providers. Links to some of the are below

Best practices:

1. Log on early in the morning before work to book an appointment.
2. Staff has had success getting appointments at CSUN and Walgreens so far.
3. **Please continue to post your success at getting an appointment on the YPICS General Slack channel so all can benefit.**

VARIOUS VACCINATION APPOINTMENT LINKS

KAISER PERMANENTE (LOG IN AND CODE REQUIRED)

MYTURN.CA.GOV (LA COUNTY, AND FEMA)

LA CITY

WALGREENS

RITE AID

RALPHS

CVS

TIME OFF REQUESTS FOR COVID-19 VACCINATION

Time off requests for COVID-19 Vaccination
We are encouraging staff to get vaccinated as soon as possible. If your appointment is during work hours it will be counted as professional development time. **Once you book your appointment do the following:**

1. Notify your supervisor to arrange coverage if necessary? Coverage will be provided.
2. Log in to Paycom and request "time off"
3. Put in the time you need (1 hour increments)
4. Type is Professional Development.
5. Enter start time
6. Enter Reason as **COVID Vaccination**

If you have used sick time already for a COVID-19 Vaccination, please notify your supervisor or EA so we can credit your sick time in Paycom.

THE LOS ANGELES VACCINE EQUITY PROGRAM

The City of Los Angeles MOVE initiative is deploying mobile vaccination clinics to the most vulnerable parts of Los Angeles. So far, mobile teams have administered over **7,357** doses across sites in South and East L.A., and each clinic has the capacity to vaccinate **400** people per day. This week, MOVE will expand operations to include two additional mobile teams -- and we will administer doses across locations in South LA, East LA, and the East Valley.

DO YOU STILL HAVE QUESTIONS OR CONCERNS ABOUT THE VACCINES?

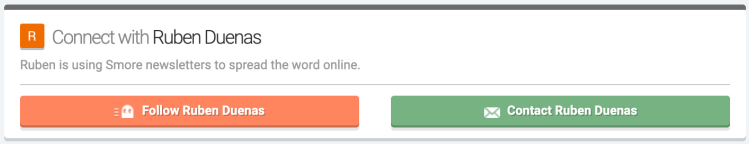
The FAQ's below may answer some of your questions.

UNIDOS US FAQ

CDC FAQ

UCLA HEALTH FAQ





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COVID-19 (VACCINATIONS) UPDATE VII

MARCH 8, 2021

Accessibility
Translate Newsletter
High Contrast Mode
Aa Aa Aa

Ruben Duenas
Ruben is using Smore newsletters to spread the word online.
Get email updates from **Ruben**:
Follow Ruben Duenas
Contact Ruben Duenas

TWO VACCINATION OPTIONS IN THIS UPDATE

OPTION 1: PROVIDENCE SOUTHERN CALIFORNIA-COMMUNITY HEALTH AT VAUGHN IN PACOIMA

Please send me a slack if you are interested in getting your first COVID-19 Vaccination. Providence Southern California- Community Health is providing us this opportunity. Once we sign up they will send us the specifics.

- Providence Southern California- Community Health Team in Partnership with Vaughn Next Century Learning Center
- The vaccine is administered by Registered Nurses with Advanced Cardiac Life Support Cert. (ACLS)
- Vaccination Site Location: 11505 Herrick Ave, Pacoima, CA 91331 (Vaughn International Studies Academy)
- Every Mon, Wed, and Friday 9 am-3 pm. **By appointment only. No Walk-ins. (Schedule subject to change)**
- We currently are using the Moderna Vaccine and the 2nd dose is guaranteed 28 days later.
- Teachers, Educators, Childcare Providers, and grocery workers will need to provide proof of employment via badge, letter of authenticity (from employer), pay stub...etc.
- Face masks and social distancing is enforced.

OPTION 2: IF YOU HAVE KAISER PERMANENTE INSURANCE

In order to properly screen and physically distance people, KP is providing the vaccine by appointment only.

Childcare and education workers should visit kp.org/covidvaccine to check appointment availability and follow instructions to book an appointment. Some eligible education workers will be provided a unique, individual code from their employer. This code can be used to request an appointment but is not required. Individuals who don't have access to kp.org may call **1-833-KP4-CARE** or **1-833-574-2273** for assistance.

Please note that KP is currently experiencing high call volumes and you may experience longer than normal wait times. Appointments will be scheduled as supply allows.

Proof of eligibility for COVID-19 vaccination appointment

Childcare and education workers who are receiving the vaccine due to their employment status may be required to bring one of the following documents and a photo ID to their appointment:

- Employee ID badge with photo; or
- Professional license or certificate; or
- Signed letter from employer on a letterhead; or
- Payment stub or timesheet

Childcare and education workers may also be asked for their company name and role at work.

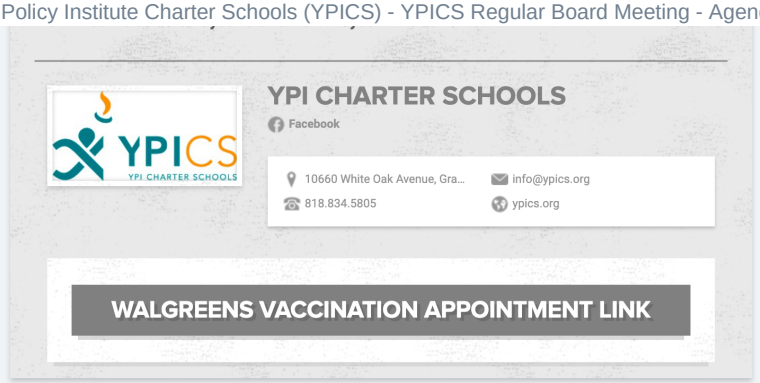
TIME OFF REQUESTS FOR COVID-19 VACCINATION

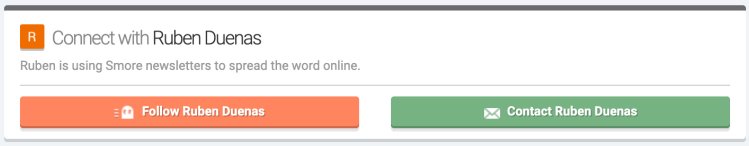
Time off requests for COVID-19 Vaccination

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5. Enter start time
6. Enter Reason as **COVID Vaccination**

If you have used sick time already for a COVID-19 Vaccination, please notify your supervisor or EA so we can credit your sick time in Paycom.





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Coversheet

YPICS School Safety Plans Update

Section: III. Items Scheduled For Information
Item: B. YPICS School Safety Plans Update
Purpose: FYI
Submitted by:
Related Material:
1.) Bert Corona Charter School COVID 19 Safety Plan Part 1.pdf
2.) BCCS COVID 19 Safety Plan Part 2 3-22-21.pdf
3.) Monseñor Oscar Romero Charter School Revised COVID 19 Safety Plan __.pdf
4.) MORCS COVID 19 Safety Plan Part 2 3-22-21 (1).pdf
5.) Bert Corona Charter High School Revised COVID 19 Safety Plan part 1_.pdf
6.) Bert Corona Charter High School Part 2 Covid-19 Safety Plan 3-22-21 (1).pdf

Bert Corona

Charter School

COVID-19

SAFETY Plan

Yvette King-Berg Executive Director

YPICS | YPI Charter Schools
10660 White Oak Ave, STE B101
Granada Hills CA 91344

Office: (818) 834.5805 / Fax: 818.834.8075
info@ypics.org / www.ypics.org

COVID-19 PREVENTION PROGRAM

Effective November 30, 2020

Pursuant to the California Occupational Safety and Health Standards Board (Cal/OSHA) emergency temporary standard, YPI Charter Schools' ("YPICS") COVID-19 Protection Program has been updated, effective immediately.

This program applies to all employees (herein collectively referred to as "employees") working at any of the YPICS school sites or business office. **This program does not apply to employees working from home.**

Definitions

"**COVID-19**" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"**COVID-19 case**" means a person who:

(1) Has a positive "COVID-19 test" as defined in this section;

(2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or

(3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"**COVID-19 exposure**" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

"**COVID-19 hazard**" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

"**COVID-19 symptoms**" means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

"**COVID-19 test**" means a viral test for SARS-CoV-2 that is:

(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

"**Face covering**" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

"**High-risk exposure period**" means the following time period:

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Communication

Our goal is to be clear and transparent. We strive to ensure that our employees remain safe and healthy. In return, it is your obligation to communicate with YPICS honestly and without fear of reprisal. As such, all employees must report possible COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace. Reports of such symptoms,

exposures or hazards must be made at the earliest opportunity. All reports made under this section will be confidentially received, and investigated as outlined in the "Investigating and Responding to COVID-19 Cases" section below. For those assigned to a school site, communicate with the Executive Director or administrative designee. For those assigned to the Learning and Support Center (LSC) the schools business office, communicate with the Payroll/Human Resource Coordinator, Yesenia Zubia.

Employees who have any medical or other conditions that may put them at increased risk of severe COVID-19 illness are encouraged to report such conditions, without fear of reprisal. If not already doing so, such employees may request to work from home or other accommodations to lessen the risk of exposure to COVID-19 hazards. Upon notice, the Payroll/Human Resources Coordinator, Yesenia Zubia, shall communicate any accommodations available to such employees.

In order to keep our employees apprised of any updates pertaining to COVID-19, YPICS will disseminate information as follows:

- Updates on our website page.
- Messages sent out to the YPICS General Slack Channel, Remind system, SMORE Newsletter, or by email. Such communications may come from the Executive Director, Chief Operations Officer, Executive Administrators, Payroll/Human Resource Coordinator, or the Director of Technology,
- Key policies and procedures will be posted as they are developed.
- Various other communication channels such as social media, newsletters etc.

Employees are encouraged to approach their immediate supervisor or School Executive Administrator with any questions they may have. YPICS will also continue to inform employees and the public of key details through various external communications channels.

Identification, Evaluation and Screening

All employees who report to work must first be screened before entering any YPICS site. Screenings will be conducted by undergoing a non-contact temperature check at the workplace and by employees conducting a self-screening for COVID-19 symptoms.

Employees who have a fever (temperature of over 100.4 degrees Fahrenheit) or who have any symptoms of COVID-19 after screening are advised to return home and work remotely. To acquaint all employees with the proper precautions when sick, employees are encouraged to visit the CDC's website at:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Investigating and Responding to COVID-19 Cases

All employees are encouraged to consult with a licensed health care provider and take recommended COVID-19 tests if they suspect they have been exposed to COVID-19. Employees who receive a positive COVID-19 test shall as soon as practicable notify YPICS if they have been at the workplace during the high-risk exposure period. Those assigned to a school site should contact the School Executive Administrator. Those assigned to the YPICS LSC (Business Office) should contact the Payroll/Human Resources Coordinator.

Reports of COVID-19 cases or exposure to COVID-19 in any of our offices will be investigated in a timely manner. YPICS will take the following steps when there has been any such report in any of our offices:

(1) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

(2) Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

(3) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

   a. All employees who may have had COVID-19 exposure and their authorized representatives.

   b. Independent contractors and others present at or who travelled through the workplace during the high-risk exposure period.

(4) Offer COVID-19 testing at no cost during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits, including COVID-19 specific benefits, as required by law.

(5) Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

In the investigation of possible COVID-19 cases or exposure at the workplace, we will treat all relevant employees, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by YPICS under this section shall be provided in a manner that ensures the confidentiality of employees' personal

information. However, as required by law, YPICS shall provide unredacted information on COVID-19 cases, or other related information requested, to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or other local, state, or federal authorities.

In the event that an investigation results in the identification of a COVID-19 hazard, YPICS will correct the hazard in a timely manner. All employees, including their authorized representatives, are encouraged to work with YPICS in any investigations so that FCPS can adequately and promptly identify, evaluate, and respond to any COVID-19 hazards.

Training and Instruction

YPICS will offer training and instruction to all employees by email, webinar and Google meetings as new information becomes available. Trainings will focus on:

(1) YPICS' COVID-19 policies and procedures to protect employees from COVID-19 hazards.

(2) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, YPICS' own leave policies, and leave guaranteed by contract.

(3) The facts about COVID-19, including that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

(4) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

(5) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

(6) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

(7) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

(8) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Social Distancing, Administrative Controls, Face Coverings, and Personal Protective Equipment ("PPE")

We are taking several steps to ensure the health and safety of our employees through adjustments to our facilities. While some office locations are not requiring facemasks, it is our position that all employees wear facemasks when in the building, in common areas in the workplace, or when within six feet of another individual.

PPE and Social Distancing:

All employees are required to wear face coverings that cover the nose and mouth when in the building, in common areas in the workplace, or when within six feet of another individual. YPICS will provide face masks for any employees who do not have face coverings.

Individuals in private offices are not required to wear face coverings while alone in their offices. Although face shields may be worn together with face coverings for additional protection, face shields are not a replacement for face coverings and their use shall not be an excuse for not wearing face coverings.

Face coverings may be removed when eating or drinking, provided employees are at least six feet apart. YPICS will, where practical, work with the responsible individuals and entities to ensure that outside air supply into the building, has been maximized.

Exception: Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person need not do so. However, such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. YPICS will provide face shields with a drape on the bottom for any such employees.

Any employees who cannot wear facemasks or the required face shields shall report such conditions to the School Executive Administrator or Payroll/Human Resources Coordinator so that YPICS can accommodate their condition or disability.

Notwithstanding any other policy, employees may wear face coverings even when not required to unless it would create a safety hazard to them or other employees or individuals.

Sharing of personal protective equipment is prohibited.

To the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.

All employees shall be separated from other persons by at least six feet, except where such separation is not possible, and except for momentary exposure while persons are in movement. Methods of implementing social distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, solid, cleanable partitions that effectively reduce aerosol transmission between the employee and other persons have been installed.

Cleaning and Disinfecting Procedures:

Sanitation: Enhanced practices of disinfection and cleaning of our offices have been implemented. Wipes and sanitizer shall be available for individuals to wipe down surfaces and objects in their individual areas such as phones, door handles etc. In addition, thorough cleaning and disinfection will occur in and around the areas, material, and equipment used by a COVID-19 case during the high-risk exposure period. To protect employees from COVID-19 hazards, we have evaluated our handwashing facilities and supplemented the handwashing facilities with effective hand sanitizer distribution stations. We encourage employees to wash their hands for at least 20 seconds each time, and to frequently use the hand sanitizer distribution stations.

Lunch rooms: Congregating in lunch rooms and break areas is not permitted. Employees should eat their meals at their desks or in their offices. Gloves and wipes will be available in lunch rooms and break areas. Employees who use the lunch room and break areas are required to wipe down any surface they touch during their meal or rest period.

Drinking cups: Employees must use the disposable drinking cups for water and coffee machines. Reusable cups, canteens, and mugs are not permitted for refill in the common break rooms and lunch rooms.

Common surfaces: Frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, and microwaves are cleaned and disinfected with increased frequency.

Ice Machines: For sanitary reasons, the ice machines will be unavailable for use until further notice.

Offices/Cubicles: Individuals with single offices or glass cubicles will need to keep social distancing in mind when others enter their workspace. Employees who sit in open workstations must wear a face covering at all times. Employees who have private offices or enclosed cubicles may remove their mask only when alone in their office/glass cubicle.

Locked doorways: Tables with disinfectant wipes will be located near locked doors for use before entry.

Reporting, Recordkeeping, and Access

We shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. In addition, we shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment. We maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

The written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

We keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential as required by law. The information shall where permissible, be made available to employees, their authorized employee representatives, or as required by law, with personal identifying information removed.

Note: The above provisions do not alter the right of employees or their representatives to request and obtain YPICS' Log of Work-Related Injuries and Illnesses, without redaction, or to request and obtain other information as otherwise allowed by law.

Exclusion of COVID-19 cases. *The purpose of this section is to limit transmission of COVID-19 in the workplace*

Employees who are diagnosed as COVID-19 cases shall be excluded from the workplace, and shall NOT be permitted in any YPICS offices until Return to Work requirements are met (see page 9). In addition, employees with COVID-19 exposure from the workplace will also be excluded from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case. At the time of exclusion, YPICS will provide the employee the information on benefits.

Exception: Employees who have not been excluded or isolated by the local health department may not be excluded, if they are temporarily reassigned to work where they are do not have contact with other persons.

For employees excluded from the workplace and otherwise able and available to work, their earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, will be maintained as if the employee had not been removed from their job. However, if remote work is not possible during the exclusion period, YPICS may

require that the excluded employee use YPICS-provided employee sick leave benefits and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Exception: The plan to maintain earnings, seniority, and other employee rights and benefits of excluded employees does not apply: (1) to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission; and (2) where the COVID-19 exposure is not work related.

This plan does not limit any other applicable law or YPICS policy that provides for greater protections.

Return to Work Criteria

In order to ensure that transmission of known or suspected COVID-19 cases are reduced, YPICS has instituted the following policies:

Symptomatic COVID-19 Cases: Any known COVID-19 cases with COVID-19 symptoms shall not return to work until:

(1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;

(2) COVID-19 symptoms have improved; and

(3) At least 10 days have passed since COVID-19 symptoms first appeared.

Asymptomatic COVID-19 Cases: COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Individuals Subject to Isolation or Quarantine Orders: If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

A negative COVID-19 test shall not be required for any employee to return to work.

CoVerify COVID-19 Testing

YPICS has contracted with CoVerify to provide ongoing COVID-19 Testing. Through CoVerify YPICS is able to provide the following:

Alternative Testing Program must include the following:		**Included:**	
		YES	**NO**
1.	Type of COVID-19 Test	☐	☐
	a. PCR Test (lab-based)	☒	☐
	b. CLIA-certified lab provides results in 24-48 hours	☒	☐
2.	Testing Frequency for Staff	☐	☐
	a. Baseline data- Negative PCR within 7 days prior to return to campus	☒	☐
	b. Weekly Testing thereafter (high risk staff 2x/week, e.g. nurses, etc.)	☒	☐
3.	Testing Frequency for Students	☐	☐
	a. Baseline data- Negative PCR within 7 days prior to return to campus	☒	☐
	b. Weekly Testing thereafter	☒	☐

Conclusion

This is an unprecedented time for YPICS and for all of us as individuals. We are inspired by the spirit and determination demonstrated by everyone as we continue to serve our students and their families, and focus on the future. Together we will continue to advance YPICS' mission while keeping each other safe and healthy.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA ALL

Your Actions Save Lives

CDPH California Department of Public Health

Date: 1-29-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: YPI Charter Schools (YPICS)

Number of schools: 3

Enrollment: 862

Superintendent (or equivalent) Name: Yvette King-Berg

Address: 9400 Remick Ave
Pacoima, CA 91331

Phone Number: 818-834-5805

Email: ykingberg@ypics.org

Date of proposed reopening: undertermined

County: Los Angeles

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Charter

Grade Level (check all that apply)

☐ TK ☐ 2nd ☒ 5th ☒ 8th ☒ 11th

☐ K ☐ 3rd ☒ 6th ☒ 9th ☒ 12th

☐ 1st ☐ 4th ☒ 7th ☒ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:
K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☒ I, Yvette King-Berg, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in 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 stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
15 students and 2 adults

If you have departmentalized classes, how will you organize staff and students in stable groups?
Students cohorts stay in one class. Adults will change rooms.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?
Students cohorts stay in one class. Adults will change rooms.

☒ **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 for staff and students.

☒ **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 safe and appropriate use will be promoted and incorporated into routines for staff and students.

☒ **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.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 10 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☒ **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 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. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff will be tested weekly.

☒ **Testing of Students:** How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Students will be tested weekly.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

☒ **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.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

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

Name: _____

Date: _____

☒ Parent and Community Organizations

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

Name: School Parents

Date: December 2020 Survey

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

~~Deccemebr and Janaury Staff meetings Surveys~~

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) Los Angeles, California. County has certified and approved the CSP on this date: February 1, 2020. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates – (Changes highlighted in yellow)
3/22/21:

- Adjusts minimum distance requirement between student seating to 3 feet. Minimum distance between staff desks and student desks or other staff desks remains at 6 feet.
- Revises school opening thresholds and eligibility.

3/15/21: Revised to clarify that specialized instructors in elementary schools may work with up to 3 stable groups of students over the course of a school day or school week.
3/8/21:

- Allows reopening of grades 7-12 for all schools as long as schools comply with all state and local requirements
- Expands discussion and provides clarity on creating stable groups of students

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to http://www.ph.lacounty.gov/media/Coronavirus/ for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

(1) Workplace policies and practices to protect employee and student health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees, students and families of students and the public
(5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

General Reopening Guidance for All Schools

At this time when Los Angeles County is in Red Tier or higher, all schools are permitted to reopen for all students in any grades TK – 12. Note that the state defines an open or reopened school as one that offers in person instruction at least one day each week to all students in at least one of the grades served by the school. Schools that do not meet that criteria may be providing certain in person services to a limited number of students, but do not meet the criteria of being open or having reopened for the purposes of this protocol.

Schools open for in person learning must also continue to offer 100% distance learning as an option for

those families that prefer it.

Schools that are eligible for reopening based on state and county criteria, are not required to open and may not open until the school is prepared to comply with all requirements in this protocol to ensure a safe environment for all members of the school community. However, schools should be aware that a prolonged delay in reopening may impact eligibility if community transmission rises and adjusted case rates exceed the thresholds that permit school reopening. **Any school that has reopened per the definition above may stay open** even if adjusted case rates rise and/or the County is reassigned back to a lower more restrictive tier. If a school has not reopened per the definition above, and the adjusted case rate in the County rises above 25 cases per 100,000 population, no schools that have not yet reopened will be permitted to do so for any grade served until the adjusted case rate again falls below 25. The only exception to this rule is that schools have a minimum three-week window for reopening after the County reaches the reopening threshold of less than 25 cases per 100,000 population. If the adjusted case rate were to quickly rise again above the permissible threshold within three weeks of reaching the threshold, schools still have a full three weeks to reopen before eligibility is withdrawn.

Schools that are still preparing for reopening or electing to remain closed at this time, may still initiate or continue the following in person on campus activities. These activities may occur regardless of whether the school has reopened or remains closed, and regardless of the County's Tier placement or adjusted case rate:

- **Day care for school-aged children and/or childcare programs located in schools.**
  - LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for Programs Providing Day Care for School-Aged Children or the Guidance for ECE Providers. Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing Regional Office to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP.
  - Schools that provide child care programs for school-aged children on their campus must file the notification for Child Care Services for School-aged Children on K-12 School sites with LAC DPH.

- **Specialized services for defined subgroups of children who need in person services and supports.**
  - LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. Schools that have reopened for one or more of the grades served, but not for all grades served by the school, may also deliver these special services to a limited number of students in the grades not yet opened for full in person instruction. In that situation, the school may bring up to 25% of student enrollment in the grades not currently open on to campus at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
  - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans, and other required assessments.
  - No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people.

- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If the school has already opened one or more of the grades served and will be providing specialized services to other grades, the school is still required to notify public health before initiating the specialized services, as there is a separate notification form that must be filed. The reporting form can be found at Small Group Instruction Notification Form.
- Further information from the State concerning specialized services may be found at Specialized Support and Services.

- **Supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
  - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 14 students in each classroom with a distance of at least 6 feet between students and between students and teachers.
  - All students and staff are wearing face masks for the entire time on campus, infection control directives are in place.
  - There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment. Additional resources for K-12 Schools can be found in the TK-12 School COVID-19 Toolkit.

COHORTING

For the three types of on-site programming described above (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests), students must be organized and proceed through the day within small cohorts, defined as stable groups of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Note that if a cohort has fewer than 14 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 14, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 14. Part-time members cannot "share" their slot with other part-time students. Other children cannot be added in order to reach the maximum of 14 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 16 individuals who can be included in a cohort.
- Supervising adults may be assigned to work with two different cohorts if the two cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignment to more than two cohorts is not permitted.

- Deployment of substitute providers who are covering for short-term absences is allowed, but they must work with no more than 2 cohorts of children per day. Essentially, the substitute will adopt the assignment of the absent employee for whom they are covering and work exclusively with the same cohort(s) to which the permanent employee is assigned.
- "Floaters," who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort as needed to provide coverage for the permanently assigned supervising adults.

Important additional details for implementation of cohorts are available from the CA Department of Public Health Guidance Related to Cohorts.

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades that have reopened for full in person instruction. Schools that have reopened some of their grades and not others may bring additional students onto campus for specialized services in grades that remain closed but not up to 25% of total student enrollment. In that situation the school may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of the student enrollment in the grades that are still closed, as long as the school can adhere to distancing, infection control, and cohorting requirements.

SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be childcare staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed childcare facilities, licensed exempt childcare programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

Stable Learning Groups in Schools and Grades that Have Reopened

For grades that have returned for full in person instruction, complying with the specific cohorting guidance above, including the maximum number of 16 individuals total is not required. Nevertheless, applying the same principles to the creation of stable learning groups can provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Creating and maintaining stable groups is required for return to in person instruction in elementary schools.

The size of these stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. For the purpose of maintaining stable groups of students in elementary school while allowing specialized instructors to interact with more students, each teacher in the elementary schools reopened for full-grade in-person instruction may be assigned to work with up to 3 stable groups during the course of the school day or school week.

Because middle and high school curricula differ from elementary school curricula, groups are likely to be larger in the upper grades compared to elementary where a single classroom of students usually remain together all day with the same teacher. Due to logistical challenges of creating stable groups in middle and high school, LACDPH is not requiring stable grouping of students in that setting but does recommend it as a best practice that middle and high schools should consider when planning for reopening.

For example, by using block scheduling that reduces the number of courses/periods students take during the school day, along with creating teams of teachers and support staff from different content areas that share the same group of students, the size of stable groups can be minimized. Under these parameters, groups consisting of 60 to 80 members that do not interact with members of other groups during the instructional day may be feasible and stable groups numbering no more than 100-120 members maximum are preferred. Again, this approach to structuring the school day is suggested as a best practice that adds another layered mitigation strategy to promote school safety; it is not required.

Other considerations that may assist in creating stable groups in middle and high schools:

Consider keeping students together in their respective classrooms throughout the day and have educators rotate between the classrooms that make up a stable group to eliminate the remixing of classroom membership and reduce exposure that might occur during period switches and hallway passing. Alternatively, classroom groups may move together in staggered passing schedules to other rooms they need to use (e.g., science labs).

Part of the school day could include virtual instruction to reduce the number of in-person groups that a teacher will be exposed to. This is recommended for providing electives, where only one or a few specialized elective teachers may be available to the entire student body. Offering electives virtually or staggering the taking of the electives throughout the term so that an elective teacher is not working with more than one or two groups at a time are safer approaches.

Schools will be asked to provide information on their approach to stable groups in completing this protocol.

Note: The best practice recommendation to have each student assigned to one stable group during the school day does not preclude students participating in other cohorts outside of school hours, such as before or after school programs or a team sport.

TK to Grade 12 Reopening Checklist

Institution name:	Bert Corona Charter School
Address:	9400 Remick Avenue Pacoima CA 91331
Maximum Occupancy, per Fire Code:	350
Approximate total square footage of space open to faculty and/or students:	10,800 sq. ft.

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

40

Estimated total number of students that will return per grade (if none, enter 0):

TK: _____ **K:** _____ **1:** _____ **2:** _____ **3:** _____ **4:** _____ **5:** _____

6: 60 **7:** 10 **8:** 10 **9:** _____ **10:** _____ **11:** _____ **12:** _____

Number of separate stable groups that will be present on campus on an average day: 4

Maximum number of members in stable groups present on campus on an average day: 15

Please describe briefly your school's approach to creation of stable groups:

As a small school, our student population natural fits into the LACDPH guidelines for stable groups. BCCS stable groups will be designed by grade level first, small cohort, and then aligned to a block schedule. Stable groups will not exceed 100 members per cohort.

NOTE: The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- [X] A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- [X] A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19. The plan addresses:
  - [X] Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.

- [X] Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.

- [X] A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - [X] Isolation of case(s);
  - [X] Identification of persons exposed to cases at school;
  - [X] Immediate quarantine of exposed employees and/or students; and
  - [X] Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - [X] Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: http://www.redcap.link/lacdph.educationsector.covidreport or by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov.

- [X] A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at http://www.redcap.link/lacdph.educationsector.covidreport or (2) completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to ACDC-Education @ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

- [X] Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

- [X] A plan or protocol for incorporating COVID-19 testing into regular school operations.
  - [X] At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
  - [X] In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's Safe Schools for All hub.
  - [X] The plan must provide that all testing results will be reported to the Department of Public Health

- [X] Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.

- [X] Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.

- [X] In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.

- ☒ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ☒ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted. One exception is the use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs, which is permitted when school is not in session and staff and students are not present.
- ☒ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are also a recommended part of the screening.
- ☒ These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
- ☐ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face mask.
    - Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
    - All staff must wear a face mask at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
    - A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face mask.
    - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- ☐ Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
- ☐ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ☐ To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is

preferred but eating of drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.

☒ Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This can be achieved by:

- ☒ Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
- ☒ Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
- ☒ Placing tables six feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.

☒ All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face masks when around others.

☒ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:

- ☒ Break rooms **2 times daily**
- ☒ Restrooms **2 times daily**
- ☒ Classrooms **after each cohort and at night**
- ○ Laboratories _____
- ○ Nurse's office _____
- ☒ Counseling and other student support areas **after each use and at night**
- ☒ Front office **2 times daily**
- ☒ Other offices **2 times daily**
- ○ Other (auditorium, gymnasium, library if in use) **after each use**

☒ High touch areas in staff breakrooms are frequently cleaned, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.

☒ Disinfectant and related supplies are available to employees at the following location(s):

SCC Office

☒ Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)

- ☒ Building entrance/s, exit/s
- ○ Central office
- ○ Stairway entrances
- ○ Elevator entry (if applicable)
- ☒ Classrooms
- ☒ Faculty breakroom
- ☒ Faculty offices: _____

☒ Soap and water are available to all employees at the following location(s):

Staff restrooms

- ☒ Employees are offered frequent opportunities to wash their hands.
- ☒ Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- ☒ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:

_____

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

- ☒ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 40.
- ☒ Maximum number of students permitted in facility to ensure physical distancing of at least 3 feet between students and 6 feet between students and staff, is: 180.
- ☐ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
  - A maximum of one child per bus seat.
  - Face masks required at all times.
  - Use of alternating rows (strongly recommended but not required).
  - Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).
- ☒ Additional measures in use to ensure physical distancing (Check all that apply):
  - ☒ Staggered school start times to permit more than one trip per bus at school start and close.
  - ☒ Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
  - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
    - ☒ Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
  - ☒ Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
  - Other: _____
- ☒ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):
  - ☒ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
  - ☒ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
  - Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6-foot distance between riders; during peak building entry and exit times,

this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks.

- The following Measures are in place to avoid crowding on stairways:
  - Designation of up and down stairways _____
  - Staggering of breaks between classes _____
  - Monitoring of stairways by school staff _____
  - Other: _____

X Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

X An approach to creating and maintaining stable groups has been adopted school-wide for elementary school grades, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. The size of stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. The creation of stable groups in middle and high school grades is recommended as a best practice with groups not to exceed 120 students in total. However, stable groups in middle and high school is not a requirement but an additional layer of mitigation for schools to consider.

X In-person class size has been limited to ____ students in elementary grades.

X In-person class size has been limited to 11 students in middle and high school grades.

X The school day has been divided into shifts to permit fewer students per class.

X Attendance is staggered to reduce the overall number of students in classrooms on a given day.

X Some classes have been moved entirely online.

X Online class attendance and participation is offered as an option for all students for all classes.

X Alternative spaces are used to reduce the number of students within classrooms. These may include:

- School library ____
- Auditorium ____
- Cafeteria Yes
- Gymnasium Yes
- Other: _____

X Classroom furniture is set up to maximize distance between students and between students and teachers. Distance between students in the classroom must not be less than 3 feet and distance between students and teachers not less than 6 feet. . Additional considerations for schools implementing a less than 6 feet physical distancing policy between students include:

X focus on high mask adherence—if there are doubts about mask adherence, consider more robust physical distancing practices;

X consider enhancing other mitigation layers, such as stable groups or ventilation;

X maintain 6 feet of distancing as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, or napping);

- [X] use physical barriers between students to minimize contact.
- [X] Furniture designed for in-class group activities that bring students closer than 3 feet has been reconfigured or removed from the classroom.
- [X] Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
- [X] Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- Other: _____

[X] Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.

[ ] School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:

- Offering access to locker rooms only when staff supervision is possible Staggering locker room access.
- Creating alternative options for storage of student clothing, books, and other items.

[X] Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):

- [X] Meals are eaten in classrooms or outdoors, without any mingling of stable groups from different classrooms.
- [X] If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
- [X] Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different stable groups.
- [X] If meals take place in a cafeteria, mealtimes are staggered to only allow one stable group at a time in the cafeteria.
- [X] If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

[X] Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

[X] Measures are in place to permit physical distancing in school areas used for student support services.

- [X] Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
- [X] Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- [X] Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- [X] Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
- [X] Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

[X] Measures are in place to permit physical distancing in administrative areas of the school.

- [X] Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- [X] Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- [X] Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- [X] Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, especially for visitors who may not be part of a systematic at-home screening process.
  - [X] Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
  - [X] Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order
- [X] Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
  - [X] Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
  - [X] Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- [X] Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
  - [X] Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present; and all

social distancing strategies are observed including proper physical distancing, face masks worn by all parties at all times, and other infection control measures as applicable.

- [X] Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- [X] Visitors arriving at the school with non-enrolled children (e.g., younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- [X] Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- [X] Visitors arriving at the school are reminded to wear a face mask at all times while in the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.

- [X] Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - [X] The school HVAC system is in good, working order. Prior to school reopening, the HVAC system should be evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE).
  - [X] HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
  - [X] Portable, high-efficiency air cleaners have been installed if feasible.
  - [X] Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
  - [X] Air filters have been upgraded to the highest efficiency possible.
  - Other: _____

- [X] Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These may include (check all that apply).
  - [X] A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
  - Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.

- [X] Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected daily and cleaned more frequently as resources allow using appropriate products (see below).
- [X] Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- [X] Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- [X] Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- [X] Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- [X] Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- [X] All cleaning products are kept out of children's reach and stored in a space with restricted access.
- [X] Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- [X] Enhanced cleaning and disinfection of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- [X] Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- [X] Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: **2 times daily**
  - Lobbies/entry areas: **2 times daily**
  - Teacher/staff break rooms: **2 times daily**
  - Class rooms **After each cohort and at end of day**
  - Cafeteria dining area: **After each cohort**
  - Cafeteria food preparation area: **After each use**
  - Front office: **2 times daily**
  - Other offices: **2 times daily**
  - Other areas: _____

- [X] Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at

all times. These must include (check all that apply):

- [X] Staff, parents, and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year.
- [X] All students over age 2 are required to wear face masks at all times while on school property except while eating, drinking, or carrying out other activities that preclude use of face masks.
- [X] Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face masks. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- [X] Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use.
- [X] Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face masks.
- [X] As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks.
  - Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- [X] Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face masks.
- [X] Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- [X] Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- [X] Measures are in place to ensure frequent hand washing by staff, students, and visitors. These must include (check all that apply):
  - [X] Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each stable group is required to use a designated bathroom; should more than one stable group be assigned to use the same bathroom; a color-coded system is used to minimize students from different stable groups using the bathroom at the same time.
    - Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

- X Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- X Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- X Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
- X Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- X Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

X Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- X Buffet and family style meals have been eliminated.
- X Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- X Physical barriers are in place where needed to limit contact between cafeteria staff and students.
  - Optional-Describe other measures:

_____

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

X Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

- X Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
- X Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 _____
- X Who to contact at the school if student has symptoms or may have been exposed

  Main Office @ 818.834.5805
- X How to conduct a symptom check before student leaves home _____
- X Required use of face masks _____
- X Importance of student compliance with physical distancing and infection control policies ____
- X Changes in academic and extracurricular programming in order to avert risk _____
- X Changes in school meals in order to avert risk _____

- [X] School policies concerning parent visits to school and advisability of contacting the school remotely _____
- [X] Importance of providing the school with up-to-date emergency contact information including multiple parent contact options _____
- [ ] Other: _____

- [X] A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- [X] Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face masks, and importance of hand washing.
- [X] Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- [X] The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- [X] Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- [X] Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- [X] A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - [X] This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - [X] Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - [X] Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- [X] Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:	Rùben Dueñas
Phone number:	818-834-5805
Date Last Revised:	March 22, 2021

Monseñor Oscar Romero

Charter School

COVID-19

Safety Plan

Yvette King-Berg Executive Director

YPICS | YPI Charter Schools
10660 White Oak Ave, STE B101
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COVID-19 PREVENTION PROGRAM

Effective November 30, 2020

Pursuant to the California Occupational Safety and Health Standards Board (Cal/OSHA) emergency temporary standard, YPI Charter Schools' ("YPICS") COVID-19 Protection Program has been updated, effective immediately.

This program applies to all employees (herein collectively referred to as "employees") working at any of the YPICS school sites or business office. **This program does not apply to employees working from home.**

Definitions

"**COVID-19**" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"**COVID-19 case**" means a person who:

(1) Has a positive "COVID-19 test" as defined in this section;

(2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or

(3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"**COVID-19 exposure**" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

"**COVID-19 hazard**" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

"**COVID-19 symptoms**" means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

"**COVID-19 test**" means a viral test for SARS-CoV-2 that is:

(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

"**Face covering**" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

"**High-risk exposure period**" means the following time period:

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Communication

Our goal is to be clear and transparent. We strive to ensure that our employees remain safe and healthy. In return, it is your obligation to communicate with YPICS honestly and without fear of reprisal. As such, all employees must report possible COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace. Reports of such symptoms,

exposures or hazards must be made at the earliest opportunity. All reports made under this section will be confidentially received, and investigated as outlined in the "Investigating and Responding to COVID-19 Cases" section below. For those assigned to a school site, communicate with the Executive Director or administrative designee. For those assigned to the Learning and Support Center (LSC) the schools business office, communicate with the Payroll/Human Resource Coordinator, Yesenia Zubia.

Employees who have any medical or other conditions that may put them at increased risk of severe COVID-19 illness are encouraged to report such conditions, without fear of reprisal. If not already doing so, such employees may request to work from home or other accommodations to lessen the risk of exposure to COVID-19 hazards. Upon notice, the Payroll/Human Resources Coordinator, Yesenia Zubia, shall communicate any accommodations available to such employees.

In order to keep our employees apprised of any updates pertaining to COVID-19, YPICS will disseminate information as follows:

- Updates on our website page.
- Messages sent out to the YPICS General Slack Channel, Remind system, SMORE Newsletter, or by email. Such communications may come from the Executive Director, Chief Operations Officer, Executive Administrators, Payroll/Human Resource Coordinator, or the Director of Technology,
- Key policies and procedures will be posted as they are developed.
- Various other communication channels such as social media, newsletters etc.

Employees are encouraged to approach their immediate supervisor or School Executive Administrator with any questions they may have. YPICS will also continue to inform employees and the public of key details through various external communications channels.

Identification, Evaluation and Screening

All employees who report to work must first be screened before entering any YPICS site. Screenings will be conducted by undergoing a non-contact temperature check at the workplace and by employees conducting a self-screening for COVID-19 symptoms.

Employees who have a fever (temperature of over 100.4 degrees Fahrenheit) or who have any symptoms of COVID-19 after screening are advised to return home and work remotely. To acquaint all employees with the proper precautions when sick, employees are encouraged to visit the CDC's website at:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Investigating and Responding to COVID-19 Cases

All employees are encouraged to consult with a licensed health care provider and take recommended COVID-19 tests if they suspect they have been exposed to COVID-19. Employees who receive a positive COVID-19 test shall as soon as practicable notify YPICS if they have been at the workplace during the high-risk exposure period. Those assigned to a school site should contact the School Executive Administrator. Those assigned to the YPICS LSC (Business Office) should contact the Payroll/Human Resources Coordinator.

Reports of COVID-19 cases or exposure to COVID-19 in any of our offices will be investigated in a timely manner. YPICS will take the following steps when there has been any such report in any of our offices:

(1) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

(2) Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

(3) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

   a. All employees who may have had COVID-19 exposure and their authorized representatives.

   b. Independent contractors and others present at or who travelled through the workplace during the high-risk exposure period.

(4) Offer COVID-19 testing at no cost during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits, including COVID-19 specific benefits, as required by law.

(5) Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

In the investigation of possible COVID-19 cases or exposure at the workplace, we will treat all relevant employees, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by YPICS under this section shall be provided in a manner that ensures the confidentiality of employees' personal

information. However, as required by law, YPICS shall provide unredacted information on COVID-19 cases, or other related information requested, to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or other local, state, or federal authorities.

In the event that an investigation results in the identification of a COVID-19 hazard, YPICS will correct the hazard in a timely manner. All employees, including their authorized representatives, are encouraged to work with YPICS in any investigations so that FCPS can adequately and promptly identify, evaluate, and respond to any COVID-19 hazards.

Training and Instruction

YPICS will offer training and instruction to all employees by email, webinar and Google meetings as new information becomes available. Trainings will focus on:

(1) YPICS' COVID-19 policies and procedures to protect employees from COVID-19 hazards.

(2) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, YPICS' own leave policies, and leave guaranteed by contract.

(3) The facts about COVID-19, including that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

(4) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

(5) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

(6) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

(7) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

(8) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Social Distancing, Administrative Controls, Face Coverings, and Personal Protective Equipment ("PPE")

We are taking several steps to ensure the health and safety of our employees through adjustments to our facilities. While some office locations are not requiring facemasks, it is our position that all employees wear facemasks when in the building, in common areas in the workplace, or when within six feet of another individual.

PPE and Social Distancing:

All employees are required to wear face coverings that cover the nose and mouth when in the building, in common areas in the workplace, or when within six feet of another individual. YPICS will provide face masks for any employees who do not have face coverings.

Individuals in private offices are not required to wear face coverings while alone in their offices. Although face shields may be worn together with face coverings for additional protection, face shields are not a replacement for face coverings and their use shall not be an excuse for not wearing face coverings.

Face coverings may be removed when eating or drinking, provided employees are at least six feet apart. YPICS will, where practical, work with the responsible individuals and entities to ensure that outside air supply into the building, has been maximized.

Exception: Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person need not do so. However, such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. YPICS will provide face shields with a drape on the bottom for any such employees.

Any employees who cannot wear facemasks or the required face shields shall report such conditions to the School Executive Administrator or Payroll/Human Resources Coordinator so that YPICS can accommodate their condition or disability.

Notwithstanding any other policy, employees may wear face coverings even when not required to unless it would create a safety hazard to them or other employees or individuals.

Sharing of personal protective equipment is prohibited.

To the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.

All employees shall be separated from other persons by at least six feet, except where such separation is not possible, and except for momentary exposure while persons are in movement. Methods of implementing social distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, solid, cleanable partitions that effectively reduce aerosol transmission between the employee and other persons have been installed.

Cleaning and Disinfecting Procedures:

Sanitation: Enhanced practices of disinfection and cleaning of our offices have been implemented. Wipes and sanitizer shall be available for individuals to wipe down surfaces and objects in their individual areas such as phones, door handles etc. In addition, thorough cleaning and disinfection will occur in and around the areas, material, and equipment used by a COVID-19 case during the high-risk exposure period. To protect employees from COVID-19 hazards, we have evaluated our handwashing facilities and supplemented the handwashing facilities with effective hand sanitizer distribution stations. We encourage employees to wash their hands for at least 20 seconds each time, and to frequently use the hand sanitizer distribution stations.

Lunch rooms: Congregating in lunch rooms and break areas is not permitted. Employees should eat their meals at their desks or in their offices. Gloves and wipes will be available in lunch rooms and break areas. Employees who use the lunch room and break areas are required to wipe down any surface they touch during their meal or rest period.

Drinking cups: Employees must use the disposable drinking cups for water and coffee machines. Reusable cups, canteens, and mugs are not permitted for refill in the common break rooms and lunch rooms.

Common surfaces: Frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, and microwaves are cleaned and disinfected with increased frequency.

Ice Machines: For sanitary reasons, the ice machines will be unavailable for use until further notice.

Offices/Cubicles: Individuals with single offices or glass cubicles will need to keep social distancing in mind when others enter their workspace. Employees who sit in open workstations must wear a face covering at all times. Employees who have private offices or enclosed cubicles may remove their mask only when alone in their office/glass cubicle.

Locked doorways: Tables with disinfectant wipes will be located near locked doors for use before entry.

Reporting, Recordkeeping, and Access

We shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. In addition, we shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment. We maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

The written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

We keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential as required by law. The information shall where permissible, be made available to employees, their authorized employee representatives, or as required by law, with personal identifying information removed.

Note: The above provisions do not alter the right of employees or their representatives to request and obtain YPICS' Log of Work-Related Injuries and Illnesses, without redaction, or to request and obtain other information as otherwise allowed by law.

Exclusion of COVID-19 cases. *The purpose of this section is to limit transmission of COVID-19 in the workplace*

Employees who are diagnosed as COVID-19 cases shall be excluded from the workplace, and shall NOT be permitted in any YPICS offices until Return to Work requirements are met (see page 9). In addition, employees with COVID-19 exposure from the workplace will also be excluded from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case. At the time of exclusion, YPICS will provide the employee the information on benefits.

Exception: Employees who have not been excluded or isolated by the local health department may not be excluded, if they are temporarily reassigned to work where they are do not have contact with other persons.

For employees excluded from the workplace and otherwise able and available to work, their earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, will be maintained as if the employee had not been removed from their job. However, if remote work is not possible during the exclusion period, YPICS may

require that the excluded employee use YPICS-provided employee sick leave benefits and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Exception: The plan to maintain earnings, seniority, and other employee rights and benefits of excluded employees does not apply: (1) to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission; and (2) where the COVID-19 exposure is not work related.

This plan does not limit any other applicable law or YPICS policy that provides for greater protections.

Return to Work Criteria

In order to ensure that transmission of known or suspected COVID-19 cases are reduced, YPICS has instituted the following policies:

Symptomatic COVID-19 Cases: Any known COVID-19 cases with COVID-19 symptoms shall not return to work until:

(1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;

(2) COVID-19 symptoms have improved; and

(3) At least 10 days have passed since COVID-19 symptoms first appeared.

Asymptomatic COVID-19 Cases: COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Individuals Subject to Isolation or Quarantine Orders: If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

A negative COVID-19 test shall not be required for any employee to return to work.

CoVerify COVID-19 Testing

YPICS has contracted with CoVerify to provide ongoing COVID-19 Testing. Through CoVerify YPICS is able to provide the following:

Alternative Testing Program must include the following:		**Included:**	
		YES	**NO**
1.	Type of COVID-19 Test	☐	☐
	a. PCR Test (lab-based)	☒	☐
	b. CLIA-certified lab provides results in 24-48 hours	☒	☐
2.	Testing Frequency for Staff	☐	☐
	a. Baseline data- Negative PCR within 7 days prior to return to campus	☒	☐
	b. Weekly Testing thereafter (high risk staff 2x/week, e.g. nurses, etc.)	☒	☐
3.	Testing Frequency for Students	☐	☐
	a. Baseline data- Negative PCR within 7 days prior to return to campus	☒	☐
	b. Weekly Testing thereafter	☒	☐

Conclusion

This is an unprecedented time for YPICS and for all of us as individuals. We are inspired by the spirit and determination demonstrated by everyone as we continue to serve our students and their families, and focus on the future. Together we will continue to advance YPICS' mission while keeping each other safe and healthy.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA ALL

Your Actions Save Lives

CDPH California Department of

Date: 1-29-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: YPI Charter Schools (YPICS)

Number of schools: 3

Enrollment: 862

Superintendent (or equivalent) Name: Yvette King-Berg

Address: 9400 Remick Ave
Pacoima, CA 91331

Phone Number: 818-834-5805

Email: ykingberg@ypics.org

Date of proposed reopening: undertermined

County: Los Angeles

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Charter

Grade Level (check all that apply)

☐ TK ☐ 2nd ☒ 5th ☒ 8th ☒ 11th

☐ K ☐ 3rd ☒ 6th ☒ 9th ☒ 12th

☐ 1st ☐ 4th ☒ 7th ☒ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:
K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☒ I, Yvette King-Berg, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in 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 stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
15 students and 2 adults

If you have departmentalized classes, how will you organize staff and students in stable groups?
Students cohorts stay in one class. Adults will change rooms.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?
Students cohorts stay in one class. Adults will change rooms.

☒ **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 for staff and students.

☒ **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 safe and appropriate use will be promoted and incorporated into routines for staff and students.

☒ **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.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 10 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☒ **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 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. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff will be tested weekly.

☒ **Testing of Students:** How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Students will be tested weekly.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

☒ **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.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

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

Name: _____

Date: _____

☒ Parent and Community Organizations

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

Name: School Parents

Date: December 2020 Survey

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

~~Deccemebr and Janaury Staff meetings Surveys~~

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) Los Angeles, California. County has certified and approved the CSP on this date: February 1, 2020. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates – (Changes highlighted in yellow)
3/22/21:

- Adjusts minimum distance requirement between student seating to 3 feet. Minimum distance between staff desks and student desks or other staff desks remains at 6 feet.
- Revises school opening thresholds and eligibility.

3/15/21: Revised to clarify that specialized instructors in elementary schools may work with up to 3 stable groups of students over the course of a school day or school week.
3/8/21:

- Allows reopening of grades 7-12 for all schools as long as schools comply with all state and local requirements
- Expands discussion and provides clarity on creating stable groups of students

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to http://www.ph.lacounty.gov/media/Coronavirus/ for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

(1) Workplace policies and practices to protect employee and student health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees, students and families of students and the public
(5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

General Reopening Guidance for All Schools

At this time when Los Angeles County is in Red Tier or higher, all schools are permitted to reopen for all students in any grades TK – 12. Note that the state defines an open or reopened school as one that offers in person instruction at least one day each week to all students in at least one of the grades served by the school. Schools that do not meet that criteria may be providing certain in person services to a limited number of students, but do not meet the criteria of being open or having reopened for the purposes of this protocol.

Schools open for in person learning must also continue to offer 100% distance learning as an option for

those families that prefer it.

Schools that are eligible for reopening based on state and county criteria, are not required to open and may not open until the school is prepared to comply with all requirements in this protocol to ensure a safe environment for all members of the school community. However, schools should be aware that a prolonged delay in reopening may impact eligibility if community transmission rises and adjusted case rates exceed the thresholds that permit school reopening. **Any school that has reopened per the definition above may stay open** even if adjusted case rates rise and/or the County is reassigned back to a lower more restrictive tier. If a school has not reopened per the definition above, and the adjusted case rate in the County rises above 25 cases per 100,000 population, no schools that have not yet reopened will be permitted to do so for any grade served until the adjusted case rate again falls below 25. The only exception to this rule is that schools have a minimum three-week window for reopening after the County reaches the reopening threshold of less than 25 cases per 100,000 population. If the adjusted case rate were to quickly rise again above the permissible threshold within three weeks of reaching the threshold, schools still have a full three weeks to reopen before eligibility is withdrawn.

Schools that are still preparing for reopening or electing to remain closed at this time, may still initiate or continue the following in person on campus activities. These activities may occur regardless of whether the school has reopened or remains closed, and regardless of the County's Tier placement or adjusted case rate:

- **Day care for school-aged children and/or childcare programs located in schools.**
  - LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for Programs Providing Day Care for School-Aged Children or the Guidance for ECE Providers. Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing Regional Office to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP.
  - Schools that provide child care programs for school-aged children on their campus must file the notification for Child Care Services for School-aged Children on K-12 School sites with LAC DPH.

- **Specialized services for defined subgroups of children who need in person services and supports.**
  - LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. Schools that have reopened for one or more of the grades served, but not for all grades served by the school, may also deliver these special services to a limited number of students in the grades not yet opened for full in person instruction. In that situation, the school may bring up to 25% of student enrollment in the grades not currently open on to campus at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
  - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans, and other required assessments.
  - No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people.

- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If the school has already opened one or more of the grades served and will be providing specialized services to other grades, the school is still required to notify public health before initiating the specialized services, as there is a separate notification form that must be filed. The reporting form can be found at Small Group Instruction Notification Form.
- Further information from the State concerning specialized services may be found at Specialized Support and Services.

- **Supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
  - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 14 students in each classroom with a distance of at least 6 feet between students and between students and teachers.
  - All students and staff are wearing face masks for the entire time on campus, infection control directives are in place.
  - There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment. Additional resources for K-12 Schools can be found in the TK-12 School COVID-19 Toolkit.

COHORTING

For the three types of on-site programming described above (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests), students must be organized and proceed through the day within small cohorts, defined as stable groups of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Note that if a cohort has fewer than 14 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 14, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 14. Part-time members cannot "share" their slot with other part-time students. Other children cannot be added in order to reach the maximum of 14 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 16 individuals who can be included in a cohort.
- Supervising adults may be assigned to work with two different cohorts if the two cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignment to more than two cohorts is not permitted.

- Deployment of substitute providers who are covering for short-term absences is allowed, but they must work with no more than 2 cohorts of children per day. Essentially, the substitute will adopt the assignment of the absent employee for whom they are covering and work exclusively with the same cohort(s) to which the permanent employee is assigned.
- "Floaters," who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort as needed to provide coverage for the permanently assigned supervising adults.

Important additional details for implementation of cohorts are available from the CA Department of Public Health Guidance Related to Cohorts.

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades that have reopened for full in person instruction. Schools that have reopened some of their grades and not others may bring additional students onto campus for specialized services in grades that remain closed but not up to 25% of total student enrollment. In that situation the school may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of the student enrollment in the grades that are still closed, as long as the school can adhere to distancing, infection control, and cohorting requirements.

SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be childcare staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed childcare facilities, licensed exempt childcare programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

Stable Learning Groups in Schools and Grades that Have Reopened

For grades that have returned for full in person instruction, complying with the specific cohorting guidance above, including the maximum number of 16 individuals total is not required. Nevertheless, applying the same principles to the creation of stable learning groups can provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Creating and maintaining stable groups is required for return to in person instruction in elementary schools.

The size of these stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. For the purpose of maintaining stable groups of students in elementary school while allowing specialized instructors to interact with more students, each teacher in the elementary schools reopened for full-grade in-person instruction may be assigned to work with up to 3 stable groups during the course of the school day or school week.

Because middle and high school curricula differ from elementary school curricula, groups are likely to be larger in the upper grades compared to elementary where a single classroom of students usually remain together all day with the same teacher. Due to logistical challenges of creating stable groups in middle and high school, LACDPH is not requiring stable grouping of students in that setting but does recommend it as a best practice that middle and high schools should consider when planning for reopening.

For example, by using block scheduling that reduces the number of courses/periods students take during the school day, along with creating teams of teachers and support staff from different content areas that share the same group of students, the size of stable groups can be minimized. Under these parameters, groups consisting of 60 to 80 members that do not interact with members of other groups during the instructional day may be feasible and stable groups numbering no more than 100-120 members maximum are preferred. Again, this approach to structuring the school day is suggested as a best practice that adds another layered mitigation strategy to promote school safety; it is not required.

Other considerations that may assist in creating stable groups in middle and high schools:

Consider keeping students together in their respective classrooms throughout the day and have educators rotate between the classrooms that make up a stable group to eliminate the remixing of classroom membership and reduce exposure that might occur during period switches and hallway passing. Alternatively, classroom groups may move together in staggered passing schedules to other rooms they need to use (e.g., science labs).

Part of the school day could include virtual instruction to reduce the number of in-person groups that a teacher will be exposed to. This is recommended for providing electives, where only one or a few specialized elective teachers may be available to the entire student body. Offering electives virtually or staggering the taking of the electives throughout the term so that an elective teacher is not working with more than one or two groups at a time are safer approaches.

Schools will be asked to provide information on their approach to stable groups in completing this protocol.

Note: The best practice recommendation to have each student assigned to one stable group during the school day does not preclude students participating in other cohorts outside of school hours, such as before or after school programs or a team sport.

TK to Grade 12 Reopening Checklist

Institution name:	Monseñor Oscar Romero Charter School
Address:	2670 West 11th Street Los Angeles CA 90006
Maximum Occupancy, per Fire Code:	On File @ LASUD
Approximate total square footage of space open to faculty and/or students:	On File @ LAUSD

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

40

Estimated total number of students that will return per grade (if none, enter 0):

TK: _____ **K:** _____ **1:** _____ **2:** _____ **3:** _____ **4:** _____ **5:** _____

6: 38 **7:** 10 **8:** 10 **9:** _____ **10:** _____ **11:** _____ **12:** _____

Number of separate stable groups that will be present on campus on an average day: 2

Maximum number of members in stable groups present on campus on an average day: 20

Please describe briefly your school's approach to creation of stable groups:

As a small school, our student population natural fits into the LACDPH guidelines for stable groups.

MORCS stable groups will be designed by grade level first, align to a block schedule. Stable groups will not exceed 100 members per cohort.

NOTE: The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- [X] A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- [X] A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19. The plan addresses:
  - [X] Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.

- [x] Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.

- [x] A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - [x] Isolation of case(s);
  - [x] Identification of persons exposed to cases at school;
  - [x] Immediate quarantine of exposed employees and/or students; and
  - [x] Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - [x] Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: http://www.redcap.link/lacdph.educationsector.covidreport or by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov.

- [x] A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at http://www.redcap.link/lacdph.educationsector.covidreport or (2) completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to ACDC-Education @ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

- [x] Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

- [x] A plan or protocol for incorporating COVID-19 testing into regular school operations.
  - [x] At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
  - [x] In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's Safe Schools for All hub.
  - [x] The plan must provide that all testing results will be reported to the Department of Public Health

- [x] Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.

- [x] Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.

- [ ] In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.

- ☒ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ☒ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted. One exception is the use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs, which is permitted when school is not in session and staff and students are not present.
- ☒ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are also a recommended part of the screening.
- ☒ These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
- ☒ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face mask.
  - ☒ Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
  - ☒ All staff must wear a face mask at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
  - ☒ A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face mask.
  - ☒ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- ☒ Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
- ☒ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ☒ To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is

preferred but eating of drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.

☒ Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This can be achieved by:

- ☒ Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
- ☒ Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
- ☒ Placing tables six feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.

☒ All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face masks when around others.

☒ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:

- ☒ Break rooms **2 times daily**
- ☒ Restrooms **2 times daily**
- ☒ Classrooms **after each cohort and at night**
- ☒ Laboratories **after each cohort and at night**
- ○ Nurse's office
- ☒ Counseling and other student support areas **after each use and at night**
- ☒ Front office **2 times daily**
- ☒ Other offices **2 times daily**
- ○ Other (auditorium, gymnasium, library if in use) **after each cohort and at night**

☒ High touch areas in staff breakrooms are frequently cleaned, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.

☒ Disinfectant and related supplies are available to employees at the following location(s):

SCC Office

☒ Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)

- ☒ Building entrance/s, exit/s
- ○ Central office
- ☒ Stairway entrances
- ☒ Elevator entry (if applicable)
- ☒ Classrooms
- ☒ Faculty breakroom
- ☒ Faculty offices:

☒ Soap and water are available to all employees at the following location(s):

Staff restrooms

- ☒ Employees are offered frequent opportunities to wash their hands.
- ☒ Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- ☒ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:

_____

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

- ☒ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 40.
- ☒ Maximum number of students permitted in facility to ensure physical distancing of at least 3 feet between students and 6 feet between students and staff, is: 120.
- ☐ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
  - A maximum of one child per bus seat.
  - Face masks required at all times.
  - Use of alternating rows (strongly recommended but not required).
  - Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).
- ☒ Additional measures in use to ensure physical distancing (Check all that apply):
  - ☒ Staggered school start times to permit more than one trip per bus at school start and close.
  - ☒ Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
  - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
    - ☒ Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
  - ☒ Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
  - Other: _____
- ☒ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):
  - ☒ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
  - ☒ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
  - ☒ Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6-foot distance between riders; during peak building entry and exit times,

this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks.

X The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways YES
- Staggering of breaks between classes YES
- Monitoring of stairways by school staff YES
- Other: _____

X Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

X An approach to creating and maintaining stable groups has been adopted school-wide for elementary school grades, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. The size of stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. The creation of stable groups in middle and high school grades is recommended as a best practice with groups not to exceed 120 students in total. However, stable groups in middle and high school is not a requirement but an additional layer of mitigation for schools to consider.

X In-person class size has been limited to ____ students in elementary grades.

X In-person class size has been limited to 30 students in middle and high school grades.

X The school day has been divided into shifts to permit fewer students per class.

X Attendance is staggered to reduce the overall number of students in classrooms on a given day.

X Some classes have been moved entirely online.

X Online class attendance and participation is offered as an option for all students for all classes.

X Alternative spaces are used to reduce the number of students within classrooms. These may include:

- School library ____
- Auditorium Yes
- Cafeteria Yes
- Gymnasium Yes
- Other: _____

X Classroom furniture is set up to maximize distance between students and between students and teachers. Distance between students in the classroom must not be less than 3 feet and distance between students and teachers not less than 6 feet. . Additional considerations for schools implementing a less than 6 feet physical distancing policy between students include:

X focus on high mask adherence—if there are doubts about mask adherence, consider more robust physical distancing practices;

X consider enhancing other mitigation layers, such as stable groups or ventilation;

X maintain 6 feet of distancing as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, or napping);

- [X] use physical barriers between students to minimize contact.
- [X] Furniture designed for in-class group activities that bring students closer than 3 feet has been reconfigured or removed from the classroom.
- [X] Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
- [X] Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- Other: _____

[X] Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.

[ ] School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:

- Offering access to locker rooms only when staff supervision is possible Staggering locker room access.
- Creating alternative options for storage of student clothing, books, and other items.

[X] Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):

- [X] Meals are eaten in classrooms or outdoors, without any mingling of stable groups from different classrooms.
- [X] If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
- [X] Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different stable groups.
- [X] If meals take place in a cafeteria, mealtimes are staggered to only allow one stable group at a time in the cafeteria.
- [X] If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

[X] Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

[X] Measures are in place to permit physical distancing in school areas used for student support services.

- [X] Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
- [X] Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- [X] Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- [X] Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
- [X] Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

[X] Measures are in place to permit physical distancing in administrative areas of the school.

- [X] Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- [X] Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- [X] Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- [X] Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, especially for visitors who may not be part of a systematic at-home screening process.
  - [X] Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
  - [X] Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order
- [X] Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
  - [X] Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
  - [X] Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- [X] Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
  - [X] Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present; and all

social distancing strategies are observed including proper physical distancing, face masks worn by all parties at all times, and other infection control measures as applicable.

- [X] Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- [X] Visitors arriving at the school with non-enrolled children (e.g., younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- [X] Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- [X] Visitors arriving at the school are reminded to wear a face mask at all times while in the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.

- [X] Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - [X] The school HVAC system is in good, working order. Prior to school reopening, the HVAC system should be evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE).
  - [X] HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
  - [X] Portable, high-efficiency air cleaners have been installed if feasible.
  - [X] Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
  - [X] Air filters have been upgraded to the highest efficiency possible.
  - Other: _____

- [X] Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These may include (check all that apply).
  - [X] A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
  - Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.

- [X] Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected daily and cleaned more frequently as resources allow using appropriate products (see below).
- [X] Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- [X] Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- [X] Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- [X] Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- [X] Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- [X] All cleaning products are kept out of children's reach and stored in a space with restricted access.
- [X] Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- [X] Enhanced cleaning and disinfection of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- [X] Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- [X] Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: **2 times daily**
  - Lobbies/entry areas: **2 times daily**
  - Teacher/staff break rooms: **2 times daily**
  - Class rooms **After each cohort and at end of day**
  - Cafeteria dining area: **After each cohort**
  - Cafeteria food preparation area: **After each use**
  - Front office: **2 times daily**
  - Other offices: **2 times daily**
  - Other areas: _____
- [X] Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at

all times. These must include (check all that apply):

- [X] Staff, parents, and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year.
- [X] All students over age 2 are required to wear face masks at all times while on school property except while eating, drinking, or carrying out other activities that preclude use of face masks.
- [X] Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face masks. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- [X] Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use.
- [X] Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face masks.
- [X] As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks.
  - Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- [X] Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face masks.
- [X] Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- [X] Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- [X] Measures are in place to ensure frequent hand washing by staff, students, and visitors. These must include (check all that apply):
  - [X] Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each stable group is required to use a designated bathroom; should more than one stable group be assigned to use the same bathroom; a color-coded system is used to minimize students from different stable groups using the bathroom at the same time.
    - Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

- X Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- X Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- X Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
- X Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- X Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

X Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- X Buffet and family style meals have been eliminated.
- X Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- X Physical barriers are in place where needed to limit contact between cafeteria staff and students.
- o Optional-Describe other measures:

_____

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

X Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

- X Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
- X Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 _____
- X Who to contact at the school if student has symptoms or may have been exposed

  Main Office @ 213.413.9600
- X How to conduct a symptom check before student leaves home _____
- X Required use of face masks _____
- X Importance of student compliance with physical distancing and infection control policies ____
- X Changes in academic and extracurricular programming in order to avert risk _____
- X Changes in school meals in order to avert risk _____

- [X] School policies concerning parent visits to school and advisability of contacting the school remotely _____
- [X] Importance of providing the school with up-to-date emergency contact information including multiple parent contact options _____
- [ ] Other: _____

- [X] A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- [X] Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face masks, and importance of hand washing.
- [X] Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- [X] The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- [X] Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- [X] Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- [X] A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - [X] This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - [X] Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - [X] Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- [X] Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:	Rùben Dueñas
Phone number:	818-834-5805
Date Last Revised:	March 22, 2021

Bert Corona Charter

Charter High School

COVID-19

Safety Plan

Yvette King-Berg Executive Director

YPICS | YPI Charter Schools
10660 White Oak Ave, STE B101
Granada Hills CA 91344

Office: (818) 834.5805 / Fax: 818.834.8075
info@ypics.org / www.ypics.org

COVID-19 PREVENTION PROGRAM

Effective November 30, 2020

Pursuant to the California Occupational Safety and Health Standards Board (Cal/OSHA) emergency temporary standard, YPI Charter Schools' ("YPICS") COVID-19 Protection Program has been updated, effective immediately.

This program applies to all employees (herein collectively referred to as "employees") working at any of the YPICS school sites or business office. **This program does not apply to employees working from home.**

Definitions

"**COVID-19**" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"**COVID-19 case**" means a person who:

(1) Has a positive "COVID-19 test" as defined in this section;

(2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or

(3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"**COVID-19 exposure**" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

"**COVID-19 hazard**" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

"**COVID-19 symptoms**" means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

"**COVID-19 test**" means a viral test for SARS-CoV-2 that is:

(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and

(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

"**Face covering**" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

"**High-risk exposure period**" means the following time period:

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Communication

Our goal is to be clear and transparent. We strive to ensure that our employees remain safe and healthy. In return, it is your obligation to communicate with YPICS honestly and without fear of reprisal. As such, all employees must report possible COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards in the workplace. Reports of such symptoms,

exposures or hazards must be made at the earliest opportunity. All reports made under this section will be confidentially received, and investigated as outlined in the "Investigating and Responding to COVID-19 Cases" section below. For those assigned to a school site, communicate with the Executive Director or administrative designee. For those assigned to the Learning and Support Center (LSC) the schools business office, communicate with the Payroll/Human Resource Coordinator, Yesenia Zubia.

Employees who have any medical or other conditions that may put them at increased risk of severe COVID-19 illness are encouraged to report such conditions, without fear of reprisal. If not already doing so, such employees may request to work from home or other accommodations to lessen the risk of exposure to COVID-19 hazards. Upon notice, the Payroll/Human Resources Coordinator, Yesenia Zubia, shall communicate any accommodations available to such employees.

In order to keep our employees apprised of any updates pertaining to COVID-19, YPICS will disseminate information as follows:

- Updates on our website page.
- Messages sent out to the YPICS General Slack Channel, Remind system, SMORE Newsletter, or by email. Such communications may come from the Executive Director, Chief Operations Officer, Executive Administrators, Payroll/Human Resource Coordinator, or the Director of Technology,
- Key policies and procedures will be posted as they are developed.
- Various other communication channels such as social media, newsletters etc.

Employees are encouraged to approach their immediate supervisor or School Executive Administrator with any questions they may have. YPICS will also continue to inform employees and the public of key details through various external communications channels.

Identification, Evaluation and Screening

All employees who report to work must first be screened before entering any YPICS site. Screenings will be conducted by undergoing a non-contact temperature check at the workplace and by employees conducting a self-screening for COVID-19 symptoms.

Employees who have a fever (temperature of over 100.4 degrees Fahrenheit) or who have any symptoms of COVID-19 after screening are advised to return home and work remotely. To acquaint all employees with the proper precautions when sick, employees are encouraged to visit the CDC's website at:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Investigating and Responding to COVID-19 Cases

All employees are encouraged to consult with a licensed health care provider and take recommended COVID-19 tests if they suspect they have been exposed to COVID-19. Employees who receive a positive COVID-19 test shall as soon as practicable notify YPICS if they have been at the workplace during the high-risk exposure period. Those assigned to a school site should contact the School Executive Administrator. Those assigned to the YPICS LSC (Business Office) should contact the Payroll/Human Resources Coordinator.

Reports of COVID-19 cases or exposure to COVID-19 in any of our offices will be investigated in a timely manner. YPICS will take the following steps when there has been any such report in any of our offices:

(1) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

(2) Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

(3) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

   a. All employees who may have had COVID-19 exposure and their authorized representatives.

   b. Independent contractors and others present at or who travelled through the workplace during the high-risk exposure period.

(4) Offer COVID-19 testing at no cost during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits, including COVID-19 specific benefits, as required by law.

(5) Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

In the investigation of possible COVID-19 cases or exposure at the workplace, we will treat all relevant employees, regardless of symptoms or negative COVID-19 test results, as potentially infectious.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by YPICS under this section shall be provided in a manner that ensures the confidentiality of employees' personal

information. However, as required by law, YPICS shall provide unredacted information on COVID-19 cases, or other related information requested, to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or other local, state, or federal authorities.

In the event that an investigation results in the identification of a COVID-19 hazard, YPICS will correct the hazard in a timely manner. All employees, including their authorized representatives, are encouraged to work with YPICS in any investigations so that FCPS can adequately and promptly identify, evaluate, and respond to any COVID-19 hazards.

Training and Instruction

YPICS will offer training and instruction to all employees by email, webinar and Google meetings as new information becomes available. Trainings will focus on:

(1) YPICS' COVID-19 policies and procedures to protect employees from COVID-19 hazards.

(2) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, YPICS' own leave policies, and leave guaranteed by contract.

(3) The facts about COVID-19, including that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

(4) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

(5) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.

(6) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

(7) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

(8) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

Social Distancing, Administrative Controls, Face Coverings, and Personal Protective Equipment ("PPE")

We are taking several steps to ensure the health and safety of our employees through adjustments to our facilities. While some office locations are not requiring facemasks, it is our position that all employees wear facemasks when in the building, in common areas in the workplace, or when within six feet of another individual.

PPE and Social Distancing:

All employees are required to wear face coverings that cover the nose and mouth when in the building, in common areas in the workplace, or when within six feet of another individual. YPICS will provide face masks for any employees who do not have face coverings.

Individuals in private offices are not required to wear face coverings while alone in their offices. Although face shields may be worn together with face coverings for additional protection, face shields are not a replacement for face coverings and their use shall not be an excuse for not wearing face coverings.

Face coverings may be removed when eating or drinking, provided employees are at least six feet apart. YPICS will, where practical, work with the responsible individuals and entities to ensure that outside air supply into the building, has been maximized.

Exception: Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person need not do so. However, such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. YPICS will provide face shields with a drape on the bottom for any such employees.

Any employees who cannot wear facemasks or the required face shields shall report such conditions to the School Executive Administrator or Payroll/Human Resources Coordinator so that YPICS can accommodate their condition or disability.

Notwithstanding any other policy, employees may wear face coverings even when not required to unless it would create a safety hazard to them or other employees or individuals.

Sharing of personal protective equipment is prohibited.

To the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.

All employees shall be separated from other persons by at least six feet, except where such separation is not possible, and except for momentary exposure while persons are in movement. Methods of implementing social distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, solid, cleanable partitions that effectively reduce aerosol transmission between the employee and other persons have been installed.

Cleaning and Disinfecting Procedures:

Sanitation: Enhanced practices of disinfection and cleaning of our offices have been implemented. Wipes and sanitizer shall be available for individuals to wipe down surfaces and objects in their individual areas such as phones, door handles etc. In addition, thorough cleaning and disinfection will occur in and around the areas, material, and equipment used by a COVID-19 case during the high-risk exposure period. To protect employees from COVID-19 hazards, we have evaluated our handwashing facilities and supplemented the handwashing facilities with effective hand sanitizer distribution stations. We encourage employees to wash their hands for at least 20 seconds each time, and to frequently use the hand sanitizer distribution stations.

Lunch rooms: Congregating in lunch rooms and break areas is not permitted. Employees should eat their meals at their desks or in their offices. Gloves and wipes will be available in lunch rooms and break areas. Employees who use the lunch room and break areas are required to wipe down any surface they touch during their meal or rest period.

Drinking cups: Employees must use the disposable drinking cups for water and coffee machines. Reusable cups, canteens, and mugs are not permitted for refill in the common break rooms and lunch rooms.

Common surfaces: Frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, and microwaves are cleaned and disinfected with increased frequency.

Ice Machines: For sanitary reasons, the ice machines will be unavailable for use until further notice.

Offices/Cubicles: Individuals with single offices or glass cubicles will need to keep social distancing in mind when others enter their workspace. Employees who sit in open workstations must wear a face covering at all times. Employees who have private offices or enclosed cubicles may remove their mask only when alone in their office/glass cubicle.

Locked doorways: Tables with disinfectant wipes will be located near locked doors for use before entry.

Reporting, Recordkeeping, and Access

We shall report information about COVID-19 cases at the workplace to the local health department whenever required by law, and shall provide any related information requested by the local health department. In addition, we shall report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment. We maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with section 3203(b).

The written COVID-19 Prevention Program is available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

We keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential as required by law. The information shall where permissible, be made available to employees, their authorized employee representatives, or as required by law, with personal identifying information removed.

Note: The above provisions do not alter the right of employees or their representatives to request and obtain YPICS' Log of Work-Related Injuries and Illnesses, without redaction, or to request and obtain other information as otherwise allowed by law.

Exclusion of COVID-19 cases. *The purpose of this section is to limit transmission of COVID-19 in the workplace*

Employees who are diagnosed as COVID-19 cases shall be excluded from the workplace, and shall NOT be permitted in any YPICS offices until Return to Work requirements are met (see page 9). In addition, employees with COVID-19 exposure from the workplace will also be excluded from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case. At the time of exclusion, YPICS will provide the employee the information on benefits.

Exception: Employees who have not been excluded or isolated by the local health department may not be excluded, if they are temporarily reassigned to work where they are do not have contact with other persons.

For employees excluded from the workplace and otherwise able and available to work, their earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, will be maintained as if the employee had not been removed from their job. However, if remote work is not possible during the exclusion period, YPICS may

require that the excluded employee use YPICS-provided employee sick leave benefits and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Exception: The plan to maintain earnings, seniority, and other employee rights and benefits of excluded employees does not apply: (1) to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission; and (2) where the COVID-19 exposure is not work related.

This plan does not limit any other applicable law or YPICS policy that provides for greater protections.

Return to Work Criteria

In order to ensure that transmission of known or suspected COVID-19 cases are reduced, YPICS has instituted the following policies:

Symptomatic COVID-19 Cases: Any known COVID-19 cases with COVID-19 symptoms shall not return to work until:

(1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;

(2) COVID-19 symptoms have improved; and

(3) At least 10 days have passed since COVID-19 symptoms first appeared.

Asymptomatic COVID-19 Cases: COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Individuals Subject to Isolation or Quarantine Orders: If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

A negative COVID-19 test shall not be required for any employee to return to work.

CoVerify COVID-19 Testing

YPICS has contracted with CoVerify to provide ongoing COVID-19 Testing. Through CoVerify YPICS is able to provide the following:

Alternative Testing Program must include the following:		**Included:**	
		YES	**NO**
1.	Type of COVID-19 Test	☐	☐
	a. PCR Test (lab-based)	☑	☐
	b. CLIA-certified lab provides results in 24-48 hours	☒	☐
2.	Testing Frequency for Staff	☐	☐
	a. Baseline data- Negative PCR within 7 days prior to return to campus	☒	☐
	b. Weekly Testing thereafter (high risk staff 2x/week, e.g. nurses, etc.)	☒	☐
3.	Testing Frequency for Students	☐	☐
	a. Baseline data- Negative PCR within 7 days prior to return to campus	☒	☐
	b. Weekly Testing thereafter	☒	☐

Conclusion

This is an unprecedented time for YPICS and for all of us as individuals. We are inspired by the spirit and determination demonstrated by everyone as we continue to serve our students and their families, and focus on the future. Together we will continue to advance YPICS' mission while keeping each other safe and healthy.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA ALL

Your Actions Save Lives

CDPH California Department of Public Health

Date: 1-29-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: YPI Charter Schools (YPICS)

Number of schools: 3

Enrollment: 862

Superintendent (or equivalent) Name: Yvette King-Berg

Address: 9400 Remick Ave
Pacoima, CA 91331

Phone Number: 818-834-5805

Email: ykingberg@ypics.org

Date of proposed reopening: undertermined

County: Los Angeles

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Charter

Grade Level (check all that apply)

☐ TK ☐ 2nd ☒ 5th ☒ 8th ☒ 11th

☐ K ☐ 3rd ☒ 6th ☒ 9th ☒ 12th

☐ 1st ☐ 4th ☒ 7th ☒ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:
K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☒ I, Yvette King-Berg, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in 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 stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
15 students and 2 adults

If you have departmentalized classes, how will you organize staff and students in stable groups?
Students cohorts stay in one class. Adults will change rooms.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?
Students cohorts stay in one class. Adults will change rooms.

☒ **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 for staff and students.

☒ **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 safe and appropriate use will be promoted and incorporated into routines for staff and students.

☒ **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.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 10 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☒ **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 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. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff will be tested weekly.

☒ **Testing of Students:** How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Students will be tested weekly.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

☒ **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.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

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

Name: _____

Date: _____

☒ Parent and Community Organizations

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

Name: School Parents

Date: December 2020 Survey

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

~~Deccemebr and Janaury Staff meetings Surveys~~

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) Los Angeles, California. County has certified and approved the CSP on this date: February 1, 2020. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates – (Changes highlighted in yellow)
3/22/21:

- Adjusts minimum distance requirement between student seating to 3 feet. Minimum distance between staff desks and student desks or other staff desks remains at 6 feet.
- Revises school opening thresholds and eligibility.

3/15/21: Revised to clarify that specialized instructors in elementary schools may work with up to 3 stable groups of students over the course of a school day or school week.
3/8/21:

- Allows reopening of grades 7-12 for all schools as long as schools comply with all state and local requirements
- Expands discussion and provides clarity on creating stable groups of students

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to http://www.ph.lacounty.gov/media/Coronavirus/ for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

(1) Workplace policies and practices to protect employee and student health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees, students and families of students and the public
(5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

General Reopening Guidance for All Schools

At this time when Los Angeles County is in Red Tier or higher, all schools are permitted to reopen for all students in any grades TK – 12. Note that the state defines an open or reopened school as one that offers in person instruction at least one day each week to all students in at least one of the grades served by the school. Schools that do not meet that criteria may be providing certain in person services to a limited number of students, but do not meet the criteria of being open or having reopened for the purposes of this protocol.

Schools open for in person learning must also continue to offer 100% distance learning as an option for

those families that prefer it.

Schools that are eligible for reopening based on state and county criteria, are not required to open and may not open until the school is prepared to comply with all requirements in this protocol to ensure a safe environment for all members of the school community. However, schools should be aware that a prolonged delay in reopening may impact eligibility if community transmission rises and adjusted case rates exceed the thresholds that permit school reopening. **Any school that has reopened per the definition above may stay open** even if adjusted case rates rise and/or the County is reassigned back to a lower more restrictive tier. If a school has not reopened per the definition above, and the adjusted case rate in the County rises above 25 cases per 100,000 population, no schools that have not yet reopened will be permitted to do so for any grade served until the adjusted case rate again falls below 25. The only exception to this rule is that schools have a minimum three-week window for reopening after the County reaches the reopening threshold of less than 25 cases per 100,000 population. If the adjusted case rate were to quickly rise again above the permissible threshold within three weeks of reaching the threshold, schools still have a full three weeks to reopen before eligibility is withdrawn.

Schools that are still preparing for reopening or electing to remain closed at this time, may still initiate or continue the following in person on campus activities. These activities may occur regardless of whether the school has reopened or remains closed, and regardless of the County's Tier placement or adjusted case rate:

- **Day care for school-aged children and/or childcare programs located in schools.**
  - LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for Programs Providing Day Care for School-Aged Children or the Guidance for ECE Providers. Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing Regional Office to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP.
  - Schools that provide child care programs for school-aged children on their campus must file the notification for Child Care Services for School-aged Children on K-12 School sites with LAC DPH.

- **Specialized services for defined subgroups of children who need in person services and supports.**
  - LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. Schools that have reopened for one or more of the grades served, but not for all grades served by the school, may also deliver these special services to a limited number of students in the grades not yet opened for full in person instruction. In that situation, the school may bring up to 25% of student enrollment in the grades not currently open on to campus at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
  - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans, and other required assessments.
  - No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people.

- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If the school has already opened one or more of the grades served and will be providing specialized services to other grades, the school is still required to notify public health before initiating the specialized services, as there is a separate notification form that must be filed. The reporting form can be found at Small Group Instruction Notification Form.
- Further information from the State concerning specialized services may be found at Specialized Support and Services.

- **Supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
  - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 14 students in each classroom with a distance of at least 6 feet between students and between students and teachers.
  - All students and staff are wearing face masks for the entire time on campus, infection control directives are in place.
  - There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment. Additional resources for K-12 Schools can be found in the TK-12 School COVID-19 Toolkit.

COHORTING

For the three types of on-site programming described above (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests), students must be organized and proceed through the day within small cohorts, defined as stable groups of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Note that if a cohort has fewer than 14 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 14, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 14. Part-time members cannot "share" their slot with other part-time students. Other children cannot be added in order to reach the maximum of 14 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 16 individuals who can be included in a cohort.
- Supervising adults may be assigned to work with two different cohorts if the two cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignment to more than two cohorts is not permitted.

- Deployment of substitute providers who are covering for short-term absences is allowed, but they must work with no more than 2 cohorts of children per day. Essentially, the substitute will adopt the assignment of the absent employee for whom they are covering and work exclusively with the same cohort(s) to which the permanent employee is assigned.
- "Floaters," who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort as needed to provide coverage for the permanently assigned supervising adults.

Important additional details for implementation of cohorts are available from the CA Department of Public Health Guidance Related to Cohorts.

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades that have reopened for full in person instruction. Schools that have reopened some of their grades and not others may bring additional students onto campus for specialized services in grades that remain closed but not up to 25% of total student enrollment. In that situation the school may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of the student enrollment in the grades that are still closed, as long as the school can adhere to distancing, infection control, and cohorting requirements.

SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be childcare staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed childcare facilities, licensed exempt childcare programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

Stable Learning Groups in Schools and Grades that Have Reopened

For grades that have returned for full in person instruction, complying with the specific cohorting guidance above, including the maximum number of 16 individuals total is not required. Nevertheless, applying the same principles to the creation of stable learning groups can provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group; decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Creating and maintaining stable groups is required for return to in person instruction in elementary schools.

The size of these stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. For the purpose of maintaining stable groups of students in elementary school while allowing specialized instructors to interact with more students, each teacher in the elementary schools reopened for full-grade in-person instruction may be assigned to work with up to 3 stable groups during the course of the school day or school week.

Because middle and high school curricula differ from elementary school curricula, groups are likely to be larger in the upper grades compared to elementary where a single classroom of students usually remain together all day with the same teacher. Due to logistical challenges of creating stable groups in middle and high school, LACDPH is not requiring stable grouping of students in that setting but does recommend it as a best practice that middle and high schools should consider when planning for reopening.

For example, by using block scheduling that reduces the number of courses/periods students take during the school day, along with creating teams of teachers and support staff from different content areas that share the same group of students, the size of stable groups can be minimized. Under these parameters, groups consisting of 60 to 80 members that do not interact with members of other groups during the instructional day may be feasible and stable groups numbering no more than 100-120 members maximum are preferred. Again, this approach to structuring the school day is suggested as a best practice that adds another layered mitigation strategy to promote school safety; it is not required.

Other considerations that may assist in creating stable groups in middle and high schools:

Consider keeping students together in their respective classrooms throughout the day and have educators rotate between the classrooms that make up a stable group to eliminate the remixing of classroom membership and reduce exposure that might occur during period switches and hallway passing. Alternatively, classroom groups may move together in staggered passing schedules to other rooms they need to use (e.g., science labs).

Part of the school day could include virtual instruction to reduce the number of in-person groups that a teacher will be exposed to. This is recommended for providing electives, where only one or a few specialized elective teachers may be available to the entire student body. Offering electives virtually or staggering the taking of the electives throughout the term so that an elective teacher is not working with more than one or two groups at a time are safer approaches.

Schools will be asked to provide information on their approach to stable groups in completing this protocol.

Note: The best practice recommendation to have each student assigned to one stable group during the school day does not preclude students participating in other cohorts outside of school hours, such as before or after school programs or a team sport.

TK to Grade 12 Reopening Checklist

Institution name:	Bert Corona Charter High School
Address:	12513 Gain Street Pacoima CA 91331
Maximum Occupancy, per Fire Code:	On File @ LASUD
Approximate total square footage of space open to faculty and/or students:	On File @ LAUSD

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

40

Estimated total number of students that will return per grade (if none, enter 0):

TK: _____ **K:** _____ **1:** _____ **2:** _____ **3:** _____ **4:** _____ **5:** _____

6: _____ **7:** _____ **8:** _____ **9:** 24 **10:** 30 **11:** 13 **12:** 19

Number of separate stable groups that will be present on campus on an average day: 4

Maximum number of members in stable groups present on campus on an average day: 25

Please describe briefly your school's approach to creation of stable groups:

As a small school, our student population natural fits into the LACDPH guidelines for stable groups.

BCCHS stable groups will be designed by grade level first, align to a block schedule and then by class need. Stable groups will not exceed 100 members per cohort.

NOTE: The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- [X] A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- [X] A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19. The plan addresses:
  - [X] Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.

- [x] Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.

- [x] A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - [x] Isolation of case(s);
  - [x] Identification of persons exposed to cases at school;
  - [x] Immediate quarantine of exposed employees and/or students; and
  - [x] Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - [x] Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school's notification of the case. This can be completed online using the secure web application: http://www.redcap.link/lacdph.educationsector.covidreport or by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov.

- [x] A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at http://www.redcap.link/lacdph.educationsector.covidreport or (2) completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to ACDC-Education @ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

- [x] Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.

- [x] A plan or protocol for incorporating COVID-19 testing into regular school operations.
  - [x] At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
  - [x] In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's Safe Schools for All hub.
  - [x] The plan must provide that all testing results will be reported to the Department of Public Health

- [x] Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.

- [x] Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.

- [ ] In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.

- ☒ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ❑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted. One exception is the use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs, which is permitted when school is not in session and staff and students are not present.
- ❑ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are also a recommended part of the screening.
- ❑ These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
- ❑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face mask.
    - Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
    - All staff must wear a face mask at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
    - A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face mask.
    - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- ❑ Employees are instructed to wash or replace their face masks daily. Parents are instructed to ensure that children have clean face masks.
- ❑ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ❑ To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is

preferred but eating of drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.

- [x] Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This can be achieved by:
  - [x] Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
  - [x] Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - [x] Placing tables six feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- [x] All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face masks when around others.
- [x] Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:
  - [x] Break rooms **2 times daily**
  - [x] Restrooms **2 times daily**
  - [x] Classrooms **after each cohort and at night**
  - [x] Laboratories **after each cohort and at night**
  - [ ] Nurse's office
  - [x] Counseling and other student support areas **after each use and at night**
  - [x] Front office **2 times daily**
  - [x] Other offices **2 times daily**
  - [ ] Other (auditorium, gymnasium, library if in use)
- [x] High touch areas in staff breakrooms are frequently cleaned, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- [x] Disinfectant and related supplies are available to employees at the following location(s):
  SCC Office
- [x] Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
  - [x] Building entrance/s, exit/s
  - [ ] Central office
  - [ ] Stairway entrances
  - [ ] Elevator entry (if applicable)
  - [x] Classrooms
  - [ ] Faculty breakroom
  - [x] Faculty offices:
- [x] Soap and water are available to all employees at the following location(s):
  Staff restrooms

- ☒ Employees are offered frequent opportunities to wash their hands.
- ☒ Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- ☒ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:

_____

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

- ☒ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 40.
- ☒ Maximum number of students permitted in facility to ensure physical distancing of at least 3 feet between students and 6 feet between students and staff, is: 120.
- ☐ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
  - A maximum of one child per bus seat.
  - Face masks required at all times.
  - Use of alternating rows (strongly recommended but not required).
  - Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).
- ☒ Additional measures in use to ensure physical distancing (Check all that apply):
  - ☒ Staggered school start times to permit more than one trip per bus at school start and close.
  - ☒ Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
  - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
    - ☒ Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
  - ☒ Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
  - Other: _____
- ☒ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):
  - ☒ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
  - ☒ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
  - Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6-foot distance between riders; during peak building entry and exit times,

this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks.

X The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways _____
- Staggering of breaks between classes YES
- Monitoring of stairways by school staff _____
- Other: _____

X Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

X An approach to creating and maintaining stable groups has been adopted school-wide for elementary school grades, in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. The size of stable groups in elementary schools is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of no less than 3 feet between students and no less than 6 feet between students and staff. The creation of stable groups in middle and high school grades is recommended as a best practice with groups not to exceed 120 students in total. However, stable groups in middle and high school is not a requirement but an additional layer of mitigation for schools to consider.

X In-person class size has been limited to ____ students in elementary grades.

X In-person class size has been limited to 30 students in middle and high school grades.

X The school day has been divided into shifts to permit fewer students per class.

X Attendance is staggered to reduce the overall number of students in classrooms on a given day.

X Some classes have been moved entirely online.

X Online class attendance and participation is offered as an option for all students for all classes.

X Alternative spaces are used to reduce the number of students within classrooms. These may include:

- School library _____
- Auditorium Yes
- Cafeteria Yes
- Gymnasium Yes
- Other: _____

X Classroom furniture is set up to maximize distance between students and between students and teachers. Distance between students in the classroom must not be less than 3 feet and distance between students and teachers not less than 6 feet. . Additional considerations for schools implementing a less than 6 feet physical distancing policy between students include:

X focus on high mask adherence—if there are doubts about mask adherence, consider more robust physical distancing practices;

X consider enhancing other mitigation layers, such as stable groups or ventilation;

X maintain 6 feet of distancing as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, or napping);

- use physical barriers between students to minimize contact.

X Furniture designed for in-class group activities that bring students closer than 3 feet has been reconfigured or removed from the classroom.

X Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.

X Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.

- Other: _____

X Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.

☐ School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:

- Offering access to locker rooms only when staff supervision is possible Staggering locker room access.
- Creating alternative options for storage of student clothing, books, and other items.

X Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):

X Meals are eaten in classrooms or outdoors, without any mingling of stable groups from different classrooms.

X If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.

X Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different stable groups.

X If meals take place in a cafeteria, mealtimes are staggered to only allow one stable group at a time in the cafeteria.

X If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

X Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

X Measures are in place to permit physical distancing in school areas used for student support services.

X Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.

X Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.

X Where feasible and appropriate, therapeutic and support activities are conducted virtually.

X Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee

X Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

X Measures are in place to permit physical distancing in administrative areas of the school.

- [X] Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- [X] Tape or other markings are used to define a 6-foot radius around reception desks or counters.
- [X] Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- [X] Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, especially for visitors who may not be part of a systematic at-home screening process.
  - [X] Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
  - [X] Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order
- [X] Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
  - [X] Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
  - [X] Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- [X] Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
  - [X] Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present; and all

social distancing strategies are observed including proper physical distancing, face masks worn by all parties at all times, and other infection control measures as applicable.

- [X] Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- [X] Visitors arriving at the school with non-enrolled children (e.g., younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- [X] Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- [X] Visitors arriving at the school are reminded to wear a face mask at all times while in the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.

- [X] Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - [X] The school HVAC system is in good, working order. Prior to school reopening, the HVAC system should be evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE).
  - [X] HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
  - [X] Portable, high-efficiency air cleaners have been installed if feasible.
  - [X] Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate. Existing fire codes requiring closure of fire-rated doors must be respected.
  - [X] Air filters have been upgraded to the highest efficiency possible.
  - Other: _____

- [X] Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These may include (check all that apply).
  - [X] A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
  - Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route.

- [X] Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected daily and cleaned more frequently as resources allow using appropriate products (see below).
- [X] Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- [X] Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- [X] Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- [X] Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- [X] Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- [X] All cleaning products are kept out of children's reach and stored in a space with restricted access.
- [X] Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- [X] Enhanced cleaning and disinfection of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- [X] Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- [X] Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: **2 times daily**
  - Lobbies/entry areas: **2 times daily**
  - Teacher/staff break rooms: **2 times daily**
  - Class rooms **After each cohort and at end of day**
  - Cafeteria dining area: **After each cohort**
  - Cafeteria food preparation area: **After each use**
  - Front office: **2 times daily**
  - Other offices: **2 times daily**
  - Other areas: _____

- [X] Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at

all times. These must include (check all that apply):

- [X] Staff, parents, and students are informed of the requirement for face masks prior to the start of school and on a regular basis throughout the school year.
- [X] All students over age 2 are required to wear face masks at all times while on school property except while eating, drinking, or carrying out other activities that preclude use of face masks.
- [X] Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face masks. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.
- [X] Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use.
- [X] Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face masks.
- [X] As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks.
  - Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- [X] Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face masks.
- [X] Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- [X] Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- [X] Measures are in place to ensure frequent hand washing by staff, students, and visitors. These must include (check all that apply):
  - [X] Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each stable group is required to use a designated bathroom; should more than one stable group be assigned to use the same bathroom; a color-coded system is used to minimize students from different stable groups using the bathroom at the same time.
    - Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

- [X] Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- [X] Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- [X] Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
- [X] Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- [X] Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

[X] Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- [X] Buffet and family style meals have been eliminated.
- [X] Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- [X] Physical barriers are in place where needed to limit contact between cafeteria staff and students.
- Optional-Describe other measures:

_____

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

[X] Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

- [X] Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
- [X] Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 _____
- [X] Who to contact at the school if student has symptoms or may have been exposed

  Main Office @ 818.480.6810
- [X] How to conduct a symptom check before student leaves home _____
- [X] Required use of face masks _____
- [X] Importance of student compliance with physical distancing and infection control policies ____
- [X] Changes in academic and extracurricular programming in order to avert risk _____
- [X] Changes in school meals in order to avert risk _____

- [X] School policies concerning parent visits to school and advisability of contacting the school remotely _____
- [X] Importance of providing the school with up-to-date emergency contact information including multiple parent contact options _____
- [ ] Other: _____

- [X] A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website.
- [X] Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face masks, and importance of hand washing.
- [X] Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- [X] The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- [X] Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- [X] Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- [X] A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - [X] This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - [X] Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - [X] Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- [X] Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:	Rùben Dueñas
Phone number:	818-834-5805
Date Last Revised:	March 22, 2021

Coversheet

Mandatory COVID-19 Vaccinations

Section: IV. Items Scheduled For Action
Item: A. Mandatory COVID-19 Vaccinations
Purpose: Vote
Submitted by:
Related Material:
Final COVID-19 Employee Vaccination Policy (Mandatory) 031121 (4).pdf

YOUTH POLICY INSTITUTE CHARTER SCHOOLS
COVID-19 EMPLOYEE VACCINATION POLICY

Purpose

Consistent with Youth Policy Institute Charter School's ("YPICS" or the "School") legal duty to maintain a safe and healthy workplace and to limit the spread of COVID-19, the School shall enforce this COVID-19 Employee Vaccination Policy ("Policy"). The purpose of this Policy is to protect the health, safety, and well-being of all School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. At the time of adoption of this Policy, the COVID-19 vaccination is not available for most students (based upon student age). This Policy shall be implemented in a manner that is consistent with current federal, state, and local law, as well as applicable public health guidance, including that from the Centers for Disease Control and Prevention ("CDC") and the California Department of Public Health ("CDPH").

Scope

This Policy applies to all School employees who enter campus for any period, or have contact with any employees, students, or other School stakeholders, however brief. This Policy applies to COVID-19 vaccines that are currently available to School employees under Food and Drug Administration ("FDA") Emergency Use Authorization, as well as those that may later become available under FDA Emergency Use Authorization. Should any COVID-19 vaccine receive FDA non-emergency use authorization, this Policy will apply to such vaccines as well. Additionally, should any COVID-19 vaccine require two (2) doses for complete inoculation, compliance with this Policy requires both doses.

Policy

It is the policy of the School to mandate that all employees receive the COVID-19 vaccine, once available. The School recognizes the possible operational realities of COVID-19 vaccine distribution issues, and that COVID-19 vaccines may not be available for all employees or for all School locations at the same time. However, once any vaccine opportunities become available, all School employees must inoculate for COVID-19. The School will provide employees with information regarding the operational logistics of such vaccination opportunities (e.g., opportunities to schedule vaccinations during the workday, reimbursement for mileage, etc.). As COVID-19 vaccines become more widely available, the School reserves the right to revise this Policy and mandate all employees vaccinate by a date certain.

Employees who refuse to comply with this Policy and who are not otherwise eligible for an accommodation consistent with applicable legal requirements as further detailed below will be placed on unpaid/inactive status until they comply. Employees who refuse to vaccinate for COVID-19 and who are not otherwise entitled to an accommodation will be excluded from campus/the workplace pending compliance with this Policy. Continued absences from work as a result of noncompliance with this Policy may be deemed unexcused, and result in disciplinary action, up to and including termination from employment.

Consistent with applicable law, the School will pay all nonexempt employees for time spent receiving the COVID-19 vaccine, assuming the vaccine cannot be obtained during working hours. The School will also reimburse all employees for the cost of the vaccine (if any), as well as reasonable and necessary mileage (if applicable). All reimbursements require appropriate supporting documentation.

Proof of Vaccination
Once School employees receive the COVID-19 vaccine, either when directed to do so or when available, they must provide the School with written proof of COVID-19 vaccination. Written proof of COVID-19 vaccination currently means a vaccination card disbursed to COVID-19 recipients, post inoculation. Failure to provide the School with written proof of COVID-19 vaccination upon request by the School constitutes noncompliance with this Policy. The School further reserves the right to request proof of both the first and second vaccination doses for COVID-19, if applicable.

When providing proof of vaccination, employees must not provide any medical or genetic information to the School. It is an employee's responsibility to ensure their proof of vaccination is free from medical and genetic information.

The School shall strictly maintain confidentiality of all employee COVID-19 vaccination data and related medical information, other than reporting the results to federal, state, and local health departments or agencies, only where required by law. The School will store all medical information about any employee separately from the employee's personnel file in order to limit access to this confidential information. The School will have a separate confidential medical file for each employee where the School stores employee medical information. Medical information includes COVID-19 vaccination data.

Continued Health and Safety Protocol
Consistent with the School's health and safety protocol, including its COVID-19 Health and Safety Policy and COVID-19 Injury and Illness Prevention Plan Addendum, and until guidance from federal, state, and local public health agencies is revised, all employees must continue to abide by all COVID-19 health and safety protocols, regardless of vaccination status. This includes but is not limited to continued use of facial coverings and social distancing practices.

Requests for Accommodations
Employees who are unable to comply with this Policy due to a qualifying disability or sincerely held religious belief, practice, or observance as defined by applicable law may be entitled to an accommodation from the School's COVID-19 vaccination requirement. Once the School is on notice that an employee may be unable to comply with the Policy due to a qualifying disability or sincerely held religious belief, practice, or observance, the School will engage in an interactive process with the employee, and work to identify any possible accommodations. As part of the interactive process, the School reserves the right to request supporting documentation or a medical certification which documents the basis for the requested accommodation. The School may not be required to provide employees with an accommodation should the accommodation result in a direct threat to health and safety at the School or to the employee, or if the accommodation will cause an undue hardship for the School. Employees who believe they may be entitled to a legally valid

accommodation consistent with this Policy should contact the School as outlined below to address this matter further.

Non-Discrimination
The School will not discriminate, harass, or retaliate against any employee for receiving the COVID-19 vaccine, refusing to receive to the COVID-19 vaccine, or for requesting a lawfully-recognized accommodation from the COVID-19 vaccination Policy.

Disclaimer
As public health and legal guidance regarding COVID-19 vaccinations evolves, the School reserves the right to revise this Policy. Upon any revision to this Policy, the School will provide immediate notice in writing to all employees.

Should you have any questions regarding this Policy, you may contact Executive Director Yvette King-Berg at ykingberg@ypics.org.

Confirmation of Receipt

By signing below, I acknowledge that I have received, read, and understand the School's COVID-19 Employee Vaccination Policy.

I also understand that if I have any questions regarding this Policy, I shall contact the School as outlined above.

_____ _____
Print Name Date

_____
Signature