



PALISADES CHARTER HIGH SCHOOL

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Reopening Protocol for Palisades Charter High School

COVID-19 is a disease caused by a new strain of coronavirus. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Palisades Charter High School, in agreement with the County of Los Angeles Department of Public Health, is adopting a staged approach supported by science and public health expertise, to reopen our school safely for the students we serve. Additionally, the school follows the conditions imposed by the State Public Health Officer and the California Department of Education, and is also in compliance with employee and student safety and infection control protocols addressing the following five key areas:

- Workplace policies and practices to protect employee and student health
- Measures to ensure physical distancing
- Measures to ensure infection control
- Communication with employees, students and families of students and the public
- Measures to ensure equitable access to critical services.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS

1. COVID-19 Containment, Response, and Control Plan

a. The COVID-19 Compliance Team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. The team includes:

- The Executive Director/Principal
- The Director of Admissions and Attendance
- The Director of Student Support Services
- The Director of Human Resources
- The Director of Operations
- The School Nurse – Liaison to Department of Public Health in the event of an outbreak on campus

b. Upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for, or has symptoms consistent



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with COVID-19

- The identified individual will be immediately separated from the school community to self-isolation should the notification occur on-site.
 - Temporary isolation will be provided on-site if arrangements are needed for the individual's return to their home.
 - 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 additional information.
 - The name and contact information of the identified case will be provided to the DPH within 1 business day of notification of case confirmation.
- c. The School Exposure Management Plan will go into effect simultaneously with the identification and isolation of the COVID-19 case.
- Exposed persons on-site will be identified and listed. Written instructions for quarantine and other informational materials will be given to these individuals (or parents if contacts are students), and they will depart campus to quarantine at home as directed. This list and contact information for each person will be provided to the DPH within 1 business day of notification of a confirmed case.
 - Exposed employees will contact their medical provider and identify as an exposed essential worker for prioritized testing.
 - Exposed non-employees will be given a current listing of testing resources. Such individuals may choose to see their own provider.
 - Contact information for the School Nurse will be provided to all exposed individuals to use as needed and/or to share with their selected medical provider or testing site.
 - Exposed individuals will be asked to inform the school of test results. This is important to determine the extent of disease spread at the school and to serve as a basis for further control measures.
- d. A cluster of cases (three or more cases within 14 days) identified on campus will be reported to the Department of Public Health via email at [ACDC-Education@ ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.
- e. A Plan for full or partial closure of in-person school operations is available should that become necessary based on an outbreak (as defined above) in school, or in the community.



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- f. Access to periodic surveillance testing for all school personnel will be provided through Human Resources upon order of the Public Health Department based on local disease trends, and /or resolution of an outbreak at school.
 - o All results of surveillance testing will be reported to the Public Health Department.
2. 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.
3. 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. Human Resources has 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.
4. 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.
5. Employee Symptom Checks are conducted before employees may enter the workspace. Checks include questions concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
6. A temperature check with a “no touch” thermometer is included.
7. Anyone entering school property who has contact with others (students, parents, or other employees) is required to wear a cloth face covering.
 - a. Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others.
 - b. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to follow State directives, as long as their condition permits it.
 - o A drape that is form fitting under the chin is preferred.
 - c. Masks with one-way valves should not be used.
 - d. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
 - e. 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 covering.
 - f. Staff working with students who are unable to wear a face covering or shield due



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to a medical contraindication will be provided approved and appropriate PPE based on job specific duties and risks and maintain social distancing as much as possible.

- 8. Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- 9. 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).
- 10. In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- 11. All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.

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

- a. Break rooms _____
- b. Restrooms _____
- c. Classrooms _____
- d. Laboratories _____
- e. Nurse’s office _____
- f. Attendance office _____
- g. Counseling office _____
- h. Main office _____
- i. J110 _____
- j. Special Education restroom/laundry room _____
- k. J120 classrooms/meeting room (downstairs) _____
- l. J120 upstairs (Student Support Director and Assistant offices) _____

13. High touch areas in staff breakrooms are frequently disinfected, 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.

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

15. Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations:



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- a. Building entrance/s and exit/s
 - b. Building A Offices
 - c. Classrooms
 - d. Faculty breakroom
 - e. Library
 - f. Gyms
 - g. Mercer and Gilbert Halls
16. Soap and water are available to all employees at the following location(s):

17. Employees are offered frequent opportunities to wash their hands.
18. 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.
19. Copies of this Protocol have been distributed to all employees.

B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

1. The maximum number of employees permitted in our school to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible is _____.
2. The maximum number of students permitted in our school to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible is 305.
3. Physical distancing on school busses is ensured by:
 - a. One child is permitted per seat.
 - b. Alternating rows are utilized.
 - c. Staggered school start times to permit more than one trip per bus at school start and close
 - d. School opens at _____ with staff present at drop-off area to assure safety to school building entry.
4. Measures in place to ensure physical distancing as students, parents, or visitors arrive at entry to school include:
 - a. Students exit busses or other vehicles single file through one door
 - b. School employees are deployed to meet incoming busses, cars and students arriving on foot or by bicycle to assure distancing is maintained and avert gatherings.
 - c. Tape is used to help students maintain physical distancing as they line up to enter the school.



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- d. Multiple entrances and exits are used to avoid overcrowding at arrival and dismissal with adequate monitoring of arriving and exiting students and employees.
5. Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These include:
 - a. Schedules are adjusted to ensure that only one cohort is moving through common areas at one time.
 - b. School employees are deployed at and near doorways to assure physical distancing as students go through symptom checks and proceed to classrooms.
 - c. A maximum of 1 rider at a time is permitted on the elevator; all are required to wear cloth face coverings.
 - d. Stairways are monitored by staff to prevent overcrowding.
6. Physical distancing within classrooms is ensured by:
 - a. A cohorting approach that has been adopted school-wide maintaining a stable group of no more than 12 students and no more than 2 supervising adults in a supervised environment in which supervising adults and students stay together for all activities (including breaks and lunch) and avoid contact with people outside of their group in the setting throughout the entire school day.
 - In-person class size has been limited to 12 students in our high school per class.
 - Online class attendance and participation is offered as an option for all students for all classes.
 - Alternative spaces are used to reduce the number of students within classrooms including:
 - Library
 - Mercer or Gilbert Hall
 - Gymnasium
 - Outdoors
 - b. Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
 - c. Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
 - d. Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities
7. Gym class activities are selected to permit physical distancing; contact sports are not permitted.
 - a. We enforce physical distancing in locker rooms by:



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- Offering access to locker rooms only when staff supervision is available.
 - Staggering locker room access
8. Measures in place to maintain physical distancing during school meals include:
 - a. To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of students from different classrooms
 - b. Tape is used to assure a 6-foot distance between any two students in line to pick up food.
 - c. Staff are deployed during meals to maintain physical distancing.
 9. Food preparation and service operations have been redesigned to achieve physical distancing between employees.
 10. Physical distancing in school areas used for student support services is achieved by:
 - a. Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
 - b. Furniture and equipment in school areas used for student support services is arranged to promote a 6-foot distance between any two students and/or between students and staff.
 - c. Where feasible and appropriate, therapeutic and support activities are conducted virtually.
 - d. 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.
 - e. Staff offering student support services are provided with appropriate PPE per Cal OSHA requirements.
 11. Measures in place to permit physical distancing in administrative areas of the school include:
 - a. Signage alerting visitors to the need to maintain a 6-foot distance from school office personnel.
 - b. Tape or other markings are used to define a 6-foot radius around reception desks or counters.
 - c. 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.
 - d. Physical barriers are in place when a 6-foot distance is not available.

C. MEASURES TO ENSURE INFECTION CONTROL

1. Screening is conducted before students, visitors and staff may enter the school. Screening includes a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor 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



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thermometer is included in the symptom check at entry.

- a. Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see [July1 Isolation HOO.pdf](#)).
 - b. Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
 - c. The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives.
 - d. Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).
 - e. Students who have had close contact with an individual who has screened positive for COVID-19 symptoms 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 Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).
2. Screening of adults and of 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.
 - a. 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.
 - b. Any 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.
 3. Measures are in place to limit risk of infection due to visits by individuals other than staff and students. Including:
 - a. Visits to the school by individuals other than staff and students are avoided



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whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.

- b. 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.
 - c. 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.
 - d. 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.
 - e. Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of our employees and other visitors, a face covering should be made available to visitors who arrive without them.
4. The following measures are in place to promote optimal ventilation in the school:
- a. At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
 - b. The school HVAC system is in good, working order.
 - c. 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.
 - d. Portable, high-efficiency air cleaners have been installed if feasible.
 - e. Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
 - f. Air filters have been upgraded to the highest efficiency possible.
5. Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These include the following:
- a. A cleaning and disinfecting schedule has been established in order to avoid



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both under- and over- use of cleaning products.

- b. 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 disinfected after every completed bus route.
- c. 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 at least daily and more frequently as resources allow using appropriate products (see below).
- d. Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative.
- e. 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.
- f. 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.
- g. To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided when possible.
- h. 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.
- i. 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.
- j. All cleaning products are kept out of children's reach and stored in a space with restricted access.
- k. 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.
- l. Enhanced cleaning 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.



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- m. 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.
- n. Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:

- Break rooms

- Restrooms

- Classrooms

- Laboratories

- Nurse's office

- Attendance office

- Counseling office

- Main office

- J110 _____
- Special Education restroom/laundry room _____
- J120 classrooms/meeting room (downstairs) _____
- J120 upstairs (Student Support Director and Assistant offices) _____
- Cafeteria food preparation area
- Cafeteria food selection area

- 6. Measures are in place to ensure use of appropriate face coverings by all staff, students, and visitors at all times. These include:
 - a. Staff, parents, and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
 - b. All children over age 2 are required to wear cloth face coverings at all times while



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on school property except while eating, drinking, or carrying out other activities that make that preclude use of face coverings.

- c. Staff working with students who are on Individualized Education or 504 Plans or who cannot use or tolerate cloth face coverings or shields due to a medical contraindication will be provided approved and appropriate personal protective equipment (gloves, masks, gowns, etc.). based on job specific duties and risks and maintain social distancing as much as possible.
 - d. Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
 - e. Signage at the entry to the school, at the entry to the school offices and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.
 - f. As feasible, two cloth face coverings 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 cloth face coverings.
 - g. 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 cloth face coverings.
 - h. 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.
 - i. 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.
 - j. Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.).
7. The following measures are in place to ensure frequent hand washing by staff, students, and visitors:
- a. 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 cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom; a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
 - b. Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.



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- c. Staff model frequent, thorough, and complete handwashing at portable handwashing stations, in laboratories within science classes, in art classes, and in the Health Office.
 - d. Ethyl alcohol-based, 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).
 - e. Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity.
 - f. Faculty and staff are aware of the risk of ingestion of any alcohol-based hand sanitizer and know that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
 - g. 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.
8. Infection control is ensured in the school cafeteria or any other site at which food is served or picked up.in the following ways:
- a. Buffet and family style meals have been eliminated.
 - b. Food options include prepackaged meals and snacks, hot meals served by cafeteria staff and/or food brought by students from home.
 - c. Physical barriers are in place where needed to limit contact between cafeteria staff and students.

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

1. Information will provided to parents and students concerning school policies related to the following prior to students coming on campus for supports and services or classroom instruction:
 - a. Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19.
 - b. Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.
 - c. Who to contact at the school if student has symptoms or may have been exposed to COVID-19.
 - d. How to conduct a symptom check before student leaves home.
 - e. The schools' required use of face coverings.



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- f. The importance of student compliance with physical distancing and infection control policies.
 - g. Changes in academic and extracurricular programming in order to avert risk.
 - h. Changes in school meals in order to avert risk.
 - i. School policies concerning parent visits to school and the advisability of contacting the school remotely.
 - j. The importance of providing the school with up-to-date emergency contact information including multiple parent contact options.
 - k. The necessity of a plan to have the student picked up from school as soon as possible when notified by school officials that signs and symptoms of COVID-19 are observed in the student OR that exposure to COVID-19 has occurred.
- ✓ A copy of this protocol is posted at all public entrances to the school.
 - ✓ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
 - ✓ 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.
 - ✓ 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.
 - ✓ 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 coverings, physical distancing, and hand washing.
 - ✓ Online outlets instruct students, parents, employees, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

1. 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.
 - 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.
 - 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.



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- Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- 2. Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

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

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____