



LIGHTHOUSE COMMUNITY PUBLIC SCHOOLS

HEALTH AND SAFETY POLICY FOR COVID-19

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

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

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

- **Shared Services Office and Oversight of campus operations and implementation and District COVID Liaisons to Alameda County Public Health Department ("ACPHD"):**
 - Anna Martin, Director of Talent & HR, (510) 919-8588
 - Arlene Aldrette, Director of Operations, (510) 562-8801
- **Lighthouse Campus:** Franklin Zuniga, Operations Associate, (510) 562-8801
- **Lodestar Campus:** Eleazar Madrid, Operations Associate, (510) 563-9510

The Charter School offers distance learning as an alternative to in-person instruction. Distance learning will also remain available for students who would be put at risk by an in-person instructional model once in-person instruction resumes. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or individuals, or



are otherwise identified as "at-risk" by the parents or guardians are students whose circumstances otherwise merit distance learning.

1. Limited campus access:

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



- o Implement health screenings of students and staff upon arrival at school (see Section 2).

2. Wellness Checks and Temperature Screenings:

- **COVID-19 Symptoms.** Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - o Fever or chills
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Fatigue
 - o Muscle or body aches
 - o Headache
 - o New loss of taste or smell
 - o Sore throat
 - o Congestion or runny nose
 - o Nausea or vomiting
 - o Diarrhea
- In-person wellness checks administered under this Policy shall:
 - o Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:
 - Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test or medical diagnosis confirming they have the virus?

Close contact means being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for



asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. Shorter intense exposures may also qualify, e.g. if a person infected with COVID-19 coughs directly onto another person.¹

- Have you traveled outside of the country in the past 14 days?
- Be conducted safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- **Home Screening (Students).** Parents shall be instructed to screen their student before leaving the house for school. Before leaving the house, a parent should:
 - 1) Confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms,
 - Any student who has a fever or other COVID-19 symptoms must stay home from school in isolation for at least 10 days after the onset of symptoms, or such period as required by local health order or directive.
- 2) Answer whether in then past ten (10) days, the student was sent home sick or absent due to illness,
- 3) Answer whether in the past ten (10) days, the student was diagnosed with COVID-19 or had a test confirming the student had COVID-19,
- 4) Answer whether within the last 14 days, the student had close contact with anyone in the household who was diagnosed with COVID-19 or had a test confirming they have COVID-19, and
- 5) Answer whether within the last 14 days, the student had close contact with someone outside the household who was diagnosed with COVID-19 or who had a test confirming they have COVID-19.
- **Home Screening (Staff).** All employees who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Active symptom screening shall be conducted at the worksite if required by local order.
 - Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to remain home, notify his or her

¹ The CDC has also provided numerous factors in determining whether "close contacts" exposures occurred, including: "Proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended."



- o supervisor and await instructions.
- o If symptoms are secondary to an underlying condition as certified by a medical professional (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- o Upon arriving at the worksite all employees are required to complete the electronic sign in attesting that they have completed home screening and are symptoms free and have not come in contact with or been exposed to anyone with COVID-19 symptoms or positive case.
- o Staff may be required to undergo a campus screening upon arrival as well.
- **Campus Screening (Students).** Staff shall actively monitor students for COVID-19 symptoms when the student enters the school site and throughout the school day, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
 - o Complete an in-person wellness check for signs and symptoms of COVID-19.
 - To the extent possible, this check will be performed at the designated entrances or while the child remains in a vehicle, before actually entering the school site, so that if excluded due to the screening, they will not need to isolate on campus and can go home without further entering the campus.
 - If student answers "no" to all questions and appears well, student will be allowed to proceed onto campus. The student's temperature may be taken prior to entrance, preferably using a touchless infrared thermometer.
 - o If the student answers "yes" to any question or upon visual check, or the student is exhibiting signs and symptoms of illness, the student's temperature should be taken, preferably using a touchless infrared thermometer,
 - If the student's temperature is 100.4 or above or they have verbally confirmed symptoms, they may not enter the school, or, if already on campus, have them don a surgical facemask and be escorted to the isolation area; have office staff contact the parent to pick up the student.
- **Campus Screening (Visitors).** Each visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
 - o The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:
 - If the visitor answers "no" to all questions, he or she may enter the school.
 - If the visitor answers "yes" to any of the questions, he or she may not enter the school.



- Visitors will be required to undergo temperature screening as well, as part of the wellness check.
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- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.
- Consult the local county health order to determine whether temperature checks are required.

- To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
 - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
 - Thermometers must be properly cleaned and disinfected after each use.
- The Charter School will not penalize students and families for missing in-person instruction due to COVID-19.

3. COVID-19 testing and reporting:

- Consistent with updated CDPH Guidance, the Charter School will implement surveillance testing based on local disease trends periodically, as testing capacity permits and as practicable, and if directed by the local public health order. **at least or the School's zipcode data shows a or greater than 13.5% test positivity rate over the past 28 days** **molecular based** a molecular-based SARS-COV2 test in accordance with its COVID-19 Asymptomatic Testing Policy.
- Consistent with guidance from the ACPHD the Charter School will require all staff and students returning to school in-person to complete an asymptomatic, non-invasive COVID-19 test intended to detect the presence of COVID-19 infection regardless of whether the person shows any symptoms in the week prior to their return to campus with students present and then according to the schedule and parameters laid out above thereafter if they remain working onsite in any capacity even on a limited basis. Staff or students who refuse to consent to asymptomatic testing will be excluded from the school site while the county and state public health orders regarding the COVID-19 pandemic remain in place.
- Provided that doing so is supported by a local public health order, the Charter School expects students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms or if one or more household members or close contacts tested positive for COVID-19.
- In the event of a positive test result:



- The Charter School requires that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 4 below.
- Follow the process set forth in Section 4 upon receipt of test results.

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

- If the event of a suspected COVID-19 case(s):
 - The Charter School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
 - In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices: Notify the county public health department immediately by calling or securely emailing Lisa Erickson, Schools Liaison at ACPHD, lisa.erickson@acgov.org; (510) 775-4485 and ACOE Chief of Staff Dan Bellino, dbellino@acoe.org, (510) 670-4200.
 - Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - As required by law, the Charter School will provide pertinent notifications of potential exposure to employees, exclusive representatives, and other required parties, pursuant to AB 685 as well as temporary Cal/OSHA regulations.
 - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
 - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
 - Update protocols as needed to prevent further cases in accordance with CDPH Guidelines ("Responding to COVID-19 in the Workplace"). Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.



- o Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- o Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- o Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- o Maintain regular communications with the local public health department.
- o All members of an effected cohort must quarantine for 14 days from the last exposure to the infectious person.
- o The Charter School will utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 - A "close contact"² is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
 - Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.
- o For all settings: Provide information regarding close contacts to the county public health department via secure fax or email or phone.
- o In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Close contacts to confirmed COVID-19 case(s):
 - o exposure to Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
 - o No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

²A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19.



- o Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
- Returning to school after home isolation:
 - o Symptomatic individuals who test negative for COVID-19 can return after symptom improvement, at least 24 hours with no fever (if any) without fever-reducing medication, and clearance by a medical professional that they can return to work or school.
 - The documentation from a medical professional must indicate:
 - 1) The individual's symptoms are not due to COVID-19, and
 - 2) The COVID-19 test was negative
 - If it is not possible to obtain a note from a medical professional, the individual must obtain a COVID-19 test result, which indicates a molecular test or a PCR was performed.
 - o Symptomatic individuals who do not test for COVID-19 may return after symptom improvement, at least 24 hours with no fever (if any) without fever-reducing medication, and a note from a medical professional stating an alternative diagnosis has been made as well as that the individuals symptoms are not due to COVID-19.
 - o Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset or test date if their symptoms have improved and they have been fever free for at least 24 hours. Until symptom improvement occurs, the individual must remain in isolation.
 - o Close contacts to confirmed COVID-19 cases at school:
 - Asymptomatic individuals must quarantine for 14 days after the last exposure to the infectious person, even if they test negative for COVID-19. Asymptomatic individuals who later develop symptoms should seek testing and follow all time/symptom protocol before returning to the Charter School campus.
 - Symptomatic individuals should quarantine for a full 14 days, and not return until all time and symptom resolution criteria have been reached, pursuant to public health guidance.
- Potential School Closure
 - o Once the Charter School has reopened for in-person instruction, the School may consider closure of the School, classrooms, or cohorts, upon the following metrics, in accordance with CDPH and ACPHD guidance:
 - 1) If 5% of students and teachers in a classroom test positive for COVID-19, the classroom will close, and all effected students and staff should quarantine for 14 days;
 - 2) If 5% of students and staff at the Charter School test positive, the Charter School will close, and everyone should quarantine for 14 days;
 - 3) If 25% of Schools within the relevant district have a 5% COVID-19 positivity rate, the entire district will close for in-person instruction.



5. Sanitizing/hygiene materials and practices:

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

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

- Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.



- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.
- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned and disinfected between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - The Charter School will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Staff shall follow label directions for appropriate dilution rates and contact times.
 - The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.
- To the extent feasible, site resources that necessitate sharing or touching items (e.g., drinking fountains) will not be used and replacement items (e.g., reusable water bottles) will be used to the extent practicable.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

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

- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Pursuant to ACPHD guidance, and to the extent feasible, the School will comply with COVID-19 recommendations for all ventilation systems issued by the



American Society of Heating, Refrigeration, and Air-Conditioning Engineers ("ASHRAE").

- To the extent feasible, the School will keep HVAC and ventilation systems running during occupancy periods, and for at least two hours before and after building occupancy. If feasible, the School will additionally run HVAC systems 24 hours a day, 7 days per week to ensure maximum ventilation and filtration.
- As necessary and to the extent feasible, the School will consider implementing supplemental ventilation equipment to maximize ventilation, including exhaust fans and portable air cleaners with HEPA filters.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
- In areas where outdoor ventilation cannot be increased, the School will make efforts to decrease occupancy in those areas.
- The Charter School will implement increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- In isolation spaces such as the Charter School nurse's office, the School will make efforts as feasible to provide a dedicated HVAC unit that is capable of 100% outside air and ventilation rate of at least 12 ACH.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- As possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary hand washing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

8.

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

- The Charter School will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The Charter School will arrange desks and workspaces to create a minimum of six (6) feet between individuals.
- Staff are advised to maintain six feet distance with all other adults on campus at all times unless absolutely necessary for the performance of an essential task; if physical distancing cannot be maintained, additional PPE may be required.



- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces.
- Physical distancing and the wearing of face coverings between employees must be maintained during breaks and the sharing of food, either as a buffet, or eating together at less than six feet distant, is prohibited.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.
- Pursuant to ACPHD guidance, teachers may teach different cohorts of children, so long as all physical distancing and other safety protocol is achieved.

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

- The Charter School will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The Charter School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students.
- To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.
 - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
 - Pursuant to ACPHD guidance, the Charter School will keep cohorts stable for at least four (4) weeks, if possible. If four (4) weeks is not practicable, three (3) weeks is acceptable.
 - If a new student enrolls, the Charter School will place the student in an already established cohort upon enrollment.
 - Prioritize the use and maximization of outdoor space for activities where practicable.
 - Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
 - In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
 - Maximize space between seating and desks. Distance teacher desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom



- floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
 - The Charter School will implement measures to maintain physical distancing while students move between classrooms that are easy for students to understand and are developmentally appropriate, including potentially one or more of the following recommendations.
 - Hallways: Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.Lockers: Minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.
 - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
 - Libraries: Stagger group use of libraries.
 - Outdoors: Consider holding recess activities in separated areas designated by class.
 - Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.
 - Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted indoors.
 - Activities that involve singing must only take place outdoors.
 - The Charter School will implement procedures for turning in assignments to minimize contact.
 - The Charter School will implement a plan to maintain physical distancing during meals (serving meals in the classroom or outdoors, staggering cafeteria use, etc.). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
 - The Charter School will implement appropriate physical distancing measures during physical activities.
 - Playgrounds and Recess: The Charter School will consider holding recess activities in separated areas designated by class and/or staggered throughout the day, and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - Physical Education: The Charter School will consider conducting physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.



- o Sports: For sports which cannot be conducted with proper distancing and cohorting, only physical conditioning and training is allowed, and only where physical distancing can be maintained.
 - Instruments/Singing: Pursuant to CDPH guidance, outdoor singing and band practice are permitted, provided appropriate physical distancing and safety precautions are implemented to the maximum extent possible. Playing of wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged.

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

Until such time as the statewide order is lifted, all adults and all children in Kindergarten or later must wear a cloth face covering at all times while on campus, except while actively eating or drinking. All children age two years and older should wear a cloth face covering.

Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.

Employees should wear a clean face mask to work every day that has been sanitized in accordance with CDC guidance.

Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.

Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.

Teachers may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. If the face shield lacks an appropriate seal it must be worn in conjunction with an appropriate face covering not in lieu of such covering.

The Charter School will post signs regarding the proper use, removal, and washing of face coverings.

The Charter School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California



currently requires face masks to be worn in public settings (under the Governor's June 2020 order) with certain limited exceptions.

All students Kindergarten and later who are not prevented from doing so by a breathing problem or disability shall wear a clean cloth face covering at all times, and including:

While waiting to enter the school campus.

In any area insider or outside of the classroom (except when eating or drinking).

While leaving school.

While waiting for or riding on a school bus.

Cloth face coverings are required (except when actively eating or drinking) for all students in Kindergarten or later and all school staff, with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering.

Proper use of cloth face coverings by students will be strictly enforced. The Charter School will exclude from campus anyone who refuses to wear a face mask. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.

The Charter School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.

A cloth face covering or face shield may be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.

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

- The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves in addition to cloth face coverings.
- The Charter School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The Charter School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.



- All cleaning and disinfecting products must be kept out of children's reach and stored in a space with restricted access.
- As required by Cal/OSHA, the Charter School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

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

- The Chief Executive Officer or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The Chief Executive Officer or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

13. Maintaining Healthy Operations: The Charter School will follow CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner. The staff COVID liaisons are the Director of Talent & HR, Anna Martin, and the Director of Operations, Arlene Aldrette.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.



- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

14. Protection of higher risk employees:

15.

- The Charter School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.³
- Consistent with operational needs, the Charter School shall support options to telework, if available and reasonable.
- The Charter School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

16. will mandate all employees vaccinate for COVID-19
Communications to the Charter School community:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Enhanced sanitation practices
 - Physical distancing requirements and recommendations
 - Proper use, removal and washing of face coverings.
 - Screening practices.
 - How COVID-19 is spread.
 - COVID-19 specific symptom identification.
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19.
 - Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention
 - Guidelines for families about when to keep students home from school.
 - Systems for self-reporting symptoms.
 - Criteria and plan to close schools again for physical attendance of students.
- The Charter School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- Communications will be targeted to the most vulnerable members of the Charter School community.

³ This includes employees with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.



- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

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

The primary source documents used for this policy include:

- [ACPHD & ACOE COVID-19 School Guidance: School Reopening Plans \(v.21.5, December 11, 2020\)](#)
- ACPHD "[COVID-19 Health Screening in TK-12 Schools and extracurricular Programs Serving School-Age Children and Youth](#)" (November 10, 2020)"
- ACPHD "[Guidance on Ventilation in School Buildings During the COVID-19 Pandemic](#)" (December 4, 2020)
- ACPHD "[Tip Sheet on Screening Testing for SARS-CoV-2 in Alameda County Schools](#)" (November 17, 2020)
- CDPH "[COVID-19 Quarantine Guidance](#)" (December 14, 2020)
- CDE Stronger Together Health and Safety Guidance for Public Schools (June 8, 2020)
- OSHA cloth face mask FAQ (June 10, 2020)
- CDC face mask guidance and other CDC guidance on school re-opening and general guidance related to COVID-19
- Los Angeles County Health Order (June 11, 2020)
- Orange County Health Order (May 28, 2020)
- Santa Clara County "COVID-19 PREPARED" (June 30, 2020)
- CDPH-Cal OSHA COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs (July 17, 2020)
- CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 (July 17, 2020)
- Other guidance will be incorporated as needed in accordance with the policy above



ACKNOWLEDGMENT

I have read, understand and agree to abide by the Health and Safety Policy for COVID-19.

For Students and Families

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

For School Employees Only

Employee Signature: _____ Date: _____

Employee Name (Please Print) _____