



**Camino
Nuevo
Charter
Academy**

**Camino Nuevo Charter Academy
Re-Opening Guidebook**



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CNCA is committed to the safety of all stakeholders. Due to the rapidly changing nature of the COVID-19 pandemic, this document is updated regularly based on guidance from the state, federal and local authorities.

I. School Design: Full-Time Distance Learning and In Person Instruction with Social Distancing

Distance Learning Overview

For a complete overview of our Distance Learning model, see CNCA's [Distance Learning Guidebook 2.0](#).

Operations

Hours of Operation

Each site has established hours of operation. Principals will ultimately decide what these hours will be for their school. Decisions will be made using the following guidance below:

- On-site work schedules should have flexible work spaces (designated classrooms/offices)
- On-Site work schedules should have flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees

Technology

As we implement distance learning throughout Camino Nuevo, the IT Department will be supporting leaders, teachers, and staff as they learn new technology, while simultaneously troubleshooting any common issues. If you or your staff experience technical issues, please report them to the IT Department by submitting a helpdesk ticket at <http://support.caminonuevo.org/>, or emailing: CNCAITSupport@CaminoNuevo.org.

Additionally, as students and families embrace distance learning, please reiterate our [CNCA Acceptable Usage Policy](#) for students. To support students who are borrowing Chromebooks, we will be offering site-based technical support phonelines. Please coordinate with your trained Tier 1 family technical support to assist with student tech issues. They are trained to handle basic troubleshooting, and are aware of how and when to alert the Camino Nuevo IT Department. Please click [here](#) to access additional resources on troubleshooting.

CNCA Technology Guidebook

CNCA has created a guidebook for staff, students and families that outlines the expectations for how technology should be used and how to report any safety concerns.

Virtual Classroom Management

Tips for Managing Your Virtual Classroom

Be Proactive:

- Greet students individually upon entry and display a slide that shares a little about you and your classroom expectations

- Discuss the slide with students: ask what is the similar between what you expect and what is expected by the classroom teacher during virtual classes
- Ask students a question that helps you get to know them and their interests. Prompt them to respond in the chat as class begins
- As students enter, play music that sets a positive and/or calming tone for your classroom
- Acknowledge awkwardness and other natural feelings or reactions to change, the unknown, and the challenges of distance learning.
- Reinforce positive behavior, use the teacher’s system if one is provided (some teachers are using Class Dojo and Dean’s List)
- Be mindful of engaging students; student voice and student choice are important in any classroom setting

Maintain a Safe and Supportive Learning Environment:

- Try a breathing exercise to help students transition or to help the class regain focus
 - K-2 Elmo Belly Breathing
 - 1 Minute Triangle Breathing
- Respond to student concerns and minor challenges before they escalate; intervene early
- Mute or dismiss the student if necessary (for egregious safety concerns)

Communication is Key:

- If applicable, provide a whole class reminder of the expectation just as you would in-person
 - “I see some names that I do not recognize from the attendance roster, can everyone please make sure to use only your first and last name”
 - “Right now, about 70% of the class has their cameras on, thanks! I’d like to see everyone on camera if possible, it helps us to engage effectively!”
 - “Everyone please remember to mute your microphone when you are not speaking so that we can limit background noise and hear each other better.”
 - “As a reminder, we’ll use respectful language and
- Use affective, nonviolent communication. Consider the following frame- “When ____ (observation) happens____I feel ____, I need____, would you be willing to____?”
- Message the student privately
- Ask for help! Know who to contact for help and how in order to get support in your virtual classroom

Use Restorative Questions to Help Students Reflect and Problem Solve:

- What happened?
- Who was impacted?
- What part can you take responsibility for? (Own your part first to model)
- How will we make things right?
- Prompt the class to reflect on the expectations shared by you and their teacher-what is the class doing well? Where could we improve?

Communication + Documentation Helps Keep Everyone on the Same Page:

- Screengrab when necessary to capture evidence if images, conversations, etc.
- Leave a detailed note for the teacher
- For egregious or pervasive concerns, schedule a meeting with an administrator

Scenarios: How might you respond?

1. You observe a student respond to another student's answer in class by taunting/teasing them on the mic
2. In a small group, you observe the 3 students are engaging and working together and one student is not participating
3. A student private messages you to let you know that another student private messaged them during class and called them an inappropriate name
4. In the background, you observe that the family member of a student is present, but the adult is wearing a t-shirt that may not be appropriate for the classroom

Guidance for Staff

Professional Staff Expectations

During this time of distance learning, Camino Nuevo Charter Academy has transitioned to a remote learning model in order to support the continuity of learning for our students. Remote (or distance) learning may include virtual classrooms, video-conferencing, and virtual office hours as well as communicating with students via telephone, email, and US Mail.

As engagement with learners begins to occur in a remote environment, establishing good practices around professional communication is vital. The purpose of this policy is to provide guidance to all CNCA employees so that they maintain professional expectations and demonstrate proper judgment when interacting with students remotely.

During distance learning, staff members are expected to continue to provide a safe and welcoming learning environment for students by:

- Providing opportunities for all learners to learn, particularly by maintaining a safe, professional and enriching online or remote learning environment.
- Treating students with courtesy and respect, particularly by:
 - Modeling and engaging in respectful language and behavior.
 - Protecting students from intimidation, embarrassment, humiliation or harm.
 - Respecting a student's privacy in sensitive matters, such as health and family problems.
- Using appropriate disciplinary responses when dealing with challenging behavior by students.
- Continuing to follow all CNCA policies and procedures including the guidelines in the "Staff and Student Interaction" policy including:
 - Maintaining professional relationships with students at all times, including in conversations through online or remote learning environments.

Maintaining professional conversations in a remote education setting

- Staff members must only use CNCA approved platforms for communication.
- Staff members must **not** communicate with current students via social media.
- Staff members should avoid private one-on-one communications with students, unless it is educationally necessary or a requirement of the staff member's position. Services that are educationally necessary include but are not limited to special education services, mental health counseling, college counseling, etc.

- If it is educationally necessary, staff members must communicate with the family in advance informing them of the meeting. Family members should be invited to participate in the meeting if they choose to. Family members may be notified via calendar invite, email, parent square and/or by teacher sharing their google classroom. Teachers may also keep notes of such communications and make them available to families and/or administration upon request.
- Staff members should limit communication with students during the regular school day unless otherwise unavoidable.
- Staff members must maintain professional communication with students and refrain from engaging in overly personal / social conversations without a valid educational context.
- Staff members must avoid crossing over into “counseling” conversations with students. Please continue to follow appropriate processes to refer students to professional counseling services as you would under ordinary circumstances.
- Staff members should establish clear expectations from students about their online behavior in the learning environment and quickly address any behavior that does not meet these expectations.
- Staff members must be vigilant of any suggestion or information that indicates students may be bullying or victimizing others in the remote learning environment, and follow school policies in address these issues promptly.
- Staff members must consider surroundings at home while video-conferencing to ensure an appropriate professional learning space for learning.
- Staff members must continue to maintain, appropriate, professional dress and appearance.
- Staff members must continue to meet legal obligations, such as mandated reporting and similar responsibilities.

CNCA appreciates the commitment of teachers and staff members who continue to deliver quality teaching to students during these challenging times and we are here to support you. If you have any questions or concerns, please feel free to reach out to your leaders or the HR Department at CNCAHumanResources@caminonuevo.org.

Telecommuting

During the closure, the majority of employees will be performing remote work. There will be some employees reporting to work onsite to perform essential functions. Below you will find some guidelines for all employees working during the closure:

While telecommuting, CNCA expects employees to follow rules of conduct that will protect the interests and safety of stakeholders. All CNCA employees are required to perform the essential responsibilities of their position in a proficient and professional manner. When customary duties cannot be performed, other duties may be assigned by the Site Principal/supervisor.

Staff who are telecommuting must provide a phone number where they can be reached and be accessible during scheduled work hours. All employees who are telecommuting must have a signed “[PNEDG and CNCA Telecommuting Policy During Emergency Closure](#)” on file. Agreements will be sent to employees via Adobe Sign. Although there will be no “in person” meetings scheduled during this time, employees may be required to report to work on campus to execute essential services to our schools. While telecommuting, employees will:

- Remain accessible during the telecommute work schedule;
- Check in with the supervisor to discuss status and open issues;



- Be available for teleconferences, scheduled on an as-needed basis;
- Be available to come into the office if a business need arises;
- Request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
- Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.

If a staff member is unable to report to work onsite because of a physician's written medical order or underlying health condition, please have them speak to an HR representative to explore alternative options.

Duties

We know that now, more than ever, our students and families need us to be engaged and moving teaching and learning forward to provide them with the best possible education that we can during uncertain times. With that said, there may be shifts in job duties and responsibilities for staff members. We are asking for their flexibility as we think of creative ways to continue to serve our students and families.

Payroll/Time and Attendance

- Salaried staff members are not required to record time worked.
- Hourly staff members: Effective 07/01/2020 staff members will be allowed to clock in/out online when remote work is available. Employees will continue to use the timeclock on campus when performing onsite work. In accordance with an hourly employee's work schedule, the payroll designee will monitor employees' worked hours for each day including hours for unpaid lunch breaks in StratusTime. Site supervisors will establish work schedules so this information is reflected in telecommuting agreements. Additional work hours and/or overtime will not be permitted unless it is approved in writing by the school principal.
- All hourly employees will need to continue to log into StratusTime on a daily basis to approve their clock in/out hours for the day (See instructions). Any discrepancies will need to be reported to the payroll designee as soon as possible. Instructions on how to do this can be found [here](#).
- If an employee is unable to work remotely or on-site due to an illness or personal reason, they must notify their supervisor immediately and continue to follow our Timekeeping Procedures by recording all absences into Stratus Time.

Staff Evaluations

Staff evaluations will be completed for the 2020-2021 school year. Evaluations will be revised to reflect remote work/distance learning and training on the revised tool will be provided at the BOY.

In Person Instruction with Social Distancing: Hybrid Model Overview

Stable groups: TK-5, Non-Departmentalized Classes

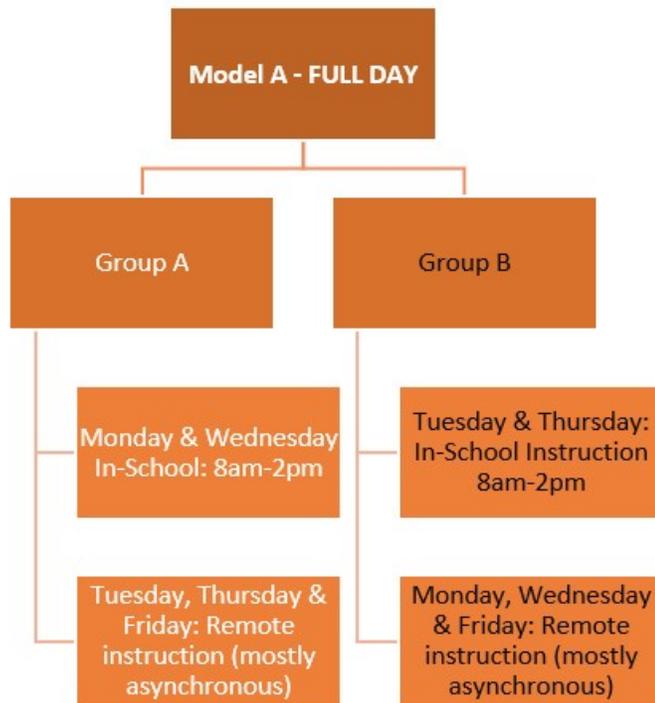
Students and staff will be kept in stable groups with fixed membership that stay together for the majority of the day. Students in TK-5, non-departmentalized classes will stay with the same group of students for the entirety of the day, but will be with a maximum of one other adult during teacher planning times and teacher breaks (i.e., recess and lunch). The group size will vary by campus, based on the number of families who choose to opt out and continue with 100% distance learning, and to align

with social distancing requirements. CNCA’s cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 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, throughout the school day. (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.)

This will be accomplished through a version of one of the schedules below. Any model adopted will include required special education minutes for students with IEPs, including Resource Specialist Program (RSP) and other related services (e.g., Speech and Language, Behavior Intervention Implementation, Occupational Therapy, etc.). These services will be delivered either virtually or in-person, depending on the specific group and classroom size (i.e., to ensure that county requirements for physical distancing and cohort size are implemented).

Model A: Alternate days scheduling

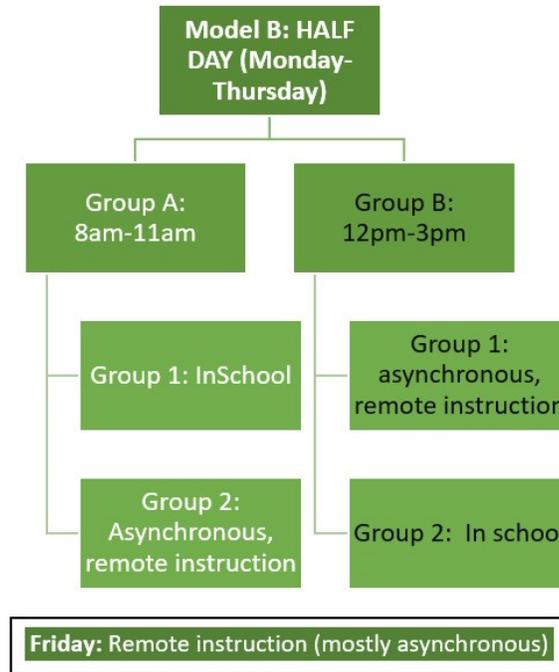
This visual represents the schedule for one general education teacher, whose class is divided into two stable groups. The teacher interacts with only one stable group per day, while the other group is at home engaging asynchronously in distance learning. The distance learning days will also include one period of virtual reciprocal interaction with a credentialed educator.



Model B: Half-Day Scheduling

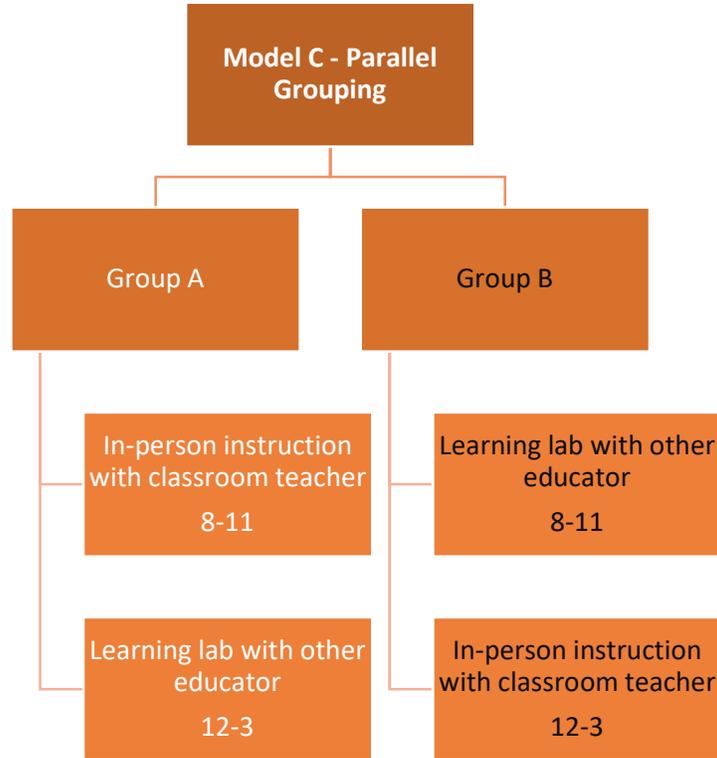
In this model, one teacher’s class is similarly divided into two stable groups, with each group coming to campus for half the day (either morning or afternoon, depending on their group assignment). Students

engage asynchronously in distance learning for the other half the day, as well as all day on Fridays. Fridays will also include one period of virtual reciprocal interaction with a credentialed educator. The times indicated below are approximations, included for clarity, and are not exact.



Model C: Parallel Groupings

Model C is only possible at campuses and in grade levels with a one-to-one ratio between classroom teachers and other educators (paraprofessionals, RSP co-teachers, etc.). In this case, students attend school for full days, four (4) days a week, but spend half the day with their classroom teacher and half the day with one other adult in an adjoining room with the shared door open (e.g., a teacher's assistant). While with the other adult (non-classroom teacher), students engage in a learning lab setting, where they receive targeted support from the adult and engage in supervised, independent online learning.



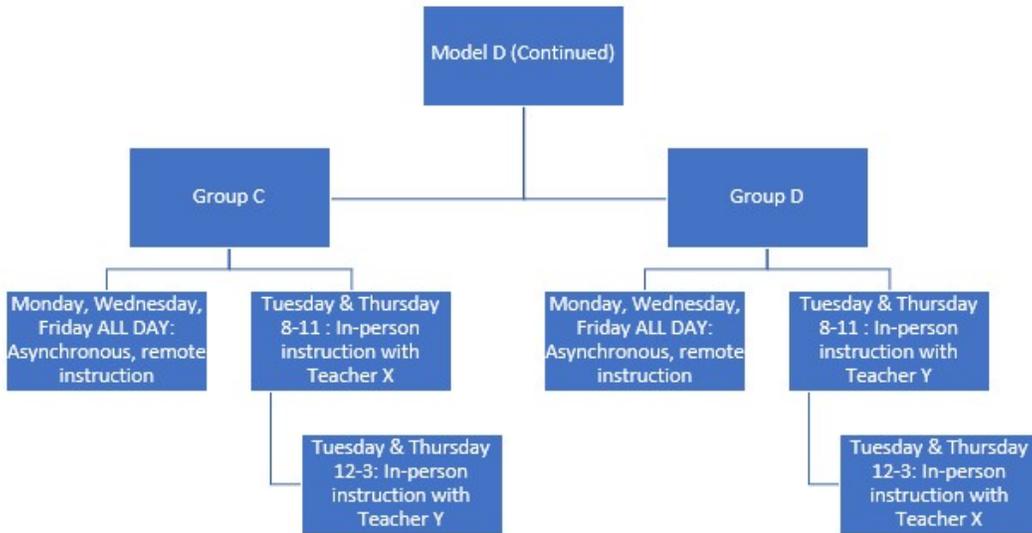
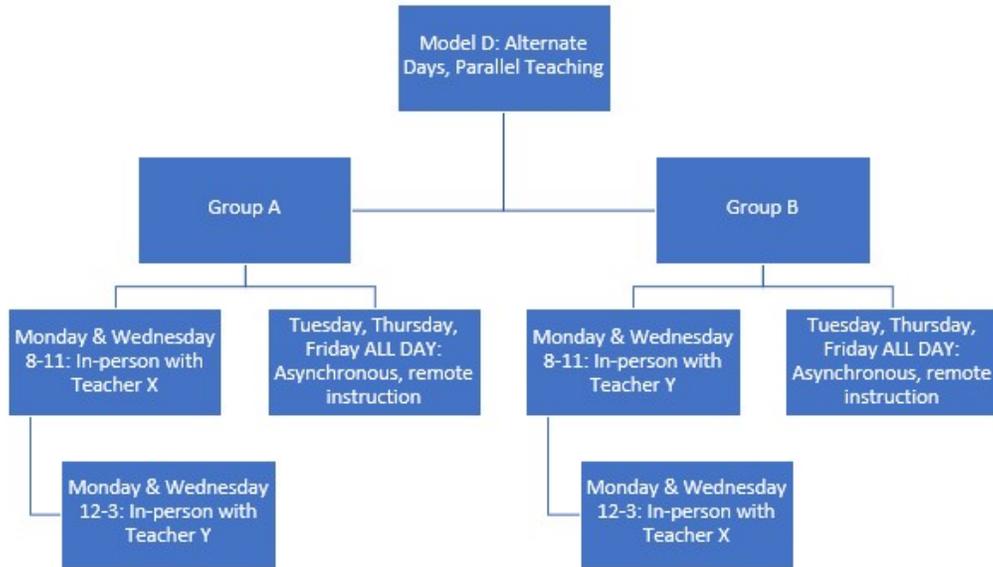
Stable Groups: Grades 4-6, Departmentalized Classes

Departmentalized classes are defined as those with two or more core subjects (language arts, math, history, science) teachers. These students will also stay in stable groups of the size appropriate to promote social distancing for their specific campus. Students in departmentalized classes in grades 4-6 will stay with the same group of students for the entirety of the day, and will be with a maximum of one other adult in addition to their core teachers during teacher planning times and teacher breaks (i.e., recess and lunch).

In order for these students to receive instruction from the appropriately credentialed teacher, the school will implement an alternate-days, parallel teaching model.

Model D: Alternate Days, Parallel Teaching

The visual below depicts the schedule for the entire grade level, which has been divided into four (4) stable groups. The group size will vary by campus, based on the number of families who choose to opt out and continue with 100% distance learning, and to align with social distancing requirements. In-person instruction occurs on Monday-Thursday. On Fridays, all students engage in asynchronous distance learning with one synchronous, remote advisory period.



Electives

In order to minimize in-person contact for members of different stable groups, all elective classes (e.g., art, PE, STEM, music) will be conducted either outdoors with appropriate social distancing measures in place or will be conducted remotely with a different supervising adult present (e.g., with the teacher at



home and on a video conferencing platform while the students are at school). If conducted in person and outdoors, only one stable group of students will receive elective instruction at a time.

Entrance and Egress

Students will arrive and leave school on a staggered schedule, with each grade level arriving and exiting at a different time.

Additional arrival protocol guidelines include:

- All students should be in classrooms before the next grade level arrives on campus
- Walkers will make line outside the school building
- Drive through students are to get out of the car one at a time after temperature protocol
- Once student enters the building they are to be directed to the nearest bathroom to wash their hands, where they will be supervised by a staff member to ensure that physical distancing is maintained

Additional dismissal protocol guidelines include:

- All students dismissed first should leave the building before the next grade level gets dismissed
- Drive through students are to get in the car one at a time
- Dismissal could be designed like check outs at store
 - Students make line outside (same grade) by classroom

Movement within the School

The following measures are in place to promote physical distancing as students, families or visitors enter and move through the school building:

- 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.
- School employees are stationed at student restrooms to supervise unscheduled bathroom breaks.
- 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 cloth face coverings
- A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 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, throughout the school day. (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.)
- Classroom furniture is set up to allow 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.

- Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- PE class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted
- Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel

Teaching and reinforcing health and safety protocols

Students should be taught the following health and safety protocols through a variety of instructional methods, repeated on a continuous basis:

- 1) Handwashing and consistent use of hand sanitizer
- 2) Mask-wearing at all times
- 3) Social distancing- maintain 6 feet of distance from others at all times
- 4) Discontinue the sharing of equipment and classroom materials
- 5) Covering one's nose and mouth with the elbow – not the hand – when sneezing or coughing
- 6) Avoiding touching one's face

Teachers and school staff must introduce these protocols to families and students prior to their return to school. This can be done through videos, songs, and synchronous read-alouds of “social stories.” Schools should invite families to participate in a virtual tour of the classroom so that students are prepared for a socially distanced set up and mask-wearing.

Once children have returned to school, teachers and school staff must again teach and reinforce all of the above procedures through direct instruction, chants (singing is not advisable as it may promote virus spread), and read-alouds of social stories. Frequent reminders, patience, and positive reinforcement must be employed.

Operations

Hours of Operation

The hours of operation for each campus will vary from site to site. Typical hours of operation will be 7:45am-4:30pm, Monday through Friday.

- On-site work schedules will use flexible work spaces (designated classrooms/offices)
- On-Site work schedules will have flexible work hours (e.g., staggered arrival), to increase the physical distance among employees and between employees

Meal Service

The following measures are in place to enforce infection control in the school cafeteria:

- Buffet and family style meals have been eliminated
- Food options include pre-packaged meals
- Physical barriers are in place where needed to limit contact between cafeteria staff and students
- Meal times are staggered



- Meals are served in the classroom

Meal service for Tk-2nd Grade Cohorts:

Breakfast:

Breakfast will be served in the classroom. A prepackaged breakfast will be placed on each student's desk by staff members before the start of class. Students will eat at their seats after handwashing when entering the classroom. Cohort classrooms will be supplied with larger trash cans either inside or immediately outside each classroom to accommodate meal trash.

Lunch:

Campuses may choose for lunch to be served in the classroom or in an outdoor lunch area if the campus space allows. If the campus is serving lunch outdoors, then lunches should be set out by staff similarly to the breakfast layout. If lunch will be served in the classroom then campus staff members (food clerk and/or vendor servers) will divide meals by classroom attendance. Staff will deliver to class and leave meals and take cart and roster back to kitchen for sanitizing and counts.

The supervising adult can designate a table for meal delivery and allow time for all students to wash their hands and come back to their seats. Lunch staff can provide a delivery window or time, or teacher may request the delivery time and the lunch staff will try to accommodate it.

"To-Go" Meals:

Students attending hybrid classes will be served breakfast and lunch on the days that they are present in-person. At the end of the day, each student will be given a refrigerated or frozen breakfast and lunch for the next day. Fridays will continue as meal distribution days for all distance learning students.

Drinking Water:

School drinking water fountains will not be available for use by students. Students will be encouraged to bring a filled, reusable, water bottle for their own use. Bottled water will be available to any student.

II. Covid-19 Health and Safety Plan: Health and Safety Measures to Protect Students and Staff

Camino Nuevo Charter Academy (CNCA) takes the health and safety of its employees very seriously. With the spread of the coronavirus or "COVID-19," CNCA must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, CNCA has developed a COVID-19 Prevention, Preparedness, and Response Plan ("Plan"). The mitigating strategies listed below are reduce the risk of COVID-19 infection and transmission. This Plan is subject to change based on further information provided by the CDC, OSHA, and other public officials.

Promoting Behaviors that Reduce the Spread



Healthy Hygiene Practices

Routine healthy hygiene practices are a foundational measure to protect against COVID-19 and other illnesses. Pursuant to the guidance from the Center for Disease Control (“CDC”), the State, the county, and the city, employees and students should practice good hygiene and handwashing.

- Employees and students must wash their hands regularly using soap and water for at least 20 seconds and use paper towels to dry hand thoroughly.
- Employees and students will be offered frequent opportunities throughout the day to wash their hands.
- If soap and water are not immediately available, employees and students must use the sanitizer available in the breakroom and/or classrooms. The sanitizer will contain at last 60% ethyl alcohol, as recommended by the CDC.
- Employees and students must practice CDC recommended hygiene designed to prevent the spread of COVID-19, including sneezing and coughing into a tissue or, if not available, into one’s elbow and properly disposing of the tissue in the trash can.
- Employees must wash their hands upon entering the breakroom, before returning to their work areas, before or after eating or adjusting face covering, or after touching their face, sneezing, coughing, blowing their nose, using the restroom, using common items such as a copy machine etc. A sign has been placed in the breakroom reminding you to practice handwashing.
- Employees must not leave dirty dishes or utensils in the breakroom, as these may contain droplets that increase the chances of spreading germs or infection.
- Employees must disinfect common areas/equipment before and after each use (lunch tables, copy machines, office spaces, etc.)

Employees and students will be offered frequent opportunities throughout the day to wash their hands. Staff are instructed to model frequent handwashing, especially in the lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

Face Coverings

All staff, visitors, and students, over age two, will be required to wear face coverings when entering school property except while eating, drinking or carrying out other activities that preclude the use of ace coverings. The Centers for Disease Control (CDC), the State of California and the Public Health Officers for several counties have issued directives regarding the use of face coverings in an effort to slow the spread of COVID-19.

In order to comply with the federal, State and County directives to slow the spread of COVID-19 and to better protect our students and staff from exposure to COVID-19, Camino Nuevo Charter Academy (CNCA) has implemented a face covering policy.

Effective immediately and until further notice, entering a CNCA facility (employees, students, families, visitors, contractors, etc.) is required to wear a face covering while on campus. The covering is to be worn by employees and students at all times while on campus when in contact or likely to come into contact with others. Employees and students 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 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 should not be used.

CNCA has purchased appropriate cloth face coverings that cover the nose and mouth, for all employees and students, at no cost, to use on campus. These face coverings will be distributed to all employees and students who are unable to provide their own.

Students

- Families will ensure students have clean face coverings
- Younger children are encouraged to provide a second face covering for the school each day in case the one a child is wearing is soiled; this would allow for a change in face covering during the day.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

Staff

- Staff members may request a replacement face covering from their Office Manager or School Operations Manager/designee. Staff may use their own face covering if preferred so long as the use and care guidelines below are followed. Masks with one-way valves may should not be used.
- Employees working alone in their offices do not need to wear face coverings, but any time an employee is in a common area or within six feet of another person, the employee must be wearing a face covering.
- Medical grade masks will be provided to any employee who cares for sick student or who works in close contact with any student with a medical condition that precludes the students use of a cloth face covering. Medical grade masks are surgical-style disposable masks that have an indication that they are medical grade. Different mask solutions are also available depending on need.
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade masks for the student to wear (if it can be tolerated) until the student leaves the building. *medical grade refers to a type of disposable mask that has been labeled as "medical grade."
- Employees engaged in activities (such as physical therapy or personal assistance to individual students) which may not permit physical distancing will be equipped with appropriate personal protective equipment (gloves, masks, etc.) as appropriate.

Lower Elementary (ECE-2) school teachers may choose to wear a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

Face Covering Appropriate Use Guidelines

Face coverings are only effective for protection if they are handled, worn, stored and disposed of properly. Even when wearing a face covering, all individuals are required to maintain social distancing (six feet of



space between employees) at all times. Employees are required to adhere to the following guidelines when wearing a face covering:

- Wash or replace face coverings daily
 - Have a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:
 - No longer cover the nose and mouth
 - Have stretched out or damaged ties or straps
 - Cannot stay on the face
 - Have holes or tears in the fabric

Face masks should be laundered with detergent and hot water and dried on a hot cycle.

- Face masks can be also be hand washed with warm water and your regular household detergent.
 - Wash your hands with soap and water for at least 20 seconds before and after handling soiled masks.
 - Allow to dry in direct sunlight if possible.
-
- Practice proper hand hygiene. Before and after handling the face covering (to put on, adjust, or take off), staff members must wash their hands or use hand sanitizer to reduce cross-contamination risk. The outside of the face covering is considered dirty.
 - Staff members must ensure they are wearing the face covering properly by ensuring the face covering is fitted over their ears and is covering their nose, mouth and chin.
 - Staff members should mark the outside of the face covering in some way so they can easily identify which side is the outside of the face covering, and handle it accordingly. You should not use permanent marker on the filter part of a disposable mask. Staff members may remove the cloth face covering while eating during their meal period.
 - Staff members should not touch the outside of their face covering while it is on their face.
 - Staff members should not pull their face covering below their chin while they are wearing it. Leaving the face covering dangling or improperly fitted to their face creates opportunities for cross-contamination.
 - After removing a cloth covering, staff members should inspect it to see if it is torn, wet, or soiled.
 - If it is, staff members wash it or throw it away and obtain a new face covering from *their Supervisor/School Operations Manager (SOM)/Office Manager*. If not, staff members should properly store the face covering as follows:
 - Fold the face covering in half so that the outside surfaces are touching
 - Place the face covering into a clean bag or container
 - Keep a *paper bag or plastic Ziploc-style baggie* handy for storing the face covering every time you take it off. CNCA has purchased *paper bag or plastic Ziploc-style baggie* for employees to use for this purpose.
 - Staff members should always store a face covering in a clean place.
 - Staff members should not remove their mask and place it on a common surface area such as a counter, table, etc., in order to prevent cross contamination.



Personal Protective Equipment (PPE)

Additional protective equipment including face shields, gloves, N95 Masks and medical grade masks will be provided, as appropriate and required by the LACDPH, for settings that require close human contact, such as for staff providing certain supports for students with disabilities, custodial staff, meal distribution, etc.

- Vinyl or nitrile, powder free gloves are available upon request/need
- Face shields are also available upon request/need. Staff members should label their face shield to prevent from sharing any equipment.
- Isolation gowns are also available for settings that require close human contact

Social Distancing Practices

In order to be safe and maintain operations, all students and staff (including employees and visitors) are required to adhere to this Social Distancing Policy.

In order to be safe and maintain operations, all staff, students and visitors are required to adhere to this Social Distancing Policy. Staff members are instructed to:

- Maintain at least six feet distance from each other at all times.
- Maintain at least six feet distance from visitors, and vendors at all times.
- Be mindful of high-risk areas” where employees and students tend to stand together, such as hallways, elevators, and break areas and maintain social distance. Employees may need to stand clear and wait for the next elevator or others to clear the area.
- No group lunches, dinners, or other meals are permitted while this Social Distancing Protocol remains in effect unless you are able to maintain social distancing.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands and wear face coverings.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions. Please refer to the CNCA Travel policy for more information. Do not congregate in small areas such as work rooms, pantries, and copier rooms.
- Take meal and rest breaks away from crowds.
- When eating in a common area, employees should sit at separate tables. If unavoidable, employees should sit at least six feet from each other at all times.
- Face coverings are not a substitute for social distancing.
- Remind your co-workers of this policy where necessary.

Promoting and Communicating Safety Measures for Staff, Students and Visitors

All CNCA facilities will have signage to communicate and uphold our safety measures to slow the spread.

- Social Distancing Protocols will be placed throughout the facility to remind individuals to be at least 6 feet apart



- “High Traffic Points” and “High Risk areas” will be identified throughout the facility where employees or students may gather
- Floor Markings will be placed throughout the facility where lines may form.
- Circulation paths will be established at school sites. 36” high orange traffic cones and caution tape will be used to delineate social distancing pathways.
- Signs will be placed throughout the facility instructing all individuals (Staff, Students, on-site contractors, vendors, and delivery personnel) the required use of face coverings upon entering school property.
- Signs communicating the “Hand Washing” protocol, “Stay and Home when Sick” protocol and “Covid-19 Symptoms” will also be posted.

Comprehensive School Safety Plan (CSSP)

Each campus’ school safety plan procedures are still in effect. SOMs will work with HSO to adjust evacuation routes and assembly locations.

Maintaining Healthy Environments

Intensified Cleaning and Disinfection

INDOOR AIR QUALITY: Our Director of Facilities has verified that all plumbing and ventilation and air conditioning systems (HVAC) at all CNCA facilities are operating properly and in good working order. Our HVAC systems are currently maintained through a Preventative Maintenance Service Agreement. HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fires, intense high outside temperature, etc.) make this inappropriate. According to the Center for Disease Control (CDC), it is not necessary to clean ventilation systems outside of providing routine and preventative maintenance, including filter replacement, as part of reducing the risk of coronavirus transmission. We use enhanced MERV-13 filters as recommended by various agencies to improve air filtering capabilities. We are also operating our building fans 24/7 for better air movement.

ENHANCED CLEANING AND SANITIZING: Measures have been implemented so that common work areas, equipment, classrooms and personal work spaces, are regularly cleaned and sanitized.

Our Director of Facilities has worked closely with CNCA custodians to adjust their cleaning processes to better address current considerations. CNCA custodians are using effective disinfectant and sanitizing products to clean our facilities every day. Along with these measures, they are taking the following steps to maximize our sanitizing efforts:

- Refreshed Cleaning Methods/Processes: CNCA cleaning personnel will be sanitizing and disinfecting restrooms more frequently. Their cleaning protocol will include thoroughly disinfecting and sanitizing all surfaces, doors, toilets, handles, etc. and ensuring that all supplies are always fully stocked.
- Increased Cleaning to High-Touch Surfaces/Points: CNCA cleaning crews will be sanitizing touch surfaces/points thoroughly (i.e., door handles, glass, elevators buttons, doors, tables, chairs, light switches). Daytime custodians have been instructed to continuously disinfect and sanitize all touch points throughout the day. In addition, we will be increasing daytime custodian coverage where appropriate, depending on building occupancy.



- Increased scope of work for janitorial contractors to prevent the spread of COVID-19:
 - Special attention to currently utilized spaces primarily Admin/School Office Areas
 - Clean and disinfect areas per guidelines from LA County Health Department, CDC, and State Superintendent of Education
 - Practice and implement appropriate PPE to safeguard janitorial employees
 - Implement a best practice approach with efficient cleaning and disinfecting practices
 - Maintain consistent and reasonable levels of occupant comfort
 - Daily cleaning and disinfecting logs will be maintained

MODIFIED LAYOUTS: Workstations and classrooms have been re-arranged to allow for separation of at least 6 feet. Classroom furniture has been also re-arranged to permit a distance of at least 6 feet between the teacher’s desk and the nearest student(s).

SIGNAGE: All CNCA Campuses will have standardized signage.

1. Signage should be placed at 62” (center) high.
2. Clean up all other signage so the COVID Re-entry signage is obvious.
3. Signage should look neat, direct, level and square.
4. Avoid signage on floor if possible.
5. Minimize anything on Front Office acrylic barriers.
6. Do not use packing or duct tape to install. (Most signage are stickers, will adhere)

USE OF FACILITIES: In an effort to minimize the number of visitors on our campuses, CNCA has temporarily suspended leasing spaces throughout our facilities for non-school purposes (community events, community meetings, public use of our soccer field, etc.).

SUPPLIES: Hand sanitizer and disinfectant spray will be made available to all employees. Procurement will be handled by our Director of Facilities in partnership with the SOM’s/Designee at each campus. The SOMS/Designee will coordinate the procurement and inventory of any additional disinfectants, hand soaps, hand sanitizer or other supplies.

INSTALLING PROTECTIVE EQUIPMENT: CNCA is implementing interim changes to key aspects of our facilities. Among them are the addition of Health Department approved acrylic barriers for our facilities to provide an extra level of protection for our families, visitors and staff, while maintaining a high level of service to our students and families.

Maintaining Healthy Operations

Wellness Monitoring Practices

COVID-19 Daily Employee and Student Self- Assessment: Employees, students and families will be asked to assess themselves daily for COVID-19 symptoms and risk factors while at home and before reporting to any Camino Nuevo Charter Academy facility. Employees and students should ask themselves the following questions:

- Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for me/100.4°F or greater?
 - If you are feeling “feverish”, please take your temperature.
- Did any of the following symptoms first appear within the last 10 days?
 - Fever (at or over 100.4°F)

- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Within the last 14 days, have you been in contact with a person known to be infected with or suspected COVID-19?

Health Screenings: To keep all our employees and students safe, Camino Nuevo Charter Academy will be screening all staff, students, families and any individual prior to entering any CNCA campus. CNCA will conduct assessment for COVID-19 symptoms and risk factors each day before entering any CNCA campus. Each individual will be required to have their temperature checked daily. These checks will be done in person upon arrival with a no-touch thermometer. Individuals will also be asked the following questions:

- Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt “feverish” or had a temperature that is elevated for 100.4°F or greater?
 - Do you currently have any of the following symptoms?
 - a. Fever (at or over 100.4°F)
 - b. Chills
 - c. Cough
 - d. Shortness of breath
 - Within the last 14 days, have you been in contact with a person known to be infected with or suspected COVID-19?
- a) Negative Screen (Cleared). If the individual has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days they can be cleared to enter the facility.
 - b) Positive Screen (Not Cleared).
 - If the individual has had contact to a known or suspected COVID-19 case in the last 14 days they should be sent home immediately and asked to quarantine at home. Provide them with the quarantine instructions found at <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>
 - If the individual is showing any of the symptoms noted above they should be sent home immediately and asked to isolate at home. They will be provided with the isolation instructions found at <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>. Individuals will be provided an isolation space where they can remain while arrangements are made for their return home.
 - i. The COVID-19 Compliance Team will be informed of any positive screening result in the school and initiates the School Exposure Management Plan.
 - c) 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 the Health Officer.
 - d) 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 is a designated space is apart from the one set aside for symptomatic students. Once they return home, students will be instructed to self-quarantine as required by Health Officer Order of May 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) 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.
 - i. 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.
 - ii. 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 families in order to initiate quarantine at home. Families are advised to seek testing for the child.

Visitor Policy

CNCA has taken the following measures to limit risk of infection due to visits by individuals other than staff and students:

- Visits to the school by individuals other than staff and students are avoided whenever feasible.
- Families of enrolled students are encouraged to conduct business with school personnel remotely when possible.
- Visitors to the school other than families 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.
- 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.
- 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 instructed that they must wear cloth face coverings at all times while in the school
- All visitors will be screened upon arrival
- All visitors will have their temperature checked before entering any CNCA facility

Any person with a cough, fever, or other symptoms of COVID-19 will not be allowed to enter any CNCA facility. Any person who has had personal contact with anyone who has contracted COVID-19 will not be allowed to enter any CNCA facility.

Measures to Maintain Social Distancing on Campus

1. **Work Areas:** All work stations or areas used by employees as part of a team have been re-arranged to allow separation of at least 6 feet.



2. **Staggered Breaks:** In compliance with wage and hour regulations, breaks are staggered in order for physical distancing to be maintained in break rooms.
3. **Elevator capacity** is limited to the number of people that can be accommodated while maintaining a six-foot distance between riders. All riders are required to wear face masks.
4. The following measures are in place to permit physical distancing in **administrative areas** of the school:
 - a. Signage alerts 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.
5. The following measures are in place to promote physical distancing and safe infection control practices in **extracurricular activities**:
 - a. Spectator events are not permitted at this time; this includes both indoor and outdoor events.
 - b. Extracurricular athletic teams that the school has chosen to reopen (limited to sports permitted by state orders and which allow physical distancing, such as tennis, golf, gymnastics activities that do not require a spotter, etc.) have been reconfigured as necessary to incorporate physical distancing into training and play.
 - c. Extracurricular team sports that do not allow physical distancing (baseball, football, soccer, etc.) have not reopened. Note that coaches may provide conditioning and skill building programs to students for their individual use.
 - d. Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.
 - i. Choral groups or any activities that require singing or chanting are suspended.
 - ii. Instrumental groups are configured to permit a distance of at least six feet between musicians.
 - e. Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.
 - f. In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted

Measures to Prevent Unnecessary Contact

Where possible, all processes should be completed in a contactless method (e.g. contactless meal distribution, use electronic rather than hard copy communication where possible; limit hard copy mail distribution where possible, etc.)

Safe use of Workspace and Common Areas

In an effort to keep everyone safe, CNCA has purchased disinfectant materials and has made them available to all employees. Employees are encouraged to routinely clean frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks, light switches, doorknobs, counters, etc.). We are also asking staff members to remove all personal memorabilia and/or non-work items from your workspace in order to enable our custodial staff to thoroughly clean all work stations each night.

In common areas such as teacher work rooms and break areas, employees are asked to wash their dirty dishes and immediately dispose of all refuse so that no one else has to do so or come in contact with it. Employees are asked to wipe down the surface areas they touch before and after use, such as counters, tables, handles, knobs, refrigerator, and microwaves. Cleaning supplies and sanitizer will be provided. Please refer to the Work Station and Common Area Cleaning Protocol for more information.

Prepare for when Someone Gets Sick: COVID-19 Response Plan

COVID-19 Exposure Management Plan

A targeted public health response to contain COVID-19 exposures at our schools can help contain the virus and prevent it from spreading. Below are the steps for exposure management of 1, 2, and 3 or more COVID-19 cases at any of our campuses.

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

CNCA has designated School 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. We have also designated Max Powers, COVID-19 Preparedness & Response Coordinator as our COVID-19 Compliance Officer who serves as a liaison to Department of Public Health (LACDPH) in the event of a COVID-19 cluster or outbreak at the setting.

CNCA has a plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school, to have access to testing or be tested for COVID-19 infection.

Exposure Management for one (1) COVID-19 Case at School

- After identifying one (1) laboratory confirmed COVID-19 case (student or employee), the School Compliance Team will instruct the individual to follow Home Isolation Instructions for COVID-19 (<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>).
- Assistant Principal of Student Supports (APSS)/School Operations Manager (SOM)/Designee will inform the individual that LACDPH will contact them directly through the LADCPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- APSS/SOM/Designee will work with the individual (case) to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer will submit this information to LADCPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC-education@ph.lacounty.gov.
- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - ✓ An individual who was within six feet of the infected person for a total of 15 minutes or more over a 24-hour period;

- ✓ An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Students and employees that are identified to have had an exposure to the case at school will be notified by the School Compliance Team of the exposure through a letter and/or other communication strategies (telephone, text, robocall, etc.). The notification of exposure should include the following messages:
 - Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Free onsite CNCA Employee Testing Program, Employee Health Services or Occupational Health Services, Personal healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
 - Exposed students and employees will be instructed to quarantine for 10 full days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.
 - LACDPH will contact exposed students and employees directly through the LACDPH Case and Contact investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

Max Powers (COVID-19 Preparedness & Response Coordinator) and School Compliance Team will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: COVID-19 Template Notification Letters for Education Setting.

Exposure Management for two (2) COVID-19 Cases at School within a 14-day Period

After identifying **two (2) laboratory confirmed cases** (students and/or employees) within a 14-day period, the school will follow the required steps below:

- The APSS/SOM/Designee will instruct the individual to follow Home Isolation Instructions for COVID-19 (<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>).
- The APSS/SOM/Designee will inform the individual that LACDPH will contact them directly through the LACDPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.



- The APSS/SOM/Designee will work with the individual (case) to generate a list of students and/or employees with exposure to the case while infectious. The COVID-19 Preparedness & Response Coordinator (Max Powers) will submit this information to LACDPH using the COVID-19 Case and Contact Line List for the Educational Sector within one business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC-education@ph.lacounty.gov.
- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - ✓ An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - ✓ An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Students and employees that are identified to have had an exposure to the case at school will be notified by the School Compliance Team of the exposure through a letter and/or other communication strategies (telephone, text, robocall, etc.). The notification of exposure should include the following messages:
 - Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: CNCA Employee Testing Program, Employee Health Services or Occupational Health Services, Personal healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
 - Exposed students and employees will be instructed to quarantine for 10 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.
 - LACDPH will contact exposed students and employees directly through the LACDPH Case and Contact investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

CNCA's COVID-19 Preparedness & Response Coordinator, Max Powers and School Compliance Team School Compliance Team will assess whether the two (2) confirmed cases have epidemiological links (i.e. present at the same time and place during infectious period*)

*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible campuses and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: COVID-19 exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

Exposure Management for three (3) or more Cases at a School within a 14-day Period

If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school the school will proceed with the following steps:

- Report the cluster to the LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: ACDC-education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
 - Complete the *Line List for Cases and Contacts*, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDC-education@ph.lacounty.gov
 - The ACDC Education Sector Team will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day to advise on next steps.
 - If outbreak criteria are not met, the school continues with routine exposure management.
 - If outbreak criteria are met, the LACDPH Outbreak Management Branch (OMB) is activated.
 - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
 - Max Powers as our COVID-19 Compliance Officer will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).
- Prior to reporting the cluster to LACDPH ACDC Education Sector Team, Esperanza Bacilio, our COVID-19 Compliance Officer and the School Compliance Team will assess whether the two (3) confirmed cases have epidemiological links (i.e. present at the same time and place during infectious period*).
 - A tool is available to assist in the assessment of epidemiological links at: COVID-19 exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.

- If epidemiological links do not exist between at least three (3) cases in the cluster, the school continues with routine COVID-19 exposure management.
- If epidemiological links exist between at least three (3) cases in the cluster, the school will report the cluster to LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team at ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.

COVID -19 Outbreak Criteria

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period with in a school group that is epidemiologically linked.

*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious

Please Refer to [Appendix A](#) for a summary of steps for Managing Exposures to 1, 2, and 3 or More COVID-19 Cases at School

COVID-19 COMPLIANCE TEAM

Every school has a designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring staff and student receive education about COVID-19.

Purpose

At each site, the APSS/Site Designee will serve as the COVID-19 Compliance Team Lead. In collaboration with the Principal/Director and SOM/OM/Designee, the APPS/Site Designee will lead the COVID-19 Compliance Team at their site to ensure the following:

- ✓ All COVID-19 work place policies and practices are enforced and followed.
- ✓ Measures are in place to promote social distancing
- ✓ Measures are in place to enforce infection control
- ✓ Appropriate communication is being disseminated to employees, students and families regarding the following policies and procedures related to COVID-19:
 - Isolation/quarantine polices as they apply to staff/students who may have been exposed to COVID-19
 - Options for COVID-19 testing for anyone who has symptoms or who has been exposed.
 - Who to contact at the school if a staff/student has symptoms or may have been exposed.
 - How to conduct symptom checks
 - Required use of face coverings o Importance of staff/student compliance with social distancing
 - Changes in procedures (meal distribution) to avert risk or School policies concerning visitors on campus
 - Importance of providing the school with updated school emergency contact information.



- Staff, students and families have equitable access to critical services
- Ensure signage has been posted throughout the campus (physical distancing, use of face coverings, and importance of handwashing)
- ✓ Provide families have equitable access to critical services
 - IEPs have been modified so that education can continue without risk to the student.
 - An individualized health and safety plan has been created for each enrolled student with special needs
 - An option for remote learning or other alternatives to in-class is available for any student for who school attendance poses an elevated risk.
 - Option for “grab and go” meals is offered
 - Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

COVID Team Site Structure

M – Principal

O – APSS

C – HSO, school site LT

H – Office staff, Campus Aides, other

A – HSO/Principal

Assignment of COVID-19 Safety Officer Responsibilities

To operate safely, CNCA Staff members must commit to fulfilling new safety tasks related to reducing the risk of COVID-19 transmission. Below we will find the roles and responsibilities of COVID-19 Safety Officers and the delegation of COVID-19 safety tasks.

Note: with the uncertainty of COVID-19, every team must be cross-trained. All leadership team members must be familiar and ready to step into any role in the event a leadership team member is incapacitated. LT's should make “buddy lists” and each team member should have a “buddy” ready to take over.

COVID-19 COMPLIANCE TEAM

Site Level

Role	Position	Objectives
COVID- 19 Compliance Team Leader	APSS/Designee	<p>1. Responsible for providing training/information about COVID-19, include age appropriate information for students/staff.</p> <ul style="list-style-type: none"> I. Communicate CNCA COVID-19-related safety practices and protocols to staff members and act as a resource for staff: <ul style="list-style-type: none"> a) Delivery of good hygiene practices includes: <ul style="list-style-type: none"> ✓ Determine how information will be delivered to students and school staff. ✓ Topics for Good Hygiene Practices include: Handwashing, covering coughs and sneezes, staying home when ill, Temperature monitoring, Taking temperature at home; and fever (100.4 F or higher) ✓ Communicate areas where staff may access cleaning supplies, PPE, cleaning schedules, etc. b) Educate school community about infection control strategies: <ul style="list-style-type: none"> ✓ Wearing masks when in public ✓ Social distancing ✓ Recognizing signs and symptoms of COVID-19 illness or notifying school if family members are ill ✓ Guidance on what to do if the family unit has been tested and diagnosed with COVID-19 II. Educate School community on school response plan to COVID-19 <ul style="list-style-type: none"> ▪ Awareness of school emergency response plans related to pandemic situations ▪ Proper use of PPE – gloves, masks, and face shields ▪ Environmental cleaning of school building before and after exposure – Office areas, classrooms, etc. <p>2. Follow the Exposure Response Procedure and assist with COVID-19 health assessments and contact tracing</p> <ul style="list-style-type: none"> ✓ COVID-19 and/or suspected exposure to COVID-19 <ul style="list-style-type: none"> ○ Conduct health assessment of staff members/students ○ Provide information on self-quarantine and social isolation from others if suspected exposure to COVID-19 or receipt of positive testing results for COVID-19 ○ Contact tracing <ul style="list-style-type: none"> ▪ Reach out to exposed individuals and individuals who have a confirmed positive test for COVID-19 ▪ Provide information to contacts to understand the risks associated with COVID-19 infection
	Principal/Director	
	SOM/OM/Designee	

		<ul style="list-style-type: none"> ▪ Stress the importance of social distancing and self-quarantine/isolation from others to prevent spread of infection ▪ Stress that individuals must understand the signs and symptoms of COVID-19, especially coughing and shortness of breath, and continued monitoring for illness or change in one’s health status. ▪ Must seek prompt medical evaluation for infection and immediate medical care is symptoms emerge and become worse. ▪ Teach individuals about the purpose of contact tracing and encourage to stay home, maintain social distancing at least six feet apart from others until 14 days after exposure. ▪ Ensure site/work area is deep cleaned ▪ Report the incident to the Ops/HR Teams
<p>COVID- 19 Response Officer</p>	<p>SOM/OM/Designee APSS/Designee Principal/Director</p>	<p>1. Follow the Exposure Response Procedure and assist with COVID-19 health assessments and contact tracing</p> <ul style="list-style-type: none"> ✓ COVID-19 and/or suspected exposure to COVID-19 <ul style="list-style-type: none"> ○ Conduct a health assessment of staff members/students ○ Provide information on self-quarantine and social isolation from others if suspected exposure to COVID-19 or receipt of positive testing results for COVID-19 ○ Contact tracing <ul style="list-style-type: none"> ▪ Reach out to exposed individuals and individuals who have a confirmed positive test for COVID-19 ▪ Provide information to contacts to understand the risks associated with COVID-19 infection ▪ Stress the importance of social distancing and self-quarantine/isolation from others to prevent spread of infection ▪ Stress that individuals must understand the signs and symptoms of COVID-19, especially coughing and shortness of breath, and continued monitoring for illness or change in one’s health status. ▪ Must seek prompt medical evaluation for infection and immediate medical care is symptoms emerge and become worse. ▪ Teach individuals about the purpose of contact tracing and encourage to stay home, maintain social distancing at least six feet apart from others until 14 days after exposure. ▪ Ensure site/work area is deep cleaned ▪ Report the incident to the Ops/HR Teams

		2. Ensure school site has an adequate supply of PPE and staff are equipped with the appropriate PPE
COVID-19 Safety Officer	Campus Aide/Designee	<p>1. Actively supervise all personnel and verify that they are following established safe work procedures in accordance with safety protocols in CNCA's COVID-19 Safety Plan</p> <p>2. May be physically posted at the front entrance and throughout the campus to:</p> <ul style="list-style-type: none"> ○ Screen employees and visitors prior to entering the facility ○ Enforce CNCA's Visitor's policy ○ Minimize the number of staff/visitors on site at one time ○ Enforce CNCA's policy and verify that staff/students are adhering to social distancing protocol ○ Enforce CNCA's policy and verify that ALL staff/students are wearing masks ○ Enforce CNCA's policy and verify that there are no group lunches <p>1. Actively supervise students (during meals, recess, etc.) and verify that they are following established safety guidelines in accordance to our COVID019 Safety Plan</p>
	Lead Campus Aide	
	Office Clerk	
COVID-19 Safety Compliance Officer	Lead Campus Aid/Designee	<ul style="list-style-type: none"> ✓ Promote/verify compliance with safety protocols and procedures (social distancing, promoting good hygiene, cloth face covering, etc.) ✓ Ensure proper signage for COVID-19 protocols are posted throughout the facility ✓ Identify high risk areas where employees may gather ✓ Ensure tape and other markings will be placed at least six feet intervals with signs directing persons to use the markings to maintain social distancing ✓ Verify that the sign- in process is followed for all visitors ✓ Assist with wellness checks for all individuals ✓ Enforce CNCA's policy and verify there are no group lunches ✓ Serve as the first level contact and response for COVID-19 Safety and compliance concerns
	Campus Aide	
	Office Clerk	
COVID-19 Sanitation Officer	Lead Custodian	<ul style="list-style-type: none"> ✓ Check for proper ventilation and adequate air flow in classrooms and offices. ✓ Check for windows opening and access to fresh air ✓ Check desks in offices and classrooms are 6 feet apart ✓ Verify there is a designated isolation area on campus for effective infection control ✓ Ensure we are using appropriate disinfectants/sanitizers. ✓ Ensure we have a process (that has been communicated to staff) for restocking disinfectants and sanitizers regularly for staff to use
	Custodian	
	Facilities Director	

		<ul style="list-style-type: none"> ✓ Ensure thorough cleaning after exposure ✓ Ensure there is a schedule (shared with staff) for the frequent cleaning of break rooms, bathrooms, and other common areas ✓ Ensure there is a cleaning schedule (shared with staff) for the frequent cleaning of high contact surfaces ✓ Ensure disinfectants are available to all employees ✓ Maintain daily cleaning schedule to ensure more frequent cleaning throughout the day
COVID-19 Family Support Officer	Student and Family Services Coordinator/Designee SFS Assistant APSS	<ul style="list-style-type: none"> ✓ Prepare safety and other COVID-19 information for families. Include what the school is doing to keep student safe ✓ Refer families to community agencies for resources. ✓ Consult with school counselors and teachers regarding students who report a lack of food or shelter ✓ Counsel families (observing social distancing to address family relationships that may have been strained by confinement). ✓ Provide therapeutic referrals for students who need service for depression, anxiety, fear, and loss. ✓ Make calls/home visits to families in need of services due to virus ✓ Contact community resources to request that they reach out to families
COVID-19 Attendance Officer	Registrar/Designee Office Clerk SOM	<ul style="list-style-type: none"> ✓ Assist with contact tracing data for students ✓ Compile data and provide linkage data for students and siblings/family members within the same campus. Collaborate with other sites and KM team for cross-site
COVID-19 School Support Officer	Mental Health Staff Mental Health Intern Director of Mental Health	<ul style="list-style-type: none"> ✓ Provide therapeutic interventions for students who need service for depression, anxiety, fear, and loss. ✓ Check-in with students with known anxiety and fear concerns. Provide counseling as needed. ✓ Meet with student individually to assess needs. Consult with student service team to address needs.

Covid-19 Exposure, Response and Reporting Procedures

Camino Nuevo Charter Academy (CNCA) takes the health and safety of its employees very seriously. With the spread of the coronavirus or “COVID-19,” CNCA must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, CNCA has developed a COVID-19 Response procedures for sites and HSO staff members to follow. These procedures are subject to change based on further information provided by the CDC, OSHA, LACDPH and other public officials. Below you will find the steps that must be taken if there is a confirmed or suspected exposure to COVID-19. To learn more about our procedures, please click here.



COVID-19 Exposure Response and Reporting Procedures for Employees and Students

1. Exposure Response Procedure and Protocols (Site Level Responsibilities)

In the event of exposure on a CNCA Facility, take the following step for staff and students:

Exposure means:

- Individual who has symptoms when they arrive on campus or becomes sick during the school day
- Individual reported that they came in close contact with a person who tested positive for COVID-19
- Individual reported that they have tested positive for COVID-19

Close Contact means:

- Any person who was within 6 feet of someone, for a total of 15 minutes or more, over a 24-hour OR
- They had unprotected contact with by sharing their body fluids and/or secretions (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment).

Gather Information:

- Remain calm and objective.
- If on campus, limit the potentially infected individual's contact with other individuals while information is being gathered by separating them from others to the designated self-isolation area on-site. Staff members must wear the appropriate PPE and keeping 6 feet or more apart from the individual at all times.
- COVID Team member (Campus Aide/designated support staff member) will report the potential exposure to Principal/APSS/SOM/Designee.
- Once a potential COVID-19 case is identified among employees, the SOM/Office Manager/Designee will investigate to identify all close contacts associated with the workplace/classroom (employees, students and visitors who spent time at the site) who had exposure to the potentially infected individual during the infectious period. If the SOM is unavailable, the APSS will step in and support.

You will need the infected individual to identify close contacts. Close contact is defined as individuals who:

- **Any person who was within 6 feet of someone, for a total of 15 minutes or more, over a 24-hour period OR**
- **They had unprotected contact with by sharing their body fluids and/or secretions (e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment).**

*A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

The SOM/Office Manager/Designee will conduct an assessment as follows:

- Focus on obtaining facts. Ask clarifying questions if needed.
- Gather and document as much information as possible regarding the employee(s) who may have been exposed. Some basic questions to ask are:
 - Who is the infected person that they came in contact with?
 - Obtain information regarding the potential exposure event.
 - Why do they think they were exposed?
 - Are they experiencing any symptoms? If so which ones?
 - Exact time, date and location of the exposure?

- Please name the individuals (students/staff/families/vendors/etc.) you came in close contact within (within 6 feet for a total of 15 minutes over a 24-hour period) 48 hours before your symptoms first appeared?
 - Please name the individuals you had unprotected contact with (**e.g., anyone who they may have coughed or sneezed on, shared utensils or saliva with, or provided care to without using appropriate protective equipment?**)
- After you are done conducting the health assessment, the SOM/Office Manager/Designee will make the following determination.
 - Send the staff member back to work
 - Send the staff member home to begin quarantine

If the determination cannot be made, the SOM/Office Manager will consult with the HR Department and the Director of Operations.

- If an individual is sent home, the SOM/Office Manager/Designee will explain the following next steps to the individual and provide them with the following information:

Testing: Anyone who may have been exposed should get tested for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of the disease spread at the school and serve as a basis for further control measures. Staff can get tested through the CNCA Testing Program or they can use community resources for testing. The City of Los Angeles is offering free testing. To schedule an appointment please visit this [website](#).

Self-Quarantine: Exposed individuals should quarantine for 10 full days since their last exposure to the infected person even if they receive negative results during their quarantine period. Home Quarantine Guidance for COVID-19 can be found <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.

Department of Public Health (LACDPH): Please communicate to the individual that LACDPH will contact exposed staff directly through the LACDPH Case and Contact Investigation Program to collect additional information and issue a Health Officer Order for Quarantine.

Returning to Campus: When the quarantine period ends, staff members can resume their usual activities, including returning to work and/or school. They do not need a letter from Public Health or a negative test to return to work or school but they will need clearance from the HR Department before they return.

If a staff member develops symptoms during your quarantine, you need to follow the [Home Isolation Instructions](#) for returning to work or school.

- Send the individual home. If the potentially infected employee cannot return home immediately, they will continue to be separated from other individuals on campus to the designated self-isolation area on-site. They will remain there temporarily until arrangements are made for the person's return home.

- The SOM or Office Manager will arrange for sub coverage if needed
- For potential and confirmed exposure to COVID-19, CNCA HR Department will inform staff members/students who may have come in close contact with the individual of their possible exposure to COVID-19 on campus.
- For all confirmed cases, sites will send AB685 notification to staff members who were on the same premises as the infected person, regardless of whether they were a close contact or not, notifying them of the potential exposure.
- Employees/students exposed to a coworker on campus with a confirmed COVID-19 diagnosis should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
 - Be alert for symptoms. Watch for fever, cough, shortness of breath, or other [symptoms](#) of COVID-19.
 - Take your temperature and follow CDC guidance if you have symptoms.
- Protect the individual's confidentiality. The Americans with Disabilities Act requires the confidentiality of employees' medical information, and employers may not disclose the identity of the employee diagnosed with COVID-19. Employers are also required to maintain the privacy of any health information they gather related to an employee's medical condition or their symptoms, and any such documentation should be kept in a private health folder with limited access by only critical human resource staff.
- For any suspected or confirmed COVID-19 cases, we must follow the guidance of the CDC and local health officials regarding the cleaning and [disinfection recommendations](#). To coordinate the cleaning of the facility/work area please follow the guidance below:
 - Close off the area and wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - **Contact Jess Rivas, Director of Facilities** (CC the Principal and Robert Spencer VP of Schools) to request a deep cleaning of your facility/work area by communicating the following:
 - Need for deep cleaning
 - Identify the areas used by the person who was sick that need to be cleaned such as offices, bathrooms, common areas, shared electronic equipment like copy machines, touch screens and keyboards
 - At no time should the identity of potentially exposed individual be shared.
 - If the custodian is the potentially infected individual, or if the custodian must also quarantine due to close contact, Jess will arrange for the cleaning through an outside agency.
 - If this is the case, when requesting services from Jess, simply state your custodian is unable to handle the cleaning per Human Resources.

- APSS/Designee will be responsible for tracking all suspected or confirmed COVID-19 cases at their site by using the COVID Tracking Sheet. This data must be collected on site to be able to monitor the number of cases.

Incident Reporting (HSO Level Responsibilities)

After you take care of the individual, the following steps to report any potential exposure incident must be taken immediately:

- Employees and supervisors shall notify Max Power, COVID-19 Preparedness and Response Coordinator and the HR Department at CNCHumanResources@caminonuevo.org as soon as possible following a potential exposure incident (Principal should be cc'd on all communication). APSS and Principals will be cc'd on email notification.
- The Human Resources Department will take the following steps for employees ONLY:
 - Review the information collected during the contact tracing investigation.
 - Contact the potentially infected employee within 24 hours to:
 - Conduct a welfare check of the employee
 - Ask any follow up questions and gather additional information
 - Review the LACDPH information that was provided to the staff member by the site administrator regarding symptoms, quarantine, and resources on where to get tested.
 - Encourage employees to call a healthcare provider and seek medical advice if they are feeling sick or experiencing symptoms. It is important for employees to call ahead before going to a doctor's office or emergency room and advise their healthcare provider about recent travel, close contact and/or symptoms.
 - Review options for sick leave or accommodations for remote work during the 10 days quarantine
 - HR Team will contact and issue employee notifications to any staff member who came in close contact with this individual
 - Continue to monitor the employee/s until they are able to return to work.
 - Provide periodic updates to the employee's supervisor and SOM/Principal
 - After completion of isolation or quarantine according to Health Officer orders, staff can return to work and resume usual activities. Neither Public Health clearance nor a negative COVID-19 test is required for return to work but staff members will need clearance from the HR Department before they return.
 - If a staff member develops symptoms during your quarantine, they will need to follow the [Home Isolation Instructions](#) for returning to work or school.

- Medical records kept on file with CNCA will be maintained in accordance with the law, including confidentiality of private medical information.

Exposure Management Reporting (HSO Responsibilities)

Once the HSO and COVID-19 Compliance Team at the site have responded appropriately to the potential exposure, the following steps must be taken by the HSO Operations Team:

- The Operations Team at the HSO will keep a running record of all suspected and confirmed cases across the network to keep track of number and identify if any epidemiological links exist between cases and determine if any site-specific interventions are required.
- The School Compliance Officer, Max Powers will submit this information to Department of Public Health using the [COVID-19 Case and Contact Line List](#) for the Educational Sector within 1 business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: ACDC-education@ph.lacounty.gov.
- School Compliance Officer, Max Powers will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Setting](#).
- School Compliance Officer, Max Powers will report the cluster (3 or more confirmed cases) to the LACDPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: ACDC-education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
 - Complete the Line List for Cases and Contacts, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDC-education@ph.lacounty.gov.
 - If outbreak criteria are not met, the school continues with routine exposure management.
 - If outbreak criteria are met, the LACDPH Outbreak Management Branch (OMB) is activated.
 - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
 - School Compliance Team will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

Prior to reporting the cluster to LACDPH ACDC Education Sector Team, the School Compliance Team will assess whether the two (3) confirmed cases have epidemiological links (i.e. present at the same time and place during infectious period).

Response for an Employee or Student Who Believe They Have Been Exposed to COVID-19

If an employee or student has had close contact (within 6 feet) with someone who is confirmed to have, or is being evaluated for, COVID-19 infection:

- Employees and students should monitor their health starting from the day they first had close contact with the person and continue for 10 days after they last had close contact with the person.
- Employees who are well and residing with someone with COVID-19 should notify their supervisor and Human Resources and follow LACDPH recommended precautions.
- Students who are well and residing with someone with COVID-19 should notify their teacher/site principal and follow LACDPH recommended precautions
- Employees who develop a fever or any COVID-19 symptoms should call their healthcare provider right away and notify their supervisor and Human Resources.
- Students who develop a fever or any COVID-19 symptoms should call their healthcare provider right away and notify their Teacher/Principal.
- Before going to a medical appointment, employees and students should tell their healthcare provider about their close contact with someone who is confirmed to have or is being evaluated for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected.

Response for Employee or students who Is Sick or Experiencing COVID-19 Symptoms

If an employee or student is sick or experiencing COVID-19 symptoms:

- Employees and students should notify their supervisor or Teacher/Principal and stay home if they are sick or experiencing COVID-19 symptoms.
- Employees and Students who appear to have symptoms upon arrival to campus or become sick during the day should be separated from other employees and students and be sent home immediately.
- Employees and students should call a healthcare provider and seek medical advice. It is important for employees to call ahead before going to a doctor's office or emergency room and advise their healthcare provider about recent travel, close contact and/or symptoms.
- Employees and students who have symptoms of illness are required to stay home and not come onto campus until the CDC's criteria to discontinue home isolation are met, in consultation with their healthcare provider.



- Employees and students may be required to provide a release from their healthcare provider before they can return to campus.

Response to Employee or Student Who Tests Positive for COVID-19

If an employee or student tests positive for COVID-19

- Employees should notify their supervisor and Human Resources if they have tested positive for COVID-19.
- Students should notify their teacher/supervisor if they have tested positive for COVID-19.
- Employees and students who have tested positive for COVID-19 are required to stay home and not come onto campus until the CDC's criteria to discontinue home isolation are met, in consultation with their healthcare provider. (See <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>).
- Employees and students will not be allowed to return to campus until they have completed their isolation period.

Exposure on Campus during the School Day

Upon School Entrance/Arrival:

Students arrive and temp is taken, if they pass they go to assembly area, unescorted is ok.

Campus aides/support staff will be strategically placed in the Assembly Area and common areas to enforce social distancing protocols. Here staff will enforce protocols so that students are in their appropriate Stable Student Groups (SSG).

Teachers will wait for their students at the assembly area. Lines marked to indicate 6' of distance (use parking lot or other large space). Once class is assembled, or time limit, walk to class. Every class must have two assigned adults. Visit restroom, walk to class, go by the sink, wash hands and then sit down. Proceed with class.

If student does not pass, staff should take the temperature again to double-check (possibly on a different part of the head if the student was wearing a hat or material on their forehead that could affect the reading). If the student does not pass, then they must be immediately isolated. Isolation room staff 1 (I1) must be standing by near the entry point in case this happens. If a student does not pass, I1 must immediately escort the student to the isolation room and stay with them to perform the assessment. I1 must notify SOM (radio) to let her know to send a replacement to the entry point. Isolation room should be as near as possible to the entrance with access to a designated restroom that no one else will use.

Isolation staff should always be wearing: gloves, cloth face mask, gown, and face shield. They should have a fresh cloth mask as a backup.

Isolation rooms must contain: seating and separations, surgical masks for students, PPE for staff, box with disposable activities, telephone, thermometer, bottled water, packaged snacks in case the student is there



for a prolonged period, laptop or tablet for looking up SIS. log book (physical or digital), COVID information packets in sealed envelopes (Eng/Spa). Every school must have at least 2 rooms selected, ideally 3.

I1 will bring the student into the isolation room and direct the student to sit down. I1 will put on a medical grade mask if not already wearing one.

Ask the student's name and teacher or DOB to ensure you look up the right student.

Questions to ask students:

1. Name/ID the student – look up the student in PS.
 - a. Click on the Family button to check for confirmed siblings
 - b. Ask the student if anyone else who lives with them goes to their school (as a precaution)
 - c. If there are siblings in the same campus, radio the SOM to send an Isolation team member to collect the sibling(s) from the other locations and bring them to the isolation room.
2. Take the student's temperature again to make sure it still reads over the limit. If it doesn't, wait 30 minutes, check it again. If it is still back to normal, ask the screening questions anyway and if they pass you may send the students back to class.
3. If the student's temperature is still over 100.4 proceed with student screening questions:
 - a. Do you feel hot?
 - b. Can you take a deep breath? Show me?
 - c. Does anything hurt, like your head or your stomach?
 - d. If so, did it hurt yesterday?
 - e. Have you been coughing this morning? How about yesterday?
 - f. Did you tell your family?
 - g. Do you know if anyone who lives with you is sick?
4. If the student's responses to these questions are affirmative:
 - a. Verify any siblings or household members in the same campus or at another CNCA campus. If there are none, proceed to contact the family to come pick up the student to take them home. Enter the student's name and address in the log. Alert the SOM that the student will be sent home. SOM will notify front office staff that family will come to collect that student. Provide family name, student name, grade and status update (if the family said they are on their way, etc.)
 - i. If there are siblings in the same campus, these should already be in the isolation room with the first student. If they aren't, get them and advise the family they need to collect all of their children
 - ii. If there are siblings at another CNCA school, notify the SOM – provide name, DOB, campus. SOM will contact the SOM from the other campus with the student info and alert them to isolate the student(s). After contacting the SOM, I1 will contact the family and tell them to come pick up their child. Also tell them that the sibling has been isolated at the other CNCA school and they will need to pick up that child as well. I1 will contact family once, to notify for both schools.

the affected areas. If there were affected siblings, these classrooms at this point can be isolated without impacting the other classrooms.

- c. If the determination happens after students have had an intermingling risk (recess or passing period, lunch etc.) then the entire school must be placed on immediate lockdown and evacuated for 72 hours to allow for sanitizing.
- d. Families will be immediately contacted and alerted that due to a contamination risk they must come immediately to pick up their children. At this point tell them which date they will return and what time to report for digital school the next day.
- e. Students must remain in the classroom until their family arrives and they will come to the exit one student/set of siblings at a time. Students are directed to go directly to the exit.
- f. Students must be escorted by staff if the paths from the classroom to the exit do not have physical barriers or if there is a risk that they would come in contact with the isolation room or other affected area.
- g. Once all students have been picked up, all staff except the SOM and custodial staff must leave immediately. SOM will review the disinfecting and cleaning orders with custodial staff and call for outside company to assist if needed.
- h. Teachers must contact all students in the class and remind them that school the next day will be digital and what time to join the online classroom or what the assignment is.

Identification once the school day is in progress:

If a student is suspected of being ill or complains of symptoms, teacher will isolate the student (keeping them seated at their desk is sufficient) and will contact the SOM.

SOM will dispatch an isolation team member to the classroom with a thermometer. The Isolation team member will call the student outside the classroom and take their temperature and ask the assessment questions. If the student is sick, the student must collect their belongings and the isolation team member will escort them to the isolation room and repeat from step 2 above. If the student does not have a temperature and does not have any other symptoms then they may return to class. Family will be notified that the student was returned to class, staff will fill out Incident Report for the student. Include next steps for family on Incident Report.

If the student is sick, then I1 will contact the SOM and notify which classroom it was.

Response for a Student Who Tests Positive for COVID-19

If a student tests positive for COVID-19, the school should follow the procedures:

- Confidentially capture the students name on list with all the following:
 - Date of Positive Test
 - Estimated Date of Student Re-Entry
 - Date of Classroom Notification
 - Date of Classroom Sanitation
 - Estimated Date of Classroom Return



- Actual Date of Classroom Return
- Date of School Notification
- Date of School Sanitation
- Estimated Date of School Return
- Actual Date of School Return
- Actual Date of Student Re-Entry
- Crosscheck siblings (other CNCA housemates) and alert other schools
- Offer Family Support (access to test centers, meals, etc.)
 - Tips on quarantining in multifamily units
 - City resources
- Implement Classroom and School shutdown procedures (personal item removal at EOD)
 - Notification to families of classmate - of positive classmate.
 - Instruct to Check for symptoms throughout 14-day quarantine and distance learning
 - Notification to families of schoolmates - of positive student.
 - Instruct to Check for symptoms during 3-day distance learning while school is being cleaned and sanitized
 - Alert instructional leaders to begin distance learning
 - ParentSquare message reminders daily
- Collect Re-Entry Documentation

If a student begins to exhibit positive COVID-19 symptoms ON CAMPUS, they must be immediately isolated until they can be picked up. Isolation room should be as near as possible to the entrance with access to a designated restroom that no one else will use.

Isolation staff should always be wearing gloves, cloth face mask, gown and face shield. They should have a fresh cloth mask as a backup.

Isolation rooms must contain – seating and separations. Surgical masks for students. PPE for staff. Box with disposable activities for students. Telephone. Thermometer, bottled water, packaged snacks in case the student is there for a prolonged period. Laptop or tablet for looking up SIS. Logbook (physical or digital). COVID information packets in sealed envelopes (eng/spa). Every school must have at least 2 rooms selected, ideally 3.

Isolation staff must stay with isolated student until the student's family/guardian comes to collect them. Isolation staff will contact the family/guardian and indicate where they can collect their student. Isolation staff will give the family/guardian a resource packet as well as instructions for the next day. School staff must follow up with the family/guardian within 24 hours.

COVID-19 Testing for Staff and Students on CNCA Campuses

Overview:

As California schools resume in-person instruction, many school leaders and communities have identified school-centered testing as an important component of a health and safety strategy. Used in conjunction with other mitigation strategies, testing for COVID-19 provides an additional tool to support safe and successful K-12 in-person instruction. Testing can allow for early identification of cases and exclusion from



school to prevent transmission. **However, testing should not be used as a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented.**

CNCA utilizes a comprehensive approach to school safety with the goal of reducing transmission. In addition to wearing masks, social distancing, symptom screening and contact tracing, CNCA will incorporate the use of COVID-19 student testing to help identify infected persons and take appropriate action “to slow and stop the spread of the virus.” On-site testing will begin the week prior to the first week of in-person instruction.

Who will be tested:

- CNCA already offers free onsite COVID-19 testing weekly for staff members who are required to report to campus for onsite work.
- CNCA will host onsite COVID-19 testing for any student who opts-in for in-person instruction. CNCA will not offer general community testing or testing for families at this time. Families of in-person students are encouraged to utilize community testing centers.

Situations when testing will occur for students:

CNCA utilizes testing in three scenarios:

- Asymptomatic (Surveillance) testing: CNCA will require every in-person student to undergo COVID-19 testing every two weeks in the event that in-person instruction commences while the County of Los Angeles remains in Purple or Red tier. Once the County of Los Angeles reaches Orange or Yellow tier then only symptomatic or response testing will be used.
- Symptomatic testing: This testing is used if students begin exhibiting symptoms while already at school. In this situation, the school CDPH guidance requires that the student(s) be immediately isolated and returned home as soon as possible. They must then stay home and isolate in case they are infectious. The CDPH schools’ guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving. CNCA will follow Isolation Team protocols in this case and the Isolation Team will assist in administering the COVID-19 test to the student (see Test Administration). Students who begin experiencing symptoms at home must stay home and notify the school.
- Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Results:

For staff: Staff members will receive results via text/email. Results for the network can only be accessed by CNCA Testing Administrators at the HSO via the Curative portal. Results are automatically shared with LA County Public Health.

For students: Because SARS-CoV2 is recognized as a communicable disease, which is required to be reported, California state law provides that minors 13 years and older can consent to diagnosis and treatment of COVID-19. Accordingly, for students under the age of 13, the family or guardian must provide



consent, and use their email/phone to obtain results. A family or guardian can receive the results on behalf of a child (ages under 13) when they provide consent on behalf of that child.

Students ages 13-17 may consent on their own and receive results through their own contact information or through their family’s contact information. Consent can be obtained once through the school for the duration of the testing program throughout the school year.

Age range	Consent	Results Reporting
< 13	Parental consent required	Parent only
13-17	Parental consent possible, but not necessary	Student by default, parent can be added
>=18	No parental consent required	Student only

Results are sent via text/email. School site testing coordinators have access to enter student information and arrangements for testing. Testing coordinators will not have access to student test results. Results for the network (staff and student) can only be accessed by CNCA Testing Administrators at the CNCA HSO via the Curative portal. Results are automatically shared with LA County Public Health. In the event of a positive case in a stable student group, the HSO will connect with the site testing coordinator to commence isolation protocols for the affected stable group.

Who is doing the testing?

CNCA is partnering with Curative to provide COVID-19 testing. COVID-19 tests are self-administered. Students will be given testing kits which will include a testing swab, test tube, a cotton round, and printed instructions. Students will be supervised and directed by staff members at all times during the testing process.

What kind of COVID test is it?

Curative offers FDA authorized, PCR swab test kits that collect material orally. Results will be available within approximately 24-48 hours.

Test Administration

Preparation:

Once the in-person students have been identified, the Site Testing Coordinator will lead efforts to enter the student information into the Curative testing portal. The Site Testing Coordinator will create a testing schedule to accommodate each stable student group. The schedule will depend on the number of groups that are attending in-person instruction and the facility capabilities of each campus.

Each student will also have a sheet of labels prepared with the student’s name, DOB, and a space for the testing date to be written. Each testing day, the testing kits need to be labeled and scanned into the Curative portal and distributed to the staff members assigned to each stable group. Each stable student group lead will receive a Ziploc bag with the labeled test kits, PPE, and extra swabs.

Logistics:

Tests will be collected from students every Tuesday morning. Testing will commence after students have been on campus for at least one hour. This is to ensure that more than 30 minutes have passed without students eating or drinking.



Each stable group of students (max. 12) will test together at one time. The supervising staff member will escort the stable group to a testing area outdoors. Outdoor areas may be the playground, the exterior of the classroom building, ez-ups installed in an exterior location, etc. Parameters are that testing areas must be outdoors and allow a minimum of 6’ between students testing and be clearly marked both for students and for the staff who are assisting, and a large trash can.

Stable student groups will be escorted to the campus testing area by 2 or more staff members depending on the age and ability of students. Younger students will need more supervision and assistance to complete testing.

Students will be directed to keep their masks on, cover their mouths with their elbows (as if sneezing) and cough 5 times. Staff members will peel and give each student an oral swab and instruct to touch their cheeks, top of their mouth, and tongue with the swab and then hold it out and wait for a teacher.

Staff members will verify the test kit and the student and place the swab in the testing tube, break off the swab tip at the perforation, seal and shake the tube, then place it in the corresponding test kit. At the end of the testing session, the staff member will collect all the test kits in the provided bag and return the kits to the Site Testing Coordinator.

The Site Testing Coordinator will drop off testing kits at the HSO by 3:00 pm every Tuesday for processing.

Site Testing Coordinators

Site Testing Coordinators are:

ECE- Zulay Ruiz	CAS- Maria Luisa Hernandez	MIR- Maria Vasquez
BUR- Alonzo Gandara	EIS- Tiffany Moore	DAL- Carmen Membreno
KAY- Veronica Ramirez	CIS- Haysha Maldonado	HSO- Leylani Lira

Each Site Testing Coordinator has been supplied with:

- Laptop: This will be used to confirm staff names and appointment numbers on the Curative site.
- Test kits: These will include 4 components - testing swab, the test tube, and the cotton round and printed instructions.
- Barcode Scanner: This will be used to scan the barcode to tie the test kit. This will be provided by Curative.
- Permanent Marker: This will be used to write the appointment number on the test kit before handing it to the staff member.
- Signage: Social distancing signage and process flows. Signage to designate the testing areas.

Support Staff/ Schedule:

- Testing Coordinator will be responsible for opening/closing the test area
- Custodial staff: Follow standard COVID cleaning protocols to clean the testing area after each testing session
- Testing Coordinator: This staff member in charge of the testing site and oversee all procedures detailed in the Testing Site Set up and Process section below. They also serve as the point of contact between the site, the Home Office, Curative and as the person in charge of communications with the school and staff. Each school site must have at least one Testing Coordinator. Testing Coordinator can be school staff - No medical background is required.



- Testing coordinator will be responsible for ensuring all kits are labeled with their corresponding appointment number. Barcodes must be scanned to register staff being tested in the Curative system.

Lab Delivery:

The Testing Administrator will be responsible for collecting the results. Once samples are collected, kits will need to be delivered to the HSO by 3:00pm. The HSO will then be responsible for delivering kits to Curative.

Lab Processing

Curative will run the test and return the results. Results will be provided directly to the student and should be returned within 24-48 hours.

Contact Tracing Investigation

Once a COVID-19 case is identified among employees or students, the Admin Designee should conduct a contact tracing investigation to identify all close contacts associated with the workplace/classroom (employees, students and visitors who spent time at the site) who had exposure to the case during the infectious period. A case is considered to be infectious from 48 hours before symptoms first appeared until at least 10 days after their symptoms first appeared and 3 days after recovery, defined as the resolution of fever and reduction in respiratory symptoms. Asymptomatic persons with laboratory confirmed COVID-19 are considered infectious 48 hours before the date of their first positive molecular test (sometimes called a PCR test) until 10 days after the initial positive test.

A close contact is any individual within the workplace with the following exposures to a case while the case was infectious:

- Presence within 6 feet of the case for a total of 15 minutes or more in a 24-hour period, or
- Contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

Any contact who is symptomatic should immediately be considered a case and should be send home to self-isolate and tested for COVID-19. All asymptomatic close contacts are required to self-quarantine for 14 days from exposure. Staff instructed to self-isolate or self-quarantine who cannot work remotely should be given paid sick leave.

A staff member should fill out the CNCA tracking form immediately with the contacts personal information. The tracker survey is available [here](#). Please note that only designated staff should be filling out the survey for students or staff members due to the sensitive nature of health information.

Infection Control

Infectious Disease Control Policy

Camino Nuevo Charter Academy (CNCA) will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of CNCA during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.



CNCA is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

CNCA will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. A safety committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We have also installed alcohol-based hand sanitizers throughout the campus/workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans.

Limiting Travel

During an infectious disease outbreak, CNCA may advise employees that all nonessential business travel should be avoided until further notice. If that occurs, employees who travel as an essential part of their job should consult with management on appropriate actions.

Staying Home When Sick

Many times, with the best of intentions, employees report to work even though they feel sick. CNCA provides paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are sick and/or experiencing the following symptoms: fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Employees who report to work sick will be sent home in accordance with generally accepted health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill with an infectious disease, it may become necessary to request information from you and/or your health care provider. In general, CNCA will request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, CNCA expects and appreciates your cooperation if and when medical information is sought.

Confidentiality of Medical Information

CNCA treats any medical information as a confidential medical record.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

During an infectious disease outbreak, CNCA will implement social distancing guidelines to minimize the spread of the disease among the staff.

In the event that CNCA implements social distancing guidelines, employees will be requested to take the following actions during the workday:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands and wear face coverings.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in small areas such as work rooms, pantries, and copier rooms.
- Take meal and rest breaks away from crowds
- Say home if you are sick or if you have been exposed to a person who has COVID-19.

Communicable Diseases Policy

Camino Nuevo Charter Academy's (CNCA) decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, novel coronavirus (COVID-19), viral hepatitis-A (infectious hepatitis), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis.

CNCA may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

CNCA will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. CNCA reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if CNCA finds that, based on current federal, state, or local guidelines, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.



CNCA will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases

Staff Guidance and Support for a Safe Return

It is the goal of CNCA that all staff-instructional, clinical, operational, and administrative, have the resources and information they need to feel safe returning to campus. The following outlines the training, guidance and support for all staff:

CNCA Training: All staff have received CNCA’s training on CNCA’s COVID-19 Safety Plan. This training includes information on new policies and procedures that promote behaviors to reduce the spread, changes in the workplace that help maintain healthy work environments and expectations for personal and collective responsibility. CNCA will also require a COVID-19 Safety Training: Back to the Workplace for all staff members before returning to campus. This training includes information to help prevent the transmission of COVID-19 on campus such as social and physical distancing, staying home if you are sick, symptom attestation, proper hygiene measures, cleaning and disinfection procedures, required face coverings, regular testing and personal protective equipment.

Staffing

1. Work Cohorts: CNCA has established worker cohorts (groupings), which may reduce the risk of workplace transmission by minimizing the number of different individuals who come in close contact with each other.
2. Staggered Schedules: CNCA has established staggered, alternating employee schedules to maximize physical distancing where possible.
3. Accommodations: CNCA has developed a process for how we will prioritize reasonable accommodations for employees who are impacted for by COVID-19. A summary of our process is outlined below in our **COVID-19 Temporary Work Accommodations and Leaves** policy:

1. Categories of staff requesting accommodations and leaves

Category 1	•Staff member at increased risk of serious COVID-19 infection due to a “qualified disability”
Category 2	•Staff member with an underlying medical condition identified by the CDC that puts them at increased risk of serious illness from COVID-19
Category 3	•Staff member with an underlying medical condition identified by the CDC that “may” put them at increased risk of serious illness from COVID-19
Category 4	•Household family member requires the care of staff member due to medical condition
Category 5	•Household family member at increased risk of serious COVID-19 infection
Category 6	•Staff member has childcare issues/is uncomfortable reporting to work

II. Reasonable accommodation process for employees with a disability/vulnerable population (Categories 1-3)

As part of Camino Nuevo Charter Academy’s (CNCA) response to COVID-19, we are committed to supporting employees impacted by COVID-19. We recognize that there may be some employees with medical disabilities that require temporary reasonable accommodations under the Americans with Disabilities Act (ADA) as a result of COVID-19. Some employees who self-identify as having an increased risk of severe illness from COVID-19 infection as determined by current CDC guidance may have a medical condition that rises to the level of a disability under the ADA.

CNCA is implementing an expedited process to consider reasonable accommodation requests for ADA-qualified employees who are impacted by COVID-19. For situations where employees have increased risk conditions that are determined not to be ADA disabilities, or have family members at home with serious health risks, flex-work and other workplace adjustments may be available. The ADA reasonable accommodation process is not intended to address employees who test positive for COVID-19 or have COVID-19 symptoms as such situations are covered by CNCA leave policies.

Reasonable Accommodations Request for a Disability

An ADA reasonable accommodation is a modification of essential job duties or the work environment that enables a qualified individual with a disability to attain the same level of performance or to enjoy equal benefits and privileges of employment available to a similarly-situated employee without a disability. Examples might be the use of personal protective equipment (e.g. face masks, gloves or gowns), shift changes or changes to work stations to limit exposure to others, or telework. Reasonable accommodations are granted on a case-by-case basis after proper analysis of the disability in question, the necessity of the accommodation and to ensure the modification does not cause an undue hardship (e.g. significant difficulty or expense) on the school.



If you would like to request a temporary reasonable accommodation, the process is as follows:

1. Employees must submit a “**Request for Reasonable Accommodation**” and an “**Authorization for Release of Medical Information**” (available below) to the HR Department. Employees should also submit a current letter from their Healthcare Provider offering limited medical information that verifies their medical condition and the manner and severity of the impact of COVID-19 on that condition as it relates to their employment and ability to return to the workplace. Healthcare providers may be contacted for medical conditions that are not visible and/or necessitate clarification on the manner and severity of impact during COVID-19.

The forms are available below:

- [Request for Reasonable Accommodation .PDF](#)
 - [Authorization for Release of Medical Information](#)
2. The HR Department will review the reasonable accommodation request and medical documentation to determine if the individual qualifies as a person with a disability under the ADA; and
 3. The HR Department will engage in an interactive process as necessary with the employee and supervisor to discuss accommodations and employee’s essential work functions.
 4. For situations where employees have increased risk conditions that are determined not to be ADA disabilities, and/or where social distancing, PPE, or something that comparably reduces exposure risk **would constitute** the accommodation or adjustment, the HR Department will work with the employee and supervisor to determine if other workplace adjustments are available.

III. Remote Work/Flex-Work Requests for Personal Reasons (not related to an employee’s medical condition) (Categories 4-6)

While CNCA will prioritize work accommodation to requests related to an employee’s medical condition, we recognize there are also requests not related to an employee’s health that should be reviewed. These might include concerns about childcare/school closures, the health of others in the home or a personal concern about working on-campus.

If you are seeking a remote work/flex-work adjustment not related to your personal health, please complete this [FORM](#) and send it to CNCAHumanResources@caminonuevo.org. For Flex-Work Requests for Personal Reasons you *Do Not* need to complete the Healthcare Provider Release Form. If you have already submitted a request using a different form, you do not need to re-submit your request.

Request for Prompt Submission of Requests

To make determinations before we begin “in-person” instruction, CNCA is asking those requiring ADA temporary accommodations based upon possible COVID-19 conditions to submit requests as soon as possible (no later than a month before we are scheduled to re-open).

Notification Timing and Factors Being Considered

Our first priority are employees with medical disabilities, but we may adjust work for those who have health conditions that do not meet the definition of a disability. All requests should be submitted using



the COVID-19 Temporary Reasonable Accommodation Process. Accommodation and adjustment determinations will be communicated after reviewing all requests received by the established deadline. Other requests, including serious health risks for family members at home and childcare will be considered after employee health circumstances.

Support and Resources for Staff

- a. Vulnerable Staff Population: Our employees who are at the age of 65 years or older, and those with chronic health conditions that would place them at high risk if infected, will be assigned remote work, at an employee's request, whenever possible. Employees in any of the categories above should discuss any concerns with their healthcare provider to make appropriate decisions on returning to the workplace. Employees who would like to request an accommodation for remote work must contact the HR Department at CNCAHumanResources@caminonuevo.org and complete the reasonable accommodation process outlined above.
- b. Sick Leave Camino Nuevo Charter Academy (CNCA) will provide ALL part-time and full-time eligible employees with emergency paid sick leave in accordance with the requirements set forth in the Emergency Paid Sick Leave Act ("EPSLA"). This emergency paid sick leave benefit is provided in addition to other paid sick leave from CNCA. A description of this benefit is listed below. For questions or support regarding this benefit, please reach out to CNCAHumanResources@caminonuevo.org

Leave Options for Employees

- a. There are number of temporary leaves available for staff. Below is a description of some leaves that may be available. The CNCA Human Resources Department is available to support employees in providing information on any the leaves available and other related benefits. For support, please reach out to CNCAHumanResources@caminonuevo.org.

Emergency Family and Medical Leave Expansion Act ("EFMLEA") Leave

In response to the COVID-19 outbreak, *Camino Nuevo Charter Academy* (CNCA) will continue to provide eligible employees with a leave of absence through March 31, 2021 in accordance with the requirements set forth in the Emergency Family and Medical Leave Expansion Act ("EFMLEA").

Qualifying for EFMLEA Leave

To qualify for EFMLEA leave, an employee must meet all of the following requirements:

1. The employee has worked for CNCA for at least 30 calendar days.
1. The employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the childcare provider of such son or daughter is unavailable, due to a public health emergency (with respect to a COVID-19 declared closure by a federal, State, or local authority).

Amount of EFMLEA Leave and Paid Leave Benefits

Eligible employees will receive up to twelve weeks of EFMLEA leave subject to the following conditions:

- The first 10 days of EFMLEA leave are unpaid; however, employees may choose to use available, accrued vacation/sick/PTO during this period. Employees eligible for EPSLA will be permitted to utilize this time ahead of any other CNCA paid time off.



- After the first 10 days of EFMLEA leave, employees shall be paid as follows:
 - Full-time employees will be paid weekly for up to 10 weeks at two-thirds their regular rate of pay.
 - Part-time employees will be paid weekly for up to 10 weeks at two-thirds their regular rate of pay for a number of hours pro-rated based on the number of hours the employee works, on average, over a two-week period (based on 6-month average if hours are not regular).
- In no event shall an employee's paid EFMLEA paid leave benefits exceed \$200 per day, or a total payment of \$10,000 per employee.

EFMLEA leave is an additional form of FMLA leave and does not add to an employee's existing 12-week FMLA entitlement. For example, if an employee took three weeks of FMLA leave in January 2020 to undergo and recover from a surgical procedure; that employee only has nine weeks of FMLA leave remaining. In that case, the employee would only be entitled to take nine weeks of EFMLEA leave.

In addition, any EFMLEA leave an employee takes counts against the employee's FMLA entitlement. This means that if an employee uses six weeks of EFMLEA leave, the employee would only have six weeks of FMLA leave remaining for the 12-month period.

Requesting EFMLEA Leave

Employees must provide CNCA with notice of their need to take EFMLEA leave as soon as practicable.

Employees will be required to provide CNCA with a written request and appropriate documentation to support their need for EFMLEA leave.

The written request must include the following information:

- The employee's name;
- The date or dates for which EFMLEA leave is requested;
- A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason including:
 - The name and age of the child (or children) to be cared for;
 - The name of the school that has closed or place of care that is unavailable; and
 - A representation that no other person will be providing care for the child during the period for which the employee is receiving EFMLEA leave; and
 - With respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen (14) during daylight hours, a statement that special circumstances exist requiring the employee to provide care; and
 - A statement that the employee is unable to work, including by means of telework, for such reason.

- Employees may also be required to provide documentation of a school closure. Appropriate documentation could include, but is not limited to:
- A notice of closure or unavailability from your child’s school, place of care, or child care provider, including:
 - A notice that may have been posted on a government, school, or day care website;
 - A notice that may have been published in a newspaper; or
 - A notice that may have been emailed to you from an employee or official of the school, place of care, or child care provider.

Intermittent EFMLEA Leave

Under certain circumstances, EFMLEA leave may be taken on an intermittent basis. If you need to take EFMLEA leave intermittently for this reason, please talk to the Human Resources Department to see what arrangements can be made.

Reduction of Hours and EFMLEA Leave

If an employee’s work hours are reduced due to lack of available work or any other reason, the affected employee is not eligible to use EFMLEA benefits for the hours that the employee is no longer scheduled to work. EFMLEA leave may only be taken for the above-described reasons. A reduction in work hours initiated by CNCA, even if the reduction is somehow related to COVID-19, is not a qualifying reason. In that case, employees may be eligible to receive unemployment benefits.

An employee may, however, take EFMLEA leave if a qualifying reason prevents the employee from working the employee’s full schedule.

Furloughs/Worksite Closure and EFMLEA Leave

If CNCA furloughs employees because of a lack of available work and/or funding, affected employees will no longer be eligible to receive EFMLEA leave benefits as of the date of furlough.

If CNCA closes the worksite for any reason, employees will no longer be eligible to receive EFMLEA leave benefits as of the date of the worksite closure.

If the worksite closes while an employee is on EFMLEA leave, the employee will be paid EFMLEA leave benefits for any EFMLEA leave the employee used before the worksite closed. However, as of the date of the worksite closure, employees are no longer entitled to EFMLEA leave.



In any of the above-described situations, employees may be eligible to receive unemployment benefits and should check https://www.edd.ca.gov/about_edd/coronavirus-2019.htm for instructions on how to apply for unemployment benefits.

Health Insurance Premiums During EFMLEA Leave

During EFMLEA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. CNCA will continue to pay all applicable group health insurance premiums which it ordinarily pays on behalf of the employee. Employees must continue to pay the employee portion of the insurance premium during the leave of absence. Failure by an employee to make the employee's premium payment may result in a loss of benefits. If the employee fails to return from this leave, in some circumstances, CNCA may attempt to recoup the cost of the insurance premiums paid on behalf of the employee during the leave.

Returning to Work

Absent extenuating circumstances, an employee on EFMLEA leave will be expected to return to work when the employee's child's school/daycare reopens.

At the conclusion of EFMLEA leave, employees will be restored to the same job or an equivalent position with equivalent amount of pay and benefits, in accordance with applicable law. Previously-accrued benefits will not be forfeited; however, seniority or additional benefits will not accrue during the absence.

Emergency Paid Sick Leave Act ("EPSLA") Leave

In response to the COVID-19 outbreak, *Camino Nuevo Charter Academy* (CNCA) will continue to provide eligible employees with emergency paid sick leave through March 31, 2021 in accordance with the requirements set forth in the Emergency Paid Sick Leave Act ("EPSLA"). This emergency paid sick leave benefit is in addition to other paid sick leave benefits provided by CNCA.

Employee Eligibility Requirements

An employee is eligible to receive EPSLA leave if the employee is unable to work or telework due to one of the following reasons:

1. **Government Quarantine Order:** The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 ("governmental quarantine or isolation order");
2. **Health Care Provider Quarantine:** The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. **Employee Symptoms/Pending Diagnosis:** The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. **Employee Caring for A Quarantined Individual:** The employee is caring for an individual who is subject to governmental quarantine or isolation order, or has been advised by a health care provider to self-quarantine;
5. **School/Child Care Provider Closure:** The employee is caring for the employee's child because the child's school or place of care has been closed or the childcare provider is unavailable due to COVID-19 precautions; or

6. **Employee Experiencing Similar Condition:** The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor

Amount of EPSLA Leave and EPSLA Benefits

Eligible employees will receive up to eighty (80) hours of paid EPSLA leave subject to the following conditions:

- For EPSLA leave due to Government Quarantine Order, Health Care Provider Quarantine, or Employee's Symptoms/Pending Diagnosis --
 - Full-time employees will receive up to 80 hours at their regular rate of pay.
 - Part-time employees will be paid at their regular rate of pay for a number of hours pro-rated based on the number of hours the employee works, on average, over a two-week period (based on 6-month average if hours are not regular).
 - In no event shall an employee's EPSLA leave benefits exceed \$511 per day, or a total payment of \$5,110 per employee.
- For EPSLA leave due to the Employee Caring for A Quarantined Individual, School/Child Care Provider Closure, or Employee Experiencing Similar Condition --
 - Full-time workers will receive up to 80 hours at two-thirds their regular rate of pay.
 - Part-time workers will be paid at two-thirds their regular rate of pay for a number of hours pro-rated based on the number of hours the employee works, on average, over a two-week period (based on 6-month average if hours are not regular).
 - In no event shall an employee's EPSLA leave benefits exceed \$200 per day, or a total payment of \$2,000 per employee.

Employees shall receive EPSLA leave benefits for the hours the employee would have normally been scheduled to work, even if that is more than 40 hours in a week. However, the total number of EPSLA leave hours that will be paid to any employee is capped at 80 hours. This means that an employee who is normally scheduled to work 50 hours a week may take 50 hours of EPSLA leave in the first week and 30 hours of EPSLA leave in the second week.

All EPSLA leave benefits shall be paid to the employee at the employee's regular rate of pay — regardless of the number of EPSLA hours paid to an employee in a week. Overtime will not be paid on any EPSLA benefits.

Paid sick time provided to an employee under this policy shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time.

Requesting EPSLA Leave

If the need for EPSLA leave is foreseeable, the employee shall provide reasonable advance notification. If the need for EPSLA is unforeseeable, the employee shall provide notice of the need for the leave as soon



as practicable. Employees are required to follow the CNCA's attendance policy when reporting an absent due to EPSLA leave.

If an employee learns of the employee's need to use EPSLA during the workday, the employee must notify the employee's supervisor or Human Resources before the employee leaves work.

Employees will be required to provide CNCA with a written request and appropriate documentation to support their need for EPSLA leave.

The written request must include the following information:

- The employee's name;
- The date or dates for which leave is requested;
- A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
- A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the written request must include:

- The name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and,
- If the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the written request must include:

- The name and age of the child (or children) to be cared for;
- The name of the school that has closed or place of care that is unavailable;
- A representation that no other person will be providing care for the child during the period for which the employee is receiving EPSLA leave; and
- With respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen (14) during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Employees may also be required to provide documentation of a school closure. Appropriate documentation could include, but is not limited to:

- A notice of closure or unavailability from your child's school, place of care, or child care provider, including:
- A notice that may have been posted on a government, school, or day care website;
- A notice that may have been published in a newspaper; or



- A notice that may have been emailed to you from an employee or official of the school, place of care, or child care provider

Employees will not be required to use other paid leave provided by CNCA before the employee using EPSLA.

Intermittent EPSLA Leave

Employees who need to take EPSLA leave in order to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons may be able to take EPSLA leave on an intermittent basis. If you need to take EPSLA leave intermittently for this reason, please talk to the Human Resources Department to see what arrangements can be made.

Reduction of Hours and EPSLA Leave

If an employee's work hours are reduced due to lack of available work or any other reason, the affected employee is not eligible to use EPSLA benefits for the hours that the employee is no longer scheduled to work. EPSLA leave may only be taken for the above-described reasons. A reduction in work hours initiated by CNCA, even if the reduction is somehow related to COVID-19, is not a qualifying reason. In that case, employees may be eligible to receive unemployment benefits.

An employee may, however, take EPSLA leave if a qualifying reason prevents the employee from working the employee's full schedule.

Furloughs/Worksite Closure and EPSLA Leave

If CNCA furloughs employees because of a lack of available work, affected employees will no longer be eligible to receive EPSLA leave benefits as of the date of furlough.

If CNCA closes the worksite for any reason, employees will no longer be eligible to receive EPSLA leave benefits as of the date of the worksite closure.

If the worksite closes while an employee is on EPSLA leave, the employee will be paid EPSLA leave benefits for any EPSLA leave the employee used before the worksite closed. However, as of the date of the worksite closure, employees are no longer entitled to EPSLA leave.

In any of the above-described situations, employees may be eligible to receive unemployment benefits and should check https://www.edd.ca.gov/about_edd/coronavirus-2019.htm for instructions on how to apply for unemployment benefits.

Termination of EPSLA Policy

Unused EPSLA leave does not carry over from year to year. On January 1st of 2021, all employees' entitlement to EPSLA shall expire and no further EPSLA shall be provided.

Anti-Retaliation

CNCA will not discharge, discipline, or in any other manner discriminate against any employee who takes EPSLA in accordance with the law and/or who has filed any complaint or instituted or caused to be



instituted any proceeding regarding EPSLA, or has testified or is about to testify in any proceeding regarding EPSLA.

City of Los Angeles Supplemental Paid Sick Leave

In response to the COVID-19 outbreak, employees who have been employed from February 3, 2020 through March 4, 2020 and perform any work within the geographic boundaries of the City of Los Angeles are entitled to Supplemental Paid Sick Leave (“SPSL”), up to a maximum of \$511 per day and \$5,110 in the aggregate, as follows:

- Full-time employees and employees who work at least forty (40) hours per week will receive eighty (80) hours of SPSL.
- Employees who are not classified as full-time or work less than forty (40) hours per week will receive SPSL in the amount of the employee’s average two week pay over the period of February 3, 2020 through March 4, 2020.
- Employees who receive 160 hours or more of paid time off benefits annually are not entitled to SPSL.

Upon written or oral request, employees who are unable to work or telework may use SPSL for the following reasons:

- The employee takes time off due to COVID-19 infection or because a public health official or healthcare provider requires or recommends the employee isolate or self-quarantine to prevent the spread of COVID-19;
- The employee takes time off work because the employee is at least 65 years old or has a health condition such as heart disease, asthma, lung disease, diabetes, kidney disease, or weakened immune system;
- The employee takes take off work because the employee needs to care for a family member who is not sick but who public health officials or healthcare providers have required or recommended isolation or self-quarantine; or
- The employee takes time off work because the employee needs to provide care for a family member whose senior care provider or whose school or child care provider caring for a child under the age of 18 temporarily ceases operations in response to a public health or other public official’s recommendation and the employee is unable to secure a reasonable alternative caregiver.

If the need for SPSL is foreseeable, the employee shall provide reasonable advance notification. If the need for SPSL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. Employees are required to follow the CNCA’s attendance policy when reporting an absence due to SPSL.

SPSL provided to an employee under this policy shall cease beginning with the employee’s next scheduled work shift immediately following the termination of the need for SPSL. Employees falsifying the need for SPSL are subject to disciplinary action up to and including termination of employment.



SPSL benefits are in addition to other paid sick leave benefits provided by CNCA. SPSL benefits do not carry over from year to year and are not paid out upon termination of employment. An employee's entitlement to SPSL benefits shall expire two calendar weeks after the expiration of the COVID-19 local emergency period and no further SPSL shall be provided.

Anti-Retaliation

CNCA will not discharge, reduce in compensation or otherwise discriminate against any employee for opposing any practice regarding SPSL, requesting or using SPSL, participating in any proceedings related to SPSL, seeking to enforce the employee's rights to SPSL by any lawful means, or otherwise asserting any rights to SPSL.

Employee Assistance Program

The CNCA Employee Assistance Program (EAP), is a work-life benefit for employees and their household members. Guidance Resources provides support, resources, and information for personal and work/life issues. If you are experiencing anxiety or unusual high levels of stress, know that there are resources available to you. Employees enrolled in our Blue Shield health plans have access to mental health benefits through their plan. Additionally, all employees have access to the Employee Assistance Plan (EAP) through Integrated Behavioral Health and Guardian. Counselors are available to help with a range of issues and concerns. Reach out TCIG at (800) 439-4994 for help finding your best option.

III. Communication with employees, students and families and the public

Stakeholder Communication

Since the shift to distance learning in March 2020, CNCA has provided honest, timely, and relevant information to employees, students, and families. CNCA continues to deliver regular updates on COVID-19 and Distance Learning using a variety of channels, including email, social media, website, and communication tools such as ParentSquare, Zoom, and Microsoft Teams.

Family Communication: CNCA teachers, principals, and the CEO use ParentSquare to regularly communicate with families and share resources. Important updates and resources are also shared on the main CNCA website and on social media channels (Facebook and Instagram). Families also get information directly from their teachers, school leaders, and the CEO when they attend Zoom meetings and events.

Employee Communication: CNCA uses email to share important news and announcements with all employees. Employees also receive updates at virtual meetings from school leaders and Home Support Office teams.

External Communications: CNCA uses its website and social media to share important news and updates with the general public, including information about upcoming board and committee meetings. Members of the public can also subscribe to a CNCA digital newsletter to receive distance learning updates and highlights.

Organization Wide Communication: We use our CNCA website to provide families and stakeholders with COVID-19 updates and Distance Learning resources. On our website you will also find information for families on meal schedules, community resources, home-school communication, and calendar updates.



Site Level Communication: CNCA has adopted ParentSquare to regularly communicate with families and provide them with COVID-19 updates specific to their school site. ParentSquare is a communication and organization tool designed to keep families informed and involved in their children's learning and school activities. Through this app, families are able to:

- Receive all school, classroom and group communication via email, text or app notification
- See important calendar events and RSVP
- See photos, links and attachments
- Sign up to volunteer or bring items
- Send private messages to teachers or staff
- Appreciate those who post messages (please give them generously!)

Family Education

Camino Nuevo will take the following steps to educate families and help them to feel safe and supported in making the decision to send their student back to school. Every CNCA campus will:

- Host a series of virtual meetings for families to explain safety protocols, including but not limited to:
 - proper usage of face coverings
 - physical distancing requirements
 - symptom screening practices, including not coming to work or school if they are experience symptoms or have been in close contact with someone who has been diagnosed with Covid-19.
- Share CNCA's enhanced sanitation practices
- Share COVID Response Procedures should an individual or student become sick at school.
- CNCA's Student Testing requirements

Meetings will be recorded in the event families are not be able to attend. Information will also be shared via ParentSquare, our digital communications platform. Once we have shared the information and have the opportunity to engage families and answer their questions, families will have the opportunity to opt-in to in-person instruction or continue distance learning.