



**AIMS**K-12  
COLLEGE PREP  
CHARTER DISTRICT

## **COVID-19 Safety Plan**

**American Indian Public Charter School II (Grades K-8)  
AIMS College Prep Middle School (Grades 6-8)  
AIMS College Prep High School (Grades 9-12)**

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# **INTRODUCTION**

AIMS K-12 is very excited to return to a full time, in-person instructional program with appropriate safety provisions to ensure the safety of our students, staff and community.

## Guiding Principles of Returning in 2021-2022

- Default condition will be in-person full time instruction K-12th grade
- COVID-19 Mitigations strategies are aligned local and state [guidelines](#) from CDPH, and ACPH, as well as Cal OSHA
- Collaboration, clear, timely, transparent communication
- Safety of student and staff + social and emotional well being of our students and staff
- Access & Equity for all students to stable and rigorous learning experiences
- Independent studies will be available for students who may require/need full distance learning.

## Important Contact Information

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### **Head of Middle Schools**

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### **AIMS K-12 Superintendent**

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## ESSER III Assurances

- 1. How the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.**

AIMS will continue to provide exceptional services to help students in need during the 2021-2022 school year. To address students' academic needs, students were given multiple prerequisite skills tests as well as other benchmarks. Students were identified as Basic, Below Basic, Proficient, and Advanced during the first two weeks of school. Based on these designations, students were placed in specialized tutoring groups and will also be required to attend Academic Saturday School. Additional intervention and support staff were hired to closely work with these struggling students in areas that they are not proficient in. Each class will have their own designated support staff member in addition to their classroom teacher. In terms of Social and Emotional Needs, teachers are required to implement community circles in their classroom. These circles help students get to know each other, learn from each other, and express themselves. Students get to form a bond with each other as well as with the teacher. With these circles, we aim to have students be more open about how they feel and their emotions. Students who might need a little more help will be referred to the on-site counselor. Our future plans include hiring an additional counselor to provide more support as well as providing teachers with more professional development on Social Emotional Learning.

- 2. A description of the LEA's policy or practice that provided the public with an opportunity to provide comment and feedback and how such feedback was incorporated into the development of the plan.**

Feedback was provided from multiple meetings with our stakeholders. Feedback was provided by verbal and written responses as well as survey feedback. Meetings that took place included AIMS Monthly Board Meetings, ELAC/DELAC Meetings, Parent Orientation, as well as direct communication from emails. The original Covid-19 Safety Plan was presented in the 2020-2021 school year. Feedback from the implementation of that plan helped us create this plan. We wanted to make sure to mitigate any possible learning loss. We also wanted to use stakeholder feedback to create a safe "return to school" program that was beneficial to all staff and students as well as take all safety precautions as stated in the Covid-19 guidelines set forth by the county.

## **Purpose and Scope of Plans**

Plans, protocols, and guidance are designed to mitigate and reduce the spread of COVID-19 within our schools. As long as COVID-19 is present in our geographic community, we cannot completely prevent it from existing in our schools, but we must act to mitigate the spread and risk with strict adherence to health and safety protocols.

This comprehensive document will outline all details of the requirements, changes in practice, schedules, and safety protocols needed to maximize the safety of our students and staff while minimizing the spread of COVID-19.

Our AIMS K-12 health and safety measures will be aligned with the [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#), along with COVID-19 mitigation measures as required by ACPH, CDPH, and any related provisions of state law.

# **HEALTH & SAFETY PROTOCOLS**

## **Face Coverings:**

- All adults and students must wear a face covering at all times while on or around campus, except while actively eating or drinking.
- Face coverings should be worn properly which requires the covering of both the mouth and nose and fits snugly against the side of the face.
- Face coverings shall not be required if there is a medical condition verified in writing from a medical professional on file with Human Resources.
- Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless medically exempt due to illness or disability. This will include most unstructured times outdoors such as passing periods, breaks, and recess times.
- Should an individual student need an exemption, as outlined by the CDPH:
  - *Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.*
  - *Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.*

AIMS K-12 will provide face coverings for students and staff. It is important to note that face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: during phonological instruction to enable students to see the teacher's mouth and in settings where a mask poses a barrier to communicating with a student.

## **Mask Non-Compliance:**

- Face coverings are required by CDPH in all school settings.

- If a student is not wearing a mask, and the issue is medically related, a medical exemption form is required to be signed by a medical professional.
- If non-compliance is voluntary, a mask will be provided and the school administration will conference with the student and/or parent to discuss face covering requirements as soon as possible. While non-compliant, if not medically related, the student will be removed from the learning environment.
- Students may also be provided a face covering with appropriate draping, etc.
- Students who are not medically exempt that remain unmasked will not be allowed to remain on campus. Legal guardians who feel that their child participation in learning on campus constitutes a medical concern may have their child participate in [Independent Study](#).

### **Physical Distancing:**

Physical distancing will occur when possible, in the event this is not possible, teacher and other staff desks will be distanced to decrease unnecessary close proximity, while still allowing for a full in-person instructional program. As stated by the CDPH, "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.

### **Handwashing Protocols:**

Districtwide protocols for handwashing will be sent home and will also be reviewed with students upon return. Classroom expectations will include hand washing or sanitizing upon entering and exiting the room and before meals. While we have purchased enough sanitizer to outfit schools and classrooms adequately, students in second-grade or older should bring personal containers of hand sanitizer with them to school as an added layer of precaution.

### **Cleaning and Disinfecting Our Schools:**

AIMS K-12 has procured equipment and supplies to disinfect its facilities. Custodial staff will clean high-touch surfaces (such as light switches, faucets, handrails, and doorknobs), classrooms, and common areas on a nightly basis. The normal cleaning process includes the use of disinfectants. The district has also procured electrostatic sprayers. Electrostatic sprayers are effective in the killing of the COVID-19 virus and are used for a deeper disinfection. The use of the Electrostatic sprayer is limited to trained professionals, and use is timed for appropriate ventilation of spaces.

While it is very important to fully clean our campus, there is [mounting evidence](#) that the prior concerns regarding surface-to-surface contact has not manifested itself as the primary method of transmission. However, cleaning and sanitizing sites will remain a top priority.

### **HVAC & Air Purification**

Rigorous measures have been taken to provide maximum outside air to meet or exceed CDC standards:

- For sites that have a HVAC we have adjusted HVAC dampers to bring in additional outside air.
- Sites that have a HVAC have been fitted with updated MERV 13 air filters these filters are often used in the ventilating of medical facilities.
- All filters will be changed at regular intervals.
- Windows (when applicable) and doors can also be opened as needed/as possible to allow additional outside air to enter the rooms.
- Air purification units are installed in all classrooms, auxiliary spaces and offices.

It is important to note, across AIMS K-12's wide range of school facilities, the filtration capacity of our HVAC units will be only part of our efforts to mitigate the spread of COVID-19. HVAC systems are only part of a comprehensive effort and multiple strategies, including wearing masks and proper hygiene procedures.

### Health screenings

Health screenings refer to symptom screening, temperature screening, or a combination of both. In addition, screening questions include recent COVID exposure and/or recent COVID diagnosis. AIMS K-12 will implement the following protocols (These may adjust as state and local guidance and requirements do):

- Students will complete a home based screening each day, prior to arriving at school. The home based screening will be provided to families through [ParentSquare](#), our communication platform.
- **If you answer yes to any of the screener questions, please DO NOT report to school and please contact your medical professional as needed**
- Staff will also use ParentSquare to fill out the health screening.
- District Health screening kiosks will be present at the entry of all campuses.
- Vendors and visitors will use the district Health Screen.

### Identification and Tracing of Contacts:

AIMS K-12 has assigned a staff member to be its primary COVID-19 Liaison to be in direct communication with ACPH. That staff member, along with other AIMS K-12 staff, will work together to respond to positive cases (staff/students/visitors/contractors) of **individuals who have symptoms of COVID-19, or those who are identified to have been in close contact with another individual who has tested positive for or been diagnosed with COVID-19.**

Each school site will have a designated School Site Liaison. This Site Liaison and the District Liaison will develop a list of people with whom the positive case may have been in close contact while on campus (within six feet for 15 minutes or longer, cumulatively, within the positive case's infectious period). AIMS K-12 will provide ACPH with the case details, including the list of close contacts. ACPH and AIMS K-12 will follow-up with the positive case and the contacts per their protocols.

### Parent/Volunteer Access To Offices and Campuses During Initial Return:

**In order to minimize potential exposure to and transmission of COVID-19, school offices will have limited access for parents and community members.** Office staff will answer questions about their site's operations remotely to the extent practicable and help the public schedule appointments with the correct person. School and District Offices will remain open, but **electronic or telephonic communication to address routine issues will be the primary form of communication.**

Keeping AIMS K-12 Safe: One page summary of our COVID-19 safety measures

## Protocols & Monitoring

# **GENERAL CONSIDERATIONS**

### **Staff Training:**

AIMS K-12 will provide a comprehensive communication and training plan regarding COVID-19 precautions for the district's employees. AIMS K-12 will utilize materials either created by or based on state and local guidelines and materials. .

### **AIMS K-12 Staff Trainings will include:**

- Identifying COVID-19 symptoms
- Protocols for managing symptomatic students and staff
- CPR certification training with updated COVID precautions per job requirement, and/or for staff volunteering for other specialized healthcare procedures including school-wide epinephrine autoinjectors
- First aid kit training

### **Family Communication:**

AIMS K-12 will also provide comprehensive communication for our community. Communication and related materials will be provided and will focus on educating the community on the safety protocols related to returning to campus, as well as information that may be helpful if they experience a positive COVID-19 result of someone in their household.

### **Employee Testing:**

When possible AIMS K-12 will provide employee testing for individuals who are symptomatic of COVID-19, and/or those who may have been exposed to a positive case of COVID-19. Testing will be available for staff. In accordance with the state health order, all AIMS K-12 staff must be vaccinated or provide a weekly negative COVID-19 test result.

### **Handwashing and Hygiene Measures:**

- AIMS K-12 will focus on the following actions to support good hygiene habits:
  - Reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
  - Post signs in highly visible areas to remind students and staff of proper handwashing, covering of coughs, sneezes and other prevention measures.

- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, trash cans, face coverings and hand sanitizers (with at least 70 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Have students and staff wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations.
- Provide hand sanitizer in each classroom, and at strategic locations and designated lunch spaces for students or staff.

### **Cleaning and Maintenance:**

- AIMS K-12 will focus on the following actions to support cleaning of schools/facilities:
  - At least daily cleaning and disinfecting of high touch surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, toilets, countertops, faucets, drinking fountains, and playground equipment) pursuant to CDC guidelines
  - Provide employees training on the use of cleaning agents consistent with manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
  - Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible.
  - Limit access to areas used by a person displaying COVID symptoms (e.g., a student's desk or a staff member's office) until cleaned and disinfected.
  - Establish a cleaning and disinfecting schedule to ensure thorough cleaning and disinfection.

### **Arrival and Departure:**

**Please note: Upon our return to campus for in-person instruction, due to a wide range of school design, varying age ranges of students, and schedules, each of our school sites will provide additional, site specific communication related to the arrival and departure procedures. General considerations will include:**

- Drivers remain in their vehicles, to the extent possible, when dropping off or picking up students.
- When in-person drop-off or pick-up is needed, only one parent or caregiver should enter the facility to pick-up or drop-off the child.
- Require adults entering campus for any in-person pick-up to wear face covering. Follow all site directions/protocol for picking up and dropping off students during the school day.
- Provide supervision to disperse student gathering during school arrival and departure.

### **General Classroom/Changing Rooms:**

- Assign a seating chart, where feasible, for students to ensure that close contacts within classrooms are minimized and easily identifiable.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent



practicable, or limit use of supplies and equipment to one group of students at a time.

- Keep students' belongings separate to the extent practicable.
- Reposition furniture and equipment in the classroom to facilitate distancing, as practicable.
- Increase ventilation by opening windows (when applicable) and hallway doors.
- Based on many conditions, there may also be times to utilize outdoor space for learning activities to the extent feasible.
- Conduct physical education classes outdoors whenever possible.
- When students are in the Locker Rooms preparing/changing for Physical Education classes, masks remain a requirement.

### **Restrooms:**

- Disinfecting will take place multiple times throughout the day.
- Outside doors and windows (when applicable) open or use HVAC dampers for fresh air as practicable
- Restrooms will be stocked with soap and paper towels.

### **Drinking Fountains:**

- Disinfecting will take place multiple times throughout the day
- AIMS K-12 encourages students to bring water bottles, or use available water bottle fillers on their sites as practicable.

### **School Offices:**

- In order to minimize potential exposure to and transmission of COVID-19, school offices will have limited access for parents and community members. Office staff will answer questions about their site's operations remotely to the extent practicable and help the public schedule appointments with the correct person. School and District Offices will remain open, but electronic or telephonic communication will be used to address routine issues

### **Counseling Offices:**

- Disinfect high-touch surfaces at least once daily
- Signage for cough/sneeze etiquette, handwashing
- Remove or rearrange furniture to allow for physical distancing, as practicable
- Increase ventilation by opening windows and hallway doors when practicable.

### **Health Office and Symptom Rooms:**

- Staff working in health office will wear protective equipment when working with students
- Designated space to care for students with routine needs
- Designated, separate space to care for students/staff who are ill or symptomatic of COVID-19

## **FOOD SERVICES**

Cafeterias and Food Distribution will be conducted in accordance with all local and state regulations for food safety as well as all regulations related to COVID-19 protocols. AIMS K-12 will ensure the following:

- Follow all requirements issued by the County's Department of Environmental Health to prevent transmission of COVID-19 in food facilities.
- Face shields, cloth masks and gloves for all staff as outlined in current guidance.
- To the extent possible and practicable, students will be reasonably spaced out when eating, including the use of outdoor eating spaces to increase distancing.

## **EXTRACURRICULAR ACTIVITIES, ATHLETICS & SCHOOL EVENTS**

Prior to participation in any AIMS Athletics or related extracurricular events, students must complete an assumption of risk and waiver of liability form which attests that AIMS K12 is complying with state and local guidance as well as taking reasonable steps to mitigate the risk of spreading COVID-19.

AIMS K12 is putting in place the following measures in an attempt to reduce the spread of COVID-19:

- The School shall limit the presence in team practice areas of individuals who are not partaking in or coaching the practice
- The School shall limit the number of students who may occupy locker room and changing facilities to the extent practicable
- All student athletes will undergo temperature screening prior to every team practice or other Athletic Program event
- All School-issued sports equipment will undergo regular sanitization

However, this risk cannot be completely eliminated and AIMS K12 cannot guarantee that in-person participants will not become infected with COVID-19.

Further, participating in the AIMS K12 Athletic Program in-person could increase the risk of contracting COVID-19 because of the inherent nature of sports to promote certain degrees of physical proximity and/or contact with other participants.

If Student has any of the following underlying conditions, it is strongly recommended they do not take participate in the Athletics Program at this time, even if they are not experiencing COVID-19 symptoms due to the increased health risks that are associated with COVID-19 exposure for these groups:

- Serious heart conditions
- Chronic lung disease
- Moderate to severe asthma
- Severe obesity (Body Mass Index of 40 or higher)
- Immunocompromised
- Diabetes

- Chronic kidney disease undergoing dialysis
- Liver disease
- Reside with a family member with these high-risk underlying conditions

In addition to these requirements, all Athletics programs will be subject to NFHS, CIF-State, CIF-Oakland Section, and BACSAC requirements for participation. All BACSAC Athletic Coaches must complete a mandatory NFHS Course on COVID-19 Safety.

## **TRANSPORTATION**

In the interest of student safety regarding the COVID-19 pandemic, it is necessary to put in place operational procedures to successfully transport those students who require our services.

Below are the guidelines that will allow AIMS K-12 to provide services when we return to in-person education:

- All District drivers and staff must perform COVID-19 Daily Self Symptom Check.
- Staff will be provided all PPE necessary to perform duties safely.
- Vans will be cleaned and sanitized regularly.
- Parents/guardians are responsible for self screening students prior to a student entering the school bus and to assure the student's temperature is below 100.0°F (37.8°C).
- If a student can respond "YES" to any screening question, they will not be permitted to enter the van.
- Masks required for students unless a medical or handicapping condition prevents a student from wearing a mask or face shield
- A parent/guardian will be required to pick up any symptomatic student from the school site. The Transportation Department will not transport known symptomatic students.

## **MONITORING**

### **Identification and Evaluation of COVID-19 Hazards**

District staff will conduct work-place specific evaluations using the [Appendix A: Identification of COVID-19 Hazards](#) form. This form will also be available on the District website for employees to report any observable COVID-19 hazards.

District staff will also conduct periodic inspections and document any needed corrections using the [Appendix B: COVID-19 Inspection](#) form.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- AIMS K-12 will provide each employee with masks.
- AIMS K-12 will provide disposable surgical masks (3 layer) or KN-94 (5 layer).
- Face shields will be provided to teachers and other staff members working directly with students and/or the public to avoid potential barriers to phonological instruction. Face shields are meant for completing work duties and must last throughout the entire COVID-19 pandemic. Face shields can build up "film" over time. After you disinfect your shield, you may wash it with hot water and soap. This will help prevent build up from the disinfectant.

- Hand sanitizers, disinfectant spray and paper towels will be provided. Custodial staff will ensure bottles and sprays are re-filled regularly. The spray or pump bottles provided are reusable so please do not throw them away. Please notify your site custodian if bottles need to be refilled.
- Gloves will be provided and they will continue to be worn by employees who require them to do their jobs.
- Masks will be made available for students who are unable to provide their own or for those who may not have remembered their mask that day.

## **COVID-19 VACCINE MOBILE CLINICS**

- 12th Street campus hosted a vaccine clinic on January 13, 2022 for staff and students.
- If there is a need AIMS will host additional mobile clinics
- While AIMS believes that it is wise to receive the vaccine, only you can choose for yourself.
- Receiving the vaccine is currently not a requirement for employment or student attendance; however, that may change based on state, county, or local regulations.
- This does not constitute medical advice. Only a physician can give you medical advice.
- COVID-9 Vaccine mobile clinic information can be found [here](#).

## **COVID-19 VACCINE PROOF**

- AIMS will be requesting that staff and student submit proof of vaccination
  - Staff vaccine proof submission: [AIMS K-12 COVID-19 Proof of Vaccination](#)
  - AIMS 12th Street vaccine proof submission: <https://tinyurl.com/AIMS12thStVaccine>
  - AIMS HS vaccine proof submission: <https://tinyurl.com/AIMSHSVaccine>

## **COVID-19 VACCINE MANDATE OUSD**

Oakland Unified School District (OUSD) voted to require vaccinations starting August 1, 2022, for all students ages 12 and up. This requirement applies to all charter schools located on Oakland Unified School District properties as well as students participating in the Oakland Athletic League (OAL). All students attending AIMS College Prep High School will need to submit proof of vaccine or fill out an [EXEMPTION FORM](#).

Below is the list of Exemptions:

A student is exempted from the requirement to be fully vaccinated against COVID-19 in any of the following circumstances:

- A. The student has received the final dose of the COVID-19 vaccine within the prior 13 days.
- B. The student received their first dose of the COVID-19 vaccine (for those two-dose vaccines) within the prior 30 days.
- C. The student is enrolled in the District's long-term independent study school.
- D. The student is on the waiting list to enroll in the District's long-term independent study school.

- E. The student's parent(s)/guardian(s) have completed and submitted the COVID-19 Vaccine Medical Exemption Form and it is pending review by the District.
- F. The student's parent(s)/guardian(s) have completed and submitted the COVID-19 Vaccine Medical Exemption Form and it has been reviewed and approved by the District. This exemption shall last through the end of the school year to which it applies.
- G. The student's parent(s)/guardian(s) have completed and submitted the COVID-19 Vaccine Personal Belief Exemption Form and it is pending review by the District.
- H. The student's parent(s)/guardian(s) have completed and submitted the COVID-19 Vaccine Personal Belief Exemption Form and it has been reviewed and approved by the District. This exemption shall last through the end of the school year to which it applies.
- I. For the 2021-22 school year, the student turned 12 after December 1, 2021.
- J. For the 2022-23 school year and beyond, the student turned 12 after August 1 just prior to the start of school.
- K. Any other legally required exemption.

All Exemption Forms need to be completed and emailed to [Enrollment@aimsk12.org](mailto:Enrollment@aimsk12.org).

## **COVID-19 TESTING AND REPORTING**

### **Student/Staff COVID-19 Testing**

AIMS K-12 has partnered with the California Department of Public Health to offer COVID-19 testing.

This testing is through Primary.Health. To register for testing, click this link:

<https://my.primary.health//american-indian-pc>

You only need to register once and each time you test, it will take no longer than 5 minutes. If you have already signed up your child you do not need to do it again. Testing program information:

- For this program we will offer the following test: BinaxNOW (rapid antigen tests with results in under 30-minutes).
- Pre-registration is required and collects necessary information and consent.
- All questions included in registration are required for California State public health reporting. Please note this program is free for all participants.
- Information and test results are only shared with the testing site, lab partners and local/state health departments. It is not used for any other purposes.
- All results are shared electronically with the contact information provided during registration.
- We'll be testing Monday-Friday based on criteria set by the state of CA at the following locations: 171 12th Street, Oakland, CA 94607 and 746 Grand Avenue, Oakland, CA 94610.
- Only registered participants with a signed consent can be tested.
- If you need assistance with registration or have questions about the CA Rapid Antigen Testing Program, you can contact a call center representative Monday - Friday, 8am - 5pm PST at 650-275-5419.

### **Health Insurance Portability and Accountability Act (HIPAA):**

The HIPAA Privacy Rule recognizes the legitimate need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission. The Rule also recognizes that

public health reports made by covered entities are an important means of identifying threats to the health and safety of the public at large, as well as individuals. Accordingly, the Rule permits covered entities to disclose protected health information without authorization for specified public health purposes. In addition, if a covered entity engages a business associate to assist in a specified public health activity, the business associate's written agreement with the covered entity should identify these activities, and the business associate may make the disclosure for public health reasons in accordance with its written agreement.

### **OCR Issues Guidance on HIPAA, Health Information Exchanges, and Disclosures of Protected Health Information for Public Health Purposes:**

OCR has issued guidance on how the Health Insurance Portability and Accountability Act of 1996 (HIPAA) permits covered entities and their business associates to use health information exchanges (HIEs) to disclose protected health information (PHI) for the public health activities of a public health authority (PHA). The guidance provides examples relevant to the COVID-19 public health emergency on how HIPAA permits covered entities and their business associates to disclose PHI to an HIE for reporting to a PHA conducting public health activities.

[Guidance on HIPAA, Health Information Exchanges, and Disclosures of Protected Health](#)

**This policy may change in the future to align with ACPHD and Center for Disease Control policy as Covid-19 data is emerging.**

#### **Positive test results:**

- Required that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in "Response to Suspected or Confirmed Cases and Close Contacts" section, below.

#### **What if my student has been exposed to a case of COVID-19?**

- The following flowchart is a helpful guide to the appropriate steps for a parent/guardian.
- [COVID-19 Flowchart for Parents](#) | [Diagrama de Flujo COVID-19 para Padres](#) | [面向家长的2019 冠状病毒病应对流程图](#)

#### **Quarantine Recommendations/Requirements: (From CDPH Guidance)**

- Quarantine recommendations for vaccinated close contacts. For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine. Fully vaccinated individuals may refrain from quarantine and testing following a known exposure if asymptomatic.
- Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the [CDC K-12 guidance](#) and [CDC definition of a close contact](#).
  - When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows.
    - They may continue to attend school for in-person instruction if they:
      - i. Are asymptomatic;

- ii. Continue to appropriately mask, as required;
  - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
  - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.
  - For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    - Quarantine can end after Day 10 from the date of last exposure without testing; OR
    - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
    - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
    - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
    - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- Isolation recommendations
  - a. For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

## Response to Suspected or Confirmed Cases and Close Contacts:

### Suspected COVID-19 Case(s):

- Identify a symptom room or area to separate anyone who exhibits COVID-19 symptoms.
- Isolate immediately any student/staff exhibiting symptoms with staff supervision.
- Any student/staff exhibiting symptoms shall be picked up or sent home as soon as practicable.
- Emergency protocols will remain in place for medical emergencies.
- Sibling(s) and/or household family members of suspected COVID-19 cases will be considered as close contact and will be sent home to quarantine.

### Confirmed COVID-19 Case(s):

- AIMS K-12 COVID Liaison to notify Alameda County Public Health Department within 24 hr of any positive COVID-19 case who has been on campus during their infectious period or within 10 days of their positive test (per ACPHD and CPHD guidance).
- AIMS K-12 to send a site-specific notice to all staff and families in the affected school community of any positive COVID-19 case while maintaining confidentiality as required by local, state, and federal laws.
- Close off areas used by any symptomatic person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and

disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.

- Identify close contacts via case investigation, by utilizing class seating charts, and by consulting with teachers/staff in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a total of 15 minutes or more regardless of face covering use or other barriers.
- Close contacts, cohort members, and household contacts will be advised to contact their health care provider, and follow the guidance outlined above.
- For hospitalized/severe cases, duration of isolation is varied according to health care provider recommendations.

**Response to COVID Cases on Campus:**

AIMS K-12 will use the metrics, determined by the California Department of Public Health and ACPHD, to determine when to close schools, if such an action is needed and/or required.

**COVID-19 ACTION PLAN**

	Staff with:	Action:
1)	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>• Employee/Student should not report to work/school</li> <li>• Employee notifies Supervisor. Supervisor completes Staff COVID reporting form</li> <li>• Student/Family notifies office</li> <li>• Office notifies Head of School who completes the covid student/family reporting form</li> <li>• Recommend testing and/or they contact their health care provider (If positive, see #3, if negative, see #4)</li> <li>• COVID Liaison contacts employee/student/family for next steps once report submitted</li> <li>• Follow-up with employee/student/family until cleared to return</li> </ul>
2)	Close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Employee notifies supervisor - Supervisor submits COVID report.</li> <li>• Student/Family notifies school office</li> <li>• Office notified Head of School who completes the COVID student/family reporting form</li> <li>• COVID Liaison contacts employee/student/family for next steps once a report is submitted.</li> <li>• Advise anticipated quarantine timeline,</li> </ul>



		<p>recommend testing &amp; testing guidance, and recommend to contact their health care provider</p> <ul style="list-style-type: none"> <li>● Follow-up with employee/student/family until cleared to return.</li> <li>● <a href="#">Step by Step Flowchart for students who are a close contact</a></li> </ul>
3)	Confirmed COVID-19 by positive test or diagnosis	<ul style="list-style-type: none"> <li>● Head of School/Admin/Supervisor completes COVID report(covid-19 response form for employees/contractors; covid-19 student/family reporting form for students/visitors)</li> <li>● Isolate case and exclude from school/work as provided in ACPH/CDPH guidance</li> <li>● Head of School/Supervisor will work with Health Coordinator/COVID Liaison to identify close contacts, cohort members, and locations occupied during infectious period - areas to be closed by site for 24 hours or as long as practicable. Signage placed by site.</li> <li>● Health Coordinator/COVID Liaison to notify district Ops &amp; Grounds of disinfection request of areas identified &amp; closed. Confirm disinfection is complete and safe to re-enter.</li> <li>● Health Coordinator/COVID Liaison will conduct case investigation and contact tracing, notifies close contacts of potential exposure, advises outreach to health care provider, provides quarantine instructions and anticipated 14-day quarantine timeline, and recommended testing guidance.</li> <li>● Health Coordinator/COVID Liaison submits COVID case report and line list to ACPHD.</li> <li>● Human Resources will review leave options with employees when contacted.</li> </ul>
4)	Tests negative after symptoms	<ul style="list-style-type: none"> <li>● Symptomatic individuals who test negative for COVID-19 may return once they meet the public health criteria for clearance to return.</li> </ul> <p><i>This includes:</i></p> <ul style="list-style-type: none"> <li>● Improvement of symptoms, AND</li> <li>● No fever within the prior 24 hours without the use of medication, AND</li> <li>● Proof of a negative PCR/molecular COVID-19 test and/or letter from the individual's health care provider stating that the symptoms are not due to COVID-19, that an alternative diagnosis has been made, and that the individual is cleared to return.</li> </ul>

# ADDITIONAL RESOURCES

- [California Executive and Public Health Orders](#)
- [Alameda County Orders and Variance CDC Considerations for Schools](#)
- [CDC ReOpening Guidelines](#)
- [California Public Health Officials Provide COVID-19 Update](#)
- [Stronger Together - CDE](#)
- [Alameda County Office of Education COVID-19 \(Coronavirus\) Information and Resources](#)
- [CDC Toolkits](#)

## School Info

AIMS K-12 schools, enrollment, and staffing (as required by ACOE/ACPHD)

School - and Link to Site	Address	Site COVID Liaison	#Students Returning	Grades Served	Grades Opening	# Staff Returning *
AIMS College Prep Middle School	171 12th Street, Oakland, CA 94607	Riffat Akram		6th - 8th	All	
American Indian Public Charter School II	171 12th Street, Oakland, CA 94607	Maryetta Golden		K-8	All	
AIMS College Prep High School	746 Grand Avenue, Oakland, CA 94610	Maurice Williams		9-12	All	

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** School Site Administrator

**Date:** Weekly

**Name(s) of employee and authorized employee representative that participated:** School Site Administrator and Custodial staff

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

**Appendix B: COVID-19 Inspections**

**Date:** **Weekly**

**Name of person conducting the inspection:** **School Site Administrator and Custodial staff**

**Work location evaluated:** **School Sites and other work locations**

<b>Exposure Controls</b>	<b>Status</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			