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# COVID-19 PREVENTION PLAN




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Los Angeles Leadership Academy

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## Reopening Models: In School, Hybrid, and Distance

<p><b>1: In-School</b> Minimal COVID Spread</p> 	<p><b>2: Hybrid</b> Moderate COVID Spread</p> 	<p><b>3: Distance Learning</b> High COVID Spread</p> 
<p>This model invites 100% of the student body to return for five full days of instruction inside school buildings. <b>Selected when</b> there is very low threat of COVID spread.</p>	<p>A blend of distance learning and in-school instruction with heightened social distancing, hygiene and sanitizing to minimize COVID spread. <b>Selected when</b> the threat of COVID spread is low or moderate.</p>	<p>Online instruction. <b>Selected when</b> the Department of Public Health has recommended return to full distance learning due to high volume of COVID outbreak</p>

Los Angeles Leadership Academy has considered the following three models for continuing to meet the education needs for successful learning:

1. Five full days of in-school Instruction
2. A Hybrid program of In-School and Remote Learning
3. Distance learning

Students in grades K-12 will be issued iPads, Chromebooks or laptop computers. Online platforms (such as Schoology) will be maintained by all teachers to ensure that we are prepared to move seamlessly and rapidly between in-school instruction, hybrid or distance learning as needed, and to maximize classroom instruction. High-quality, online resources and technology tools are in place to support differentiation and personalized learning. We are committed to ensuring that students meet with their teachers, either in-person or online, on a regular basis. Plans to scale up to in-person instruction will be based on the County Department of Public Health and California Department of Education guidelines that would support the safety of students and staff.

# Operations Plan

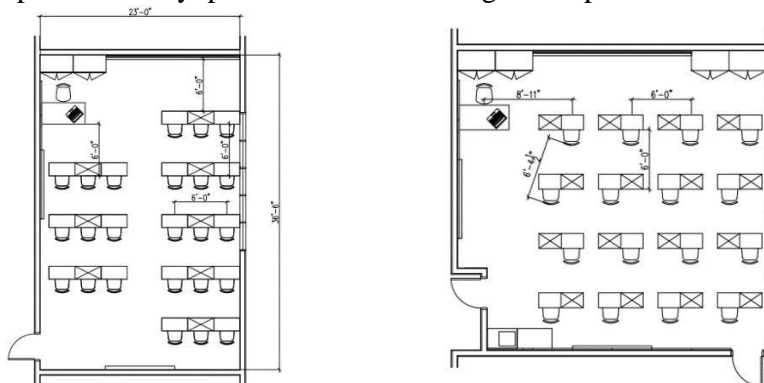
## County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Implement measures to ensure physical distancing as students, parents or visitors enter and move through school buildings.
- Implement measures to ensure physical distancing within classrooms.
- Maximize social distancing between student workstations, achieving 6 feet when feasible, when determining the classroom layout. When 6 feet is not possible, physical barriers are used to minimize close contacts.
- Gym class activities are offered outdoors and selected to permit physical distancing: contact sports are not permitted.
- Implement measures to permit physical distancing in school areas used for student support services.
- Implement measures to permit physical distancing in administrative areas of the school.
- Implement measures to limit risk of infection due to visits by individuals other than staff and students.
- Implement measures to ensure physical distancing as students, staff and visitors enter and move through school buildings.

## Social Distancing

### Maximizing Distance in Classrooms

All classrooms have been reconfigured to maximize space between students. Based upon the recommendation of the CDC and DPH guidance, student workstations are spaced to provide a distance separating students that is 6 feet when feasible. Where 6 feet distance is not possible, physical barriers are used to minimize close contact. Personal furniture, classroom area rugs/carpets, fabric-covered items, and extra school furniture will be removed when possible. Principals will ensure that teachers who need to remove excess personal items can do so at some point in the days prior to students arriving for in-person instruction.



Wherever possible, teachers will have a designated presentation area in the classroom that is more than 6 feet from students. Unless separated by a table divider, students will be facing in one direction. Nap or rest areas in classrooms have been placed 6 feet apart and alternating feet to head. Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.

Instructional activities and PE classes are offered outdoors when possible. Outdoor activities will only include those that allow for physical distancing. All physical activities and sports will be conducted in accordance to the guidance provided by the Department of Public Health and the California Department of Education. Access to locker rooms will only be allowed when supervision is possible to ensure physical distancing. This may include staggered room access and relaxed dress out policies.

### **Social Distancing Throughout Campus**

Social distancing will be maximized to the greatest extent possible, with the standard goal of six feet. Other mitigating factors may be used when social distancing is not feasible, such as clear plastic or solid surface barriers that can be cleaned and sanitized often. Signage will be posted to maintain 6-foot distance between office personnel. Tape, signs or other markings will be used to define a 6-foot radius around reception desks or counters. Workstations will be arranged to permit 6 feet between individuals sharing a space or between office personnel and students.

Visual cues will be provided wherever possible to support compliance with social distancing for all individuals. Distances, paths of travel, and reduced seating may be marked by various means such as "Six Feet Apart Please" signage, stickers, cones, blue painter's tape, chalk, caution barricade tape, or other means.

Stairways may be designated for up or down traffic to avoid crowding and hallways may be designated for one-way traffic.

## **Material Sharing**

### Instructional Resources

Protocols have been developed to minimize the need to have multiple students sharing high touch materials to the greatest extent possible. In doing so, the sharing of materials between students will be restricted. These materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, hall passes, art supplies, and learning aids. Single-use disposable materials are encouraged when feasible. Each school will try to supply each student with

their own materials when feasible, but if school materials must be used by multiple students, no two individuals may use the same materials on a given day without being cleaned and disinfected between users. Additionally, all school materials used by students will be disinfected between users and at the end of the school day. If a student is assigned a specific cubby or locker to store his or her personal belongings, it can only be accessed while socially distant and within their cohort. Cubbies and lockers may not be shared.

### Communication/Paper

General paper flyers and communications to all school communities, parents and students should be digital whenever possible, such as email, text message, or video to limit the distribution of paper materials. If forms are distributed on site, a staff member is to place forms on a table or counter as each individual is assisted, to minimize the spread of germs. Do not place forms or flyers in stacks for people to help themselves. Equipment, devices, and completed paperwork should be placed in a collection box. Items should not be handed directly between two people.

### Writing Instruments/Tool

Encourage people to use their own writing tools. Do not re-use pens or pencils. Once a provided writing utensil has been used, place it in a collection box to be sanitized for later use. Equipment and devices such as chrome books should be placed in a box on the counter or table with the parent on one side and the employee on the other side. Items should not be handed directly between two people. Visually verify paper signatures and have each person place their forms in a designated collection box. Store boxes of collected items and completed forms in a secure, dry storage area for a minimum of 48 hours and sanitize as necessary.

Commonly shared items in breakrooms such as coffee pots and dishes must be replaced with single use items.

## **Signs, Messages, and Training Protocols**

Signs and messages explaining district protocols and expectations to stop the spread of disease will be posted throughout our schools. These signs are age-appropriate and in languages representative of our community. Staff members will all be provided with Personal Protective Equipment (PPE) supplies and will have in-service training for ensuring health and safety in the workplace.

- Signs will be posted in highly visible locations, such as school entrances and restrooms that describe how to stop the spread of germs (i.e. handwashing, face masks).
- Regular announcements will be made on reducing the spread of COVID-19 through the school's PA system.
- When communicating with families (school website, social media) messages will include health

hygiene, mask wearing and social distancing habits to stop the spread of COVID-19.

- Signs and messages related to disease transmission will be accessible for students with disabilities and in languages appropriate for the school population.

Staff members will attend mandatory training on health and safety protocols before in person instruction will begin. All staff members, including substitutes, who are hired after this date will be required to complete training before their first day of work. Topics covered in the training will include social distancing, cleaning protocols, Health Office referrals and hygiene practices. Additional video training may be provided to students and families so they can practice before the start of school. In- person student instruction on new school protocols, will include topics regarding expectations in health and safety practices.

## School Building Protocols

### Heating, Ventilation and Air Conditioning (HVAC) Systems

- HVAC systems will be inspected and tested regularly to confirm they operate properly.
- Ventilation systems will be maintained “on” when buildings are in use and as long as possible over a 24-hour period.
- HVAC filters are being upgraded to a MERV 13 rating or as high as possible provided the unit is able to operate safely. The filters will be inspected and changed at least quarterly.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate.
- Outdoor instruction will be used when feasible and where safety conditions and physical space allow.
- If the HVAC system is not operational, then additional ventilation should be provided with the use of fans or classes can be relocated until repairs are completed.
- The COVID-19 isolation areas should be outdoors to maximize ventilation and minimize exposures to COVID-19 infection when feasible. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.

### Bathroom Protocols and Cleaning

Social distancing will be maintained in communal bathrooms. The following bathroom protocols will be implemented:

- All bathrooms will be serviced and high touch areas disinfected at least twice a day. Full cleaning

and disinfecting using electrostatic equipment will be conducted by the night cleaning crew once per day.

- Bathroom occupancy will vary by each bathroom but 6-foot social distancing will be maintained.
- Signs or physical barriers may be placed on alternating bathroom stalls or sinks.
- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap and water. Paper towels will be provided to dry hands thoroughly.
- No personal items may be stored within the bathroom (including staff bathrooms).
- Trash cans will be placed near the door and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.
- Bathrooms may be designated for specific cohorts by posting signs. If more than one cohort is designated to a bathroom, then a color-coded or symbol system will be used to minimize students from different cohorts using the bathroom at the same time.
- A restroom will also need to be designated for individuals in the isolation and quarantine areas. This restroom must be cleaned and sanitized before other occupants may use it.

### Water systems

- Students and staff will be encouraged to bring their own water or refillable bottles.
- Drinking fountains and bottle filling stations will be turned off.
- Bottled water will be available.
- Drinking water sources such as food preparation facets will be cleaned and sanitized daily.
- Water systems will be thoroughly flushed after long periods of inactivity.

### Cleaning Protocols

Los Angeles Leadership Academy will follow DPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily, with common areas and high touch surfaces disinfected at least twice daily including between all cohorts. Common areas include main office, breakrooms, restrooms, classrooms, all health office areas, and other areas if in use, such as auditorium, cafeteria and library. High touch surfaces include door handles, desks, tables, countertops, phones, keyboards, elevator switches, handrails, touch screens, printers/copiers and other shared surfaces.
- Health Office areas including the Health Office, isolation area, and quarantine area, may require more frequent cleaning and rapid response as needed.
- High touch playground equipment may be taken out of use and replaced with no-touch playground games.
- When shared supplies (such art and laboratory equipment) cannot be individualized, objects and surfaces will be cleaned between users.



- School bathrooms will be serviced and sanitized at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a bathroom.
- Appropriate Personal Protective Equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces will be trained on the manufacturer's directions and as required by the Healthy Schools Act, as applicable.
- Enhanced cleaning will be conducted when students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day or between cohorts.
- All cleaning products will be kept out of reach for children and stored in secured locations.

### Other Considerations

- Supplies of soap, paper towels, and tissues will be available.
- Protective Plexiglas Guards will be installed at reception desks/food service lines.
- Personal refrigerators, microwave ovens, and coffee machines are prohibited from classrooms.

## Daily Operations

### County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- During this period of distance learning, four types of on-site programming are permitted:
  1. Day care for school-aged children and/or child care programs located in schools,
  2. Specialized services for defined subgroups of children who need in-person services and support,
  3. On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education,
  4. Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.
- Both types of programming must be provided to children either individually or in cohorts.
- The use of school facilities for non-school purposes (community meetings or events) is not permitted.
- Implement measures to limit visits by individuals other than students and staff.

### Cohort groups

Implementation of this strategy can vary, depending on setting and resources. For example, cohorts may alternate by days or weeks, with cohorts assigned to specific days or weeks. They may adopt a hybrid approach, with some cohorts assigned to in-person learning and others assigned to online learning. ([CDC Resource](#)).

Cohorts are small groups of students and staff who spend the instructional day together. The practice of cohorting is long established in public schooling, as students are traditionally assigned to classes with specific teachers.

Cohorts will be a stable group of no more than 12 students or youth and no more than two supervising adults. Each cohort will be maintained in a supervised environment in which supervising adults and children stay together for all activities (such as meals, recreation, etc.) and avoid contact with people outside of their group. To the extent possible, use of outdoor space for at least 50% of the day is encouraged.

If some students are part-time participants in the cohort, other students cannot be added to the group to reach the maximum number of 12 at all times. Only the original 12 members shall be designated to each cohort. Aides assigned to individual students do not have to be counted as supervising adults, but they must be counted against the maximum of 14 individuals who can be included in a cohort. A supervising adult may be childcare staff, certificated or classified school staff. 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.

Students who are part of a cohort may leave the cohort to receive specialized services in other locations on campus. Specialized services may include occupational therapy, speech and language services, behavioral services or assessments. Any additional services, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people. No child may be part of more than one cohort.

The hybrid model of instruction extends the cohorting practice for both group size and presence in schools. In the hybrid model, students will be assigned to cohorts.

Where feasible and appropriate, therapeutic and support activities will be conducted virtually. Student activities and elective classes will be taught remotely. Sharing of equipment and supplies will be avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee. Furniture and equipment used for support services will be arranged to promote 6-foot distance between any two students and/or between students and staff.

**Pre-K - Grade 5:** The primary cohort group for students in Pre-K through Grade 5 is their classroom. Class groups will be as consistent as feasible, with the same class group remaining with the same staff for the day when practical. Mixing of groups will be limited to the greatest extent possible. Students will remain in their cohort group in their classrooms, as well as during Physical Education, Library, Art, Music, lunch and recess.

**Middle and Secondary School Grades 6-12:** Students will be grouped into classes by cohort. Students will remain with their cohort in the same room while teachers will transition between classes.

**Communal Spaces:** Communal spaces such as cafeterias, playgrounds, auditoriums, and libraries will be cleaned and disinfected between cohorts. Schedules may be adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time. Movement within hallways will be staggered to further reduce potential exposure.

Elevator capacity will be limited to the number of people that can be accommodated while maintaining 6-foot distance between riders.

**Outside Organizations:** Use of the school facilities by outside organizations will not be permitted.

**Visitors:** Visits to the school by individuals other than students and staff shall be avoided whenever feasible and limited to those who are essential for the school's operation. Parents of enrolled students are encouraged to

conduct business with school personnel remotely or by appointment. All visitors must go through the school's screening process at the time of their check-in. They will be required to provide their name, phone number and email address, so that they can be contacted if there is an exposure during their visit. Visitors will be encouraged to come by appointment and alone. If a visitor must be accompanied by another person (e.g. for translation, visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well.

Movement of visitors within the school will be limited to designated areas such as the main office, conference rooms, lobby and public restroom. Visitors are not permitted to interact with any cohorts.

All visitors will be required to wear a face covering at all times. This applies to all adults and to children 2 years of age or older. Visitors must arrange for an alternative family member to conduct business on campus if they are not able to wear a face covering. If a visitor arrives without a face covering, one will be provided. Any parent/guardian picking up a student who has been placed on isolation or quarantine, must stay outside campus and the student will be brought to them for dismissal.

## **Testing Process for Employees and Students**

COVID-19 testing of all employees and students will be conducted on site on a regular basis, at a minimum of every two weeks or at frequencies recommended by a consortium of leading health experts. Additionally, household members who are symptomatic or may have been exposed to a student or employee who tests positive will be provided resources to testing sites.

An appointment calendar will be set in place to notify employees and students when it is time to schedule their baseline test appointment. Test results and demographic data collected during the testing process are shared with public health authorities in accordance with the law. All test results and data collected is stored in a secure database and kept private.

The first phase of testing will include employees who are currently working at school sites or offices. The second phase of testing includes all staff who are currently working remotely. The third phase of initial testing will include all students returning to campus. If an employee or student becomes symptomatic or tests positive, the employee or student and household members who may have been exposed are given instructions to quarantine in compliance with the County Department of Public Health.

Baseline testing will be conducted to inform a safe re-opening of in-person instruction. In the 5 days prior to the re-opening the school, all LA Leadership Academy students and staff who will be returning to the school campus will be provided with a back-to-school baseline test. Students whose families choose for them to remain on 100% online instruction and staff who are working remotely are not required to participate in this testing program.

Students and staff who return to school campuses will participate in symptomatic and response testing, in addition to asymptomatic testing.

Symptomatic and response testing is offered at the school site. Students and employees who are experiencing symptoms or who are a close contact to a positive case will be directed to select testing sites where testing is

provided by a health care provider. Individuals requiring symptomatic and response testing are provided testing services away from the asymptomatic population. Additionally, if an outbreak occurs within a cohort, all cohort members are required to quarantine to limit the spread of the virus.

## **COVID-19 Protocols for Los Angeles Leadership Academy**

- All employees must notify their immediate supervisor if they are experiencing symptoms or a positive COVID-19 test. The principals will direct concerns to the Chief Operations Officer
- All reported incidents need to be in writing
- The Chief Operations Officer will provide a Factsheet to employees and families if they receive a positive COVID-19 test.
- Parents will be asked to notify school staff if a student is tested positive for COVID-19 or if the students are experiencing symptoms.
- The school staff will notify the principals and the principals will notify the Chief Operations Officer of all positive COVID-19 cases.
- The Chief Operations Officer is responsible for contact tracing and all proper notifications to school employees.
- Full-Time staff members can request a letter for COVID-19 testing from the school for their Primary Care Doctor
- Part-time staff will be provided free testing COVID- 19 link
- The Chief Operations Officer will contact the Department of Public Health if the school has 3 or more cases within 14 days
- If an employee is a high risk over the age of 65 the school will provide work at home with proper documentation for their health care provider. The Chief Operations Officer will work with the employee and principals to develop and create an appropriate work plan
- If an employee is out sick due to COVID-19 the school will follow the Families First Coronavirus Response Act: Employee Paid Leave Right (April 1, 2020)
- The use of the school facility for non- school purposes is not permitted

### **Employee Screening on Campus**

- Employee screening- Temperature check in the front office, screening questions (4), Sign-In sheet and mask provided if needed
- **Questions:** 1. Are you currently experiencing or have experienced in the past 14 days any of the following symptoms?

- 2. In the past 14 days have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?
- 3. In the past 14 days have you been in close proximity to anyone who has tested positive for COVID-19?
- 4. In the past 14 days have you been on a commercial flight or traveled outside the United States?
- All employees, students, and visitors must wear a mask while on campus at all times and follow social distancing rules and protocols.

### **Close Contact for Employees**

- Close Contact: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period, starting from 2 days before illness onset
- If an employee is in close contact with an individual who tested positive for the COVID-19 test.
  1. The employee will notify their immediate supervisor
  2. The supervisor will ask the employee to take a COVID-19 test
  3. The Chief Operations Officer will provide the employee with a letter for their Primary Care Doctor and or COVID-19 link for testing locations.
  4. The Employee will send the COVID-19 test result to the Chief Operations Officer
  5. If the COVID-19 test is negative the employee will be able to return to work
  6. The immediate supervisor will be notified that the employee can return to work
  7. If the employee tests positive for COVID-19 the employee must quarantine for 10 days. Then the employee can return to work if asymptomatic and 10 days have passed since their first symptoms and fever free for 24 hours. The Chief Operations Officer will start contact tracing
  8. The Chief Operations Officer will notify the Department of Public Health

### **Close Contact while on Campus for Employees**

- If the employee is on campus and notified they were in close contact with an individual who tested positive for the COVID-19 test
  1. The employee will notify their immediate supervisor
  2. The employee will be asked to leave work and required to take the COVID-19 test.

- 3.The Chief Operations Officer will provide the employee with a letter for their Primary Care Doctor or COVID-19 link for testing locations
- 4.If the employee is unable to leave work due to symptoms the employee will be placed in the isolation room and a family member will be contacted to pick up the employee.
- 5.The Employee will send COVID-19 test results to the Chief Operations Officer
- 6. If the COVID-19 test is negative the employee will be able to return to work
- 7.The immediate supervisor will be notified that the employee can return to work
- 8.If the employee tests positive for COVID-19 the employee must quarantine for 10 days. The employee can return to work if asymptotic and 10 days have passed since their first symptoms and fever free for 24 hours. The Chief Operations Officer will start contact tracing
- 9.The Chief Operations Officer will notify the Department of Public Health

### **Contact Tracing**

- The Chief Operations Officer will consult with the employee who tested positive for COVID-19 and ask them to identify all individuals they came in contact with two days before showing symptoms or testing positive.
- The Chief Operations Office will also use the school's daily sign-in sheet for contact tracing
- The Chief Operations Officer will contact employees notifying them that they have been in contact with an employee who tested positive for COVID-19
- The employee will be asked to take the COVID -19 test
- The employee will be given 2 documents: COVID -19 General Notification Letter in Education Setting and a letter for their Primary Care Doctor or COVID-19 testing link
- The employee will send COVID-19 test results to the Chief Operations Officer
- If the COVID-19 test is negative the employee will be able to return to work
- The immediate supervisor will be notified that the employee can return to work
- If the employee tests positive for COVID-19 the employee must quarantine for 10 days. The employee can return to work if asymptotic and 10 days have passed since their first symptoms and fever free for 24 hours.
- The Chief Operations Officer will notify the Department of Public Health

## Students

- All students are required to get their temperature check before entering the school campus and, students must wear a mask
- If a student displays 1 or more symptoms consistent with possible COVID-19 while on campus. The students will be sent to the isolation room and the students' Parent/guardian will be contacted to come and pick up the student.
- The Parent/guardian is instructed to consult with a Medical Provider for further evaluations and possible COVID-19 testing
- The Parent/guardian will contact the school with the Medical Providers recommendation and, provide information in writing
- If the Medical Provider confirms the student does not have symptoms consistent with COVID-19. The student will stay home per Medical provider guidance.
- If the Medical Provider confirms the students have symptoms consistent with COVID-19 the student will be tested for COVID-19.
- If a student has a negative COVID-19 molecular test. The Parent/guardian will contact the school to discuss the student status. The student stays home until fever-free for 3 days and improved symptoms.
- If a student has a positive COVID-19 molecular test. The Parent/guardian will contact the school to discuss student status. The student will stay isolated at home until fever-free for 24 hours, improved symptoms, and 10 days from symptoms onset.

## Close Contact for Students

- A contact of a potentially infected child is defined: as a child or employee at the facility who was within 6 feet of a potentially infected child for 15 minutes; has direct contact with bodily fluids/secretions from a potentially infected child, or is a member of an exposed classroom or cohort at the facility
- The Parent/ guardians will be notified by the Chief Operations Officer that the student was exposed at the school and they are instructed to quarantine and test for COVID-19.
- If the contact student has a negative COVID-19 molecular test. The student stays quarantined at home until 14 days from last exposure to infected person.
- If the contact student has a positive COVID-19 molecular test. The student stays isolated at home until fever-free for 24 hours, improved symptoms, and 10 days from the beginning of symptoms (or 10 days from test date, if no symptoms).
- The Chief Operations Officer will contact the Department of Public Health if the school has 3 or more cases within 14 days





