



HEALTH AND SAFETY POLICY FOR COVID-19

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

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), the California Department of Public Health (“CDPH”), and the Los Angeles County Department of Public Health (“LACDPH”). The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order. The School will fully cooperate with county public health officials regarding the screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with any potential resumption or expansion of in-person instruction on the School campus. Any reopening of School campuses will use a thoughtful, phased return to in-person instruction.

This Policy constitutes the COVID-19 Infection Control Plan for each School worksite. Prior to resuming in-person instruction, the COVID-19 Compliance Team shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from CDPH and this Policy. The following staff members are responsible for implementing this Policy:

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

regularly interact with high-risk individuals, or individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit distance learning.

1. Limited campus access:

- The School will allow only necessary visitors and volunteers on the School campus and limit the number of students and staff with whom they come into contact.
- School parents are highly encouraged to conduct any necessary business with School personnel virtually, whenever possible.
- The School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support their academic success to the greatest extent possible during exclusion.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their teacher or the principal, respectively, and the School will work with them to ensure that CDC-recommended precautions are followed.
- Pursuant to local guidance, the School will not currently allow use of School facilities for non-school purposes.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Pursuant to LAC DPH guidance, Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present; and all social distancing strategies are observed including proper physical distancing and face coverings are worn by all parties at all times.
- Health and safety standards and procedures shall be applied equally to all users of a public-school campus that is subject to a co-location arrangement.
- The School will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
 - Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
 - Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Require all persons entering campus for in-person pick-up or drop-off to wear a

face covering.

- Provide supervision to disperse student gatherings during school arrival and departure.
- Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable. The School will ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. The School will prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible.
- Implement health screenings of students and staff upon arrival at the School.
- To the extent that non-parent visitors are required to enter the School Campus, the School will take the following precautions:
 - Non-parental visitors will be allowed on campus via appointment only.
 - Non-parental visitors must pre-register in a visitor's log, which includes the visitor's name, email address, and phone number.
 - Non-parental visitors will only be allowed to enter specific areas to conduct their business. Non-parental visitors will not be allowed to interact with any cohorts.
- In the event that any School campuses do not offer in-person instruction, all employees will be allowed to work on-campus, where feasible, and where consistent with this policy, public health guidance, and applicable law.

2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19: 1) Fever or chills, 2) cough, 3) shortness of breath or difficulty breathing, 4) fatigue, 5) muscle or body aches, 6) headache, 7) new loss of taste or smell, 8) sore throat, 9) congestion or runny nose, 10) nausea or vomiting, and 11) diarrhea
- In-person wellness checks administered under this Policy shall:
 - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours or potentially been exposed to COVID-19, by soliciting the following information:
 - Have you had any *COVID-19 symptoms* today or within the past 24 hours?
Are these symptoms new or not explained by another reason?

- Complete an in-person wellness check for signs and symptoms of COVID-19.
 - If student answers “no” to all questions and appears well, student will be allowed to proceed onto campus.
 - If the student answers “yes” to any question or upon visual check, and the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature should be taken, preferably using a touchless infrared thermometer.
 - If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; have office staff contact the parent to pick up the student.
 - If a student has had close contact with an individual who has screened positive for COVID-19 symptoms, the student will be accompanied to a preselected quarantine space until they can safely return home. This quarantine space should be separate and apart from the space set aside for symptomatic students.
- *Campus Screening (Staff and Visitors)*. Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
 - The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination:
 - If the visitor answers “no” to all questions, he or she may enter the school.
 - If the visitor answers “yes” to any of the questions, he or she may not enter the school.
 - Screening for adult visitors and staff should include a question about close contact with anyone at home, school, or elsewhere that the student has been told has tested positive for COVID-19.
 - Adult visitors and staff who have had close contact with an individual who has screened positive shall return home to self-quarantine as per CDPH and local guidance.
- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics should never be used as a basis for particularized health screening.
- Consider temperature checks pursuant to recommendations from the LACDPH.
- To the extent feasible and when required, a no-touch thermometer should be used for temperature checks if possible.
- The School will not penalize students and families for missing in-person instruction due to

COVID-19.

3. COVID-19 Compliance Team and Compliance Officer

- The School will establish a COVID-19 Compliance Team (“CCT”). The COVID-19 Compliance Team is responsible for enforcing all COVID-19 safety protocols, as well as ensuring all School students and staff receive appropriate COVID-19 education.
- The School will designate a “COVID-19 Compliance Officer” (“CCO”) to act as a liaison between the local county public health department and the School, in the event of a COVID-19 cluster or outbreak¹ at the School.

4. COVID-19 testing and reporting:

- Consistent with California “Safe Schools for All” Reopening Plan and Current CDPH Guidance, the School will test both employees and students based entering campus for any period. Testing will depend on local disease trends and will be implemented on symptomatic², response³, and asymptomatic⁴ cadences as recommended by the CDPH. These cadences are as follows:
 - **If Los Angeles County is in the Yellow or Orange Tiers:** Symptomatic and response testing.
 - **If Los Angeles County is in the Red or Purple Tiers:** Symptomatic testing, response testing, and asymptomatic testing every two weeks.
 - **If Los Angeles County’s case positivity rate is greater than 14 per 100 population per day:** Symptomatic testing, response testing, and asymptomatic testing every week if using PCR testing, or twice weekly if using PCR testing.
- When testing students or employees for COVID-19, the School will require PCR testing.

¹ The School will apply the definition of outbreak as stated by the LAC DPH: “At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14- day period in a group with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. School groups include persons that share a common membership at school.”

² Symptomatic testing “is used for individuals with symptoms of COVID-19, either at home or at school.”

³ Response 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.”

⁴ Asymptomatic testing is “used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates.”

- Additional levels of employee and student COVID-19 testing may be implemented in response to local disease trends, an outbreak, as determined by the COVID-19 Compliance team, where required by Cal/OSHA regulations, or where otherwise required by law or public health guidance.
- For staff and student-wide testing, all staff and students shall be tested, other than any staff and students who have no contact with others and do not report to campus. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
- The School can cause tests to be provided at any one of its campuses via Valencia Branch Laboratory, or have staff get tested at local testing site or by their health insurance provider, which must cover the cost.
 - If county-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
- The ED or designee must be made aware of student and staff test results and report those results to local public health officials.
- **Student consent for testing:**
 - **Students age 12 and under:** For School Students age 12 and under, the School will require parental consent for COVID-19 testing.
 - **Students age 13 to 17:** Pursuant to California Family Code Section §6926 and CDPH guidance, School Students ages 13 to 17 may consent to COVID-19 testing on their own.
- Staff and students who refuse to take a test or to report the test results to the School will not be allowed to return to in-person instruction or otherwise enter the School Campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.
- The School must maintain confidentiality of test results, other than reporting the results to local public health officials. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The School should have a separate confidential medical file for each employee where the School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc. For students, the School will take similar precautions to safeguard the students' privacy and confidentiality, consistent with FERPA and all relevant legal requirements.

- The families of students and staff who will return to in-person instruction at the School campus are highly encouraged to be tested for COVID-19 before their student or family member returns to campus, and regularly thereafter.
- Visitors to the School campus are highly encouraged to undergo COVID-19 testing prior to entering the School campus.
- In the event of a positive test result of a student or family member:
 - The School requires that parents/guardians notify school administration immediately if the student tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the School will take actions as required in Section 4-5 below.
 - Follow the process set forth in Section 5 upon receipt of test results.

5. Exposure Management Planning and Response to Suspected or Confirmed Cases and Close Contacts:

- The School will comply with the “Protocol for COVID-19 Exposure Management Plan in K-12 Schools”, as promulgated by the LAC DPH, as well as CDPH guidance, in response to suspected or confirmed cases and close contacts.
- Potential Exposure: In the event of notice of potential exposure the School will provide all necessary notices as required by law, as stated in the School’s COVID-19 Prevention Plan.
- If the event of a suspected COVID-19 case(s):
 - The School will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- In the event of one or more confirmed COVID-19 case(s) the School will follow the CDPH guidance, including implementation of the following practices:
 - The School will provide notifications to the local public health department of any known case of COVID-19 among any student or employee who was present on a School campus within the 14 days preceding COVID-19 symptoms, or 10 days before a positive test result. Such notifications must be made within 24 hours of the School’s notification of the case.
 - Notifications will be provided by the ED.

- The notification to the local public health department must include:
 - 1) The full name, address, telephone number, and date of birth of the individual who tested positive;
 - 2) The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site; and
 - 3) The full name, address, and telephone number of the person making the report.
- The notification can be made via either:
 - 1) Using the LACDPH reporting portal, or:
 - <http://www.redcap.link/lacdph.educationsector.covidreport>
 - 2) Downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov.
- Notify all staff and families in the School community, as well as any contractors who regularly work at the School, of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
- Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable.
- Maintain regular communications with the local public health department.
- For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
- Recommend testing for all students and employees in close contact with the confirmed COVID-19 case, consistent with recommendations from the LAC DPH.
- If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using distance learning. Distance learning shall be consistent with the School’s adopted Distance Learning Policy and Procedures.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

- If a School student or employee was exposed at the School, the School will review to assess which persons need quarantine including the possibility of quarantining all individuals in the same cohort or classroom as an infected person if exposures cannot be ruled out for the entire group.
- In the event of a cluster (three or more cases within 14 days), the School will report such information to the LACDPH immediately, using the same contact methods for reporting other COVID-19 exposures on campus.
- In the event of an outbreak or cluster at a School:
 - Immediately, but in no case more than forty-eight (48) hours, the Executive Director or liaison shall notify the LAC DPH of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual. The Head of School shall also report the address and North American Industry Classification System (“NAICS”) code of the worksite where the qualifying individuals work.⁵ Additional notice will be provided of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
 - The School CCT and CCO will work closely with local county public health officials, timely provide all required information, and otherwise comply with all CDPH and local guidance regarding outbreaks.
 - The School will notify students, families, employees, and stakeholders that the School and local public health department are investigating a cluster and/or outbreak, and encourage all stakeholders to follow public health recommendations.
 - The School will identify absenteeism among affected classes or stable groups and coordinate with the LAC DPH to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
 - The School will notify all stakeholders if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school.
 - Limit visitors to the affected School campus, except for those that are essential to the School’s mission. Law Enforcement Personnel (Sheriff and Police), Fire, Medical, Emergency, or government employees who are responding to, working at, or inspecting the facility will be allowed to access the School campus.
 - Discontinue all non-essential in-person group activities at the School Campus during the outbreak.
- Close contacts to laboratory confirmed COVID-19 case(s):

⁵ The NAICS Code for a K-12 school is 611110.

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing five (5) to seven (7) days from the last exposure. Even if they test negative, they should remain in quarantine for a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
- Returning to school after home isolation:
 - Symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
 - Documentation of a negative test result should be provided to school administrators.
 - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
 - Symptomatic individuals who test positive for COVID-19 can return 10 days after the symptom onset, are fever free for 24 hours without the use of fever reducing medication and have improved symptoms.
 - Symptomatic individuals who neither test for COVID-19 nor consult with a medical professional must isolate at home until fever free for 24 hours, improved symptoms, and 10 days from symptom onset.
 - Individuals who test positive for COVID-19 test but who remain asymptomatic must still follow all public health guidance before returning to campus, including a full 10-day quarantine following the date of the positive test result.
 - Asymptomatic individuals who test positive for COVID-19 and who later develop symptoms should follow all applicable quarantine and isolation guidelines, including quarantining for 10 days after the onset of symptoms, 24 hours with no fever without the use of fever-reducing symptoms, and when symptoms have improved.
 - Close contacts to confirmed COVID-19 cases who test positive can return to school after isolating at home until fever free without fever reducing medication for 24

hours, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date if no symptoms).

- Close contacts to confirmed COVID-19 cases who test negative can return to school after quarantining for 14 days from the last exposure to the infected person.
- Pursuant to Cal/OSHA regulations, the School will exclude employees with close contacts exposure from campus for 14 days from their last exposure to the infectious person.
- **Subsequent School Closure Criteria:**
 - School campuses that are open for in-person instruction may subsequently and temporarily close for in-person instruction based on the following criteria:
 - 1) An outbreak has occurred in 25% or more stable groups at the School in 14-day period,
 - 2) 3 outbreaks have occurred in a 14-day period AND 5% of school population in infected, or
 - 3) As determined by the local health department
 - After closure, may reopen after 14 days, cleaning, disinfection, public health investigation, and local health department consultation.

6. Sanitizing/hygiene materials and practices:

- The School will develop plans to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- The School will schedule frequent, mandatory handwashing breaks for younger students at regular intervals, including but not limited to: Before and after eating, after toileting, after outdoor play, as well as before and after any group activity.
- Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals to avoid congregating in restrooms.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- If handwashing stations near classrooms are not practicable, and to facilitate use by students and staff as needed, the School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent

handwashing is more effective than the use of hand sanitizers). This hand sanitizer will be made available to both students and staff at all strategic locations throughout campus.

- The School will not use hand sanitizer with isopropyl alcohol as the main ingredient.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Children under age 9 should only use hand sanitizer under adult supervision. Hand sanitizer will also not be left out in the open in classrooms for students under the age of 9.
- The School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

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

- Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- The School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible by opening windows.
- The School will ensure the HVAC system is in good, working order.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, restroom surfaces and door handles, will be routinely cleaned.
- Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible. When shared use is allowed, the items and equipment will be cleaned between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.

- When choosing disinfecting products, the School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and require staff to follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, the School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - The School will avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Staff shall follow label directions for appropriate dilution rates and contact times.
 - The School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.
- Drinking fountains will not be used and replacement items (e.g., reusable water bottles) will be used instead.
- Each student’s belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

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

- While providing specialized services, the total on-site student population at School will not exceed 25% of the School’s total student enrollment number total student capacity. Upon re-opening for in-person instruction, the School will comply with all state and local guidance regarding capacity of the site.
- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
 - The School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.

- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in s.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

9. Cohorts and Stable Groups

- The School will implement the use of stable groups⁶ for in-person learning. Cohorts⁷ will be utilized where providing specialized services, and shall be implemented consistent with the CDPH Cohorting Guidance. The School will utilize stable groups at all times in elementary school settings.
- **Stable Groups:**
 - Elementary Schools:
 - Stable groups in elementary schools will stay together all day with their core teacher. Any electives of counseling should be conducted virtually to the maximum extent practicable.
 - Stable groups should complete daily activities together, including lunch and recess, and should be staggered from other groups.
 - The School will consider rotating groups which are present on campus at any one time, including staggering attendance on certain days, or during different parts of the day.

⁶ A “stable group” is defined as “a group with fixed membership that stays together without mixing with any other groups for any activities.” Pursuant to LAC DPH guidance, “The size of these stable groups is not limited to a specific maximum number, but is dependent on utilization of the available classroom space to allow physical distancing of 6 feet between all students and staff.”

⁷ Cohorts are defined by the CDPH as “a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) 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.”

- Pursuant to LAC DPH guidance, specialized instructors in elementary schools may work with up to three (3) stable groups of students over the course of a school day or school week.
- When cohorting, the School will limit cohort groups to 14 students.
- To enforce and promote physical distancing, no child may be part of more than one (1) cohort. However, a student may leave a cohort temporary and as needed basis to receive individualized, one-on-one services, provided that the one-on-one services are provided in a secure space, apart from other staff and students.
- Pursuant to CDPH guidance, students, and supervising adults in any one cohort must not interact with students and supervising adults in any other cohort at the School. However, supervising adults may be assigned to no more than two (2) cohorts.
- Substitute supervising adults are permitted. However, any substitute may serve no more than one (1) cohort per day.
- To the extent possible, the School will strive to provide outdoor space for 50% of cohort activities and instruction.
- Visitors to the School will not be allowed to interact with cohorts.
- Each cohort will be assigned a designated restroom. In the event that more than one cohort is required to use the same restroom, the School will implement a color-coding system to minimize student and cohort interactions in restrooms.
- During extracurricular activities such as art, music, and exercise, cohorts will be separated.
- During recess and playground time, cohorts will not be allowed in the same place at the same time. The School may implement a schedule to ensure physical distancing during recess and playground times.
- In assigning and arranging cohorts, and to limit physical interactions between cohorts, the School will use the following best practices:
 - To the extent feasible, assign children and youth who live together or carpool together, in the same cohort;
 - Avoid moving children and youth between cohorts, absent a concern for the child's overall safety and wellness.
- Staff Meetings: Meetings among staff from different cohorts must be conducted remotely, outdoors, or in a large room in which all providers wear cloth face coverings and maintain at least 6 feet distance from other providers. Outdoor meetings and meetings in large rooms with the windows open are preferred over meetings in small rooms with windows closed.

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

- The School will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The School will additionally consider implementing staggered shift schedules, where practicable, to encourage physical distancing. This includes potential staggering of break times, where practicable, to ensure physical distancing in break rooms and staff lounges.
- The School will arrange desks and workspaces to create a minimum of six (6) feet between individuals, including those employed in administrative positions.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Staff should minimize use of staff rooms, break rooms and other indoor settings. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces. In such locations, the School will ensure staff can maintain six (6) feet of physical distancing.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.
- For School staff employed in food service and preparation operations, the School will implement, where practicable, physical distancing requirements, such as floor markings.

11. Physical distancing (students): The School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus, to including:

- The School will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day.
- The School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students and teacher.
- The School will implement measures to maintain physical distancing of six (6) feet between students in the following settings, as practicable. Where six (6) feet of physical distancing cannot be maintained, the School may allow no less than four (3) feet of physical distancing between students. If the School determines in good faith that six (6) feet cannot practicably be maintained, the School will document the reasons physical distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students:
- To reduce possibilities for infection, students must remain in the same space and in stable groups as small and consistent as practicable, including for recess and lunch.
 - Ensure students and staff remain in stable classroom groups by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom groups.
 - Prioritize the use and maximization of outdoor space for activities.

- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students all day.
- Maximize space between seating and desks. Distance teacher desks at least six feet away from students. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- The School will implement measures to maintain physical distancing while students move between classrooms that are easy for students to understand and are developmentally appropriate. In common areas, the school will adjust schedules to ensure that only one cohort moves through common areas such as hallways and restrooms at one time. Other measures to maximize physical distancing between cohorts in common areas includes but are not limited to:
 - Hallways: The School will ensure only one cohort moves through a hallway at any given time. For example, the School may establish more ways to enter and exit a campus, and stagger passing times when necessary.
 - Lockers: Minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.
 - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms. Individual cohorts will be assigned a designated restroom. If more than one cohort is required to use the same restroom, the School will implement a color-coding system to minimize interactions in restrooms.
 - Libraries: Stagger group use of libraries.
 - Outdoors: Consider holding recess activities in separated areas designated by class.
- The School will implement physical barriers between food service workers and students, where necessary and appropriate.
- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.
- The School will implement procedures for turning in assignments to minimize contact.
- The School will implement a plan to maintain physical distancing during meals, included but not limited to the following:
 - Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.

- The School will tape or measure six-foot intervals for food lines to ensure physical distancing between students while picking up meals.
- If meals take place in the cafeteria, only one cohort will be allowed to eat in the cafeteria at any one time. Table and/or chairs will also be spaced at six-foot intervals to ensure physical distancing between students.
- The School will implement physical distancing measures during physical activities.
 - Sporting Events and Gatherings: Outdoor and indoor sporting events and competitions, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted.
 - Playgrounds and Recess: The School will consider holding recess activities in separated areas designated by class and/or staggered throughout the day and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - Youth Sports and Physical Education: The School will conduct sports and physical education classes only when the following can be maintained (1) physical distancing of at least six (6) feet, and (2) a stable group or cohort, such as a class, that limits the risk of transmission. Activities should take place outside to the maximum extent practicable.
 - When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, and at the conclusion of the activity.
 - Balls or other objects or equipment can be touched by multiple participants if the above hand hygiene practices are followed.
 - Face coverings should be worn by participants during practice, conditioning, and competition, even during heavy exertion as tolerated,
 - Participants should maintain at least six (6) feet of distance from other participants to the maximum extent possible,
 - Face coverings must be worn when not participating in the activity,
 - The School will not allow the sharing of drink bottles nor other personal items and equipment,
- The School will consider and implement where practicable any teaching methods designed to encourage and promote physical distancing.

12. Use of face coverings: The School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with

CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Until such time as the statewide order is lifted, all individuals two years of age and older must wear a cloth face covering at all times while on campus, except while actively eating or drinking.
 - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Employees should wear a clean face mask to work every day.
- Employees should avoid touching the mask and should wash their hands frequently, including after removing the mask.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- Teachers may use face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- The School will post signs regarding proper use, removal, and washing of face coverings.
- The School will post signs to remind employees that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn in public settings with certain limited exceptions.
- All student age two and older who are not prevented from doing so by a breathing problem or disability shall wear a clean cloth face covering at all times, including:
 - While waiting to enter the school campus.
 - In any area outside of the classroom (except when eating or drinking).
 - After leaving school.
 - While waiting for or riding on a school bus.
- Proper use of cloth face coverings is strictly enforced. The School will exclude anyone from campus who refuses to wear a face mask and who is not prevented from doing so due to a documented disability/legally recognized accommodation, consistent with this Policy.
- The School shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- A cloth face covering or face shield may be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily

removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

- The School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- For School staff working with sick children or with children who are precluded from wearing a cloth face covering due to a medical condition, the School will provide a medical grade face mask to that employee.
- Employees working in a cubicle must wear a face covering.
- A face shield may be an acceptable alternative for children who cannot wear a face mask due to a documented disability or who cannot wear a face mask properly.
- The School will evaluate any employee's request for accommodation from the School's facial covering policy/requirement pursuant to the MPS Employee Handbook and applicable law for all lawfully recognized accommodations. Employees requesting an accommodation from the facial covering policy/requirement must provide appropriate documentation and contact human resources.
- **Accommodations for Students:**
 - Any student who cannot wear a facial covering and/or face shield due to a documented disability must provide a doctor's note which justifies the need for an accommodation from the facial covering requirement.
 - Parents/guardians who believe their student may need an accommodation from the School's facial covering policy and requirement should contact Carolyn Fernandez, the Principal at (323) 409-0801.
 - Upon receipt of appropriate documentation, the School will evaluate requests for accommodation and determine what, if any accommodations it can provide.
 - For special education/504 students:
 - Appropriate determinations will be made during IEP team meetings.
 - When considering potential accommodations, SPED/504 teams will use the following criteria:
 - 1) Does the student have a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance and
 - 2) When deciding if students with certain disabilities should wear a mask, determine if they can:

- Use a mask correctly,
- Avoid frequent touching of the mask and their face,
- Limit sucking, drooling, or having excess saliva on the mask,
- Remove the mask without assistance.
- Pursuant to public health guidance and legal authority, the School will not place students who cannot wear a mask, with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. The School may also provide an to be accommodation via distance learning.

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

- The School will provide surgical masks, face shields, and disposable gloves for employees engaging in Wellness and Temperature Screenings.
- Workers or other persons handling or serving food must use gloves and face coverings.
- The School will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.
- The School will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, the School will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

14. Support for Students with Disabilities and at Increased Risk of Becoming Infected or Unrecognized Illness:

- Every child and adolescent with a disability is entitled to Free Access to Public Education (“FAPE”) and is entitled to special education services based on their individualized

education program (“IEP”). In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff who are required to deliver hand-over-hand instruction or hygiene service needs for students.

- Services:
 - Related service providers will provide services to students remotely via distance learning, or on a one to one in-person basis as appropriate.
 - Students from different cohorts will not be grouped together for pull-out services.
 - If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
 - Staff will be supplied with protective equipment as appropriate, including masks, shields, gloves and gowns.
 - All Staff and students will receive training on the appropriate use of PPE and healthy hygiene practices that are proven to mitigate the spread of COVID-19.
- The CCT or CCO will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

15. Maintaining Healthy Operations: The School will follow all LACDPH Public Health Orders and CDPH Guidance for maintaining healthy operations, including the following practices.

- Monitor on a weekly basis, COVID-19 guidance from the LACDPH, CDPH, and County Offices of Education.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.

- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

16. Protection of higher risk employees:

- The School recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.⁸
- Consistent with operational needs, the School shall support options to telework, if available and reasonable.
- The School shall attempt to limit vulnerable employees' duties to minimize their contact with visitors and other employees.

17. COVID-19 Vaccinations:

- Pursuant to CDPH guidance, the School will strongly recommend that all persons eligible to receive COVID-19 vaccines receive them at the first available opportunity.

18. Communications to the School community:

- The School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- Beginning March 15, 2021, the School will also report to the CDPH as to all information required pursuant to AB 86, on the second and fourth Monday of each month.
- Prior to the start of the school year, the School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
 - Enhanced sanitation practices
 - Physical distancing requirements and recommendations
 - Proper use, removal and washing of face coverings.

⁸ This includes employees with any one or more of the following high-risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- Screening practice.
- How COVID-19 is spread.
- COVID-19 specific symptom identification.
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19, including pertinent isolation and quarantine policies.
- Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including any testing arranged by the School.
- Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention.
- Guidelines for families about when to keep students home from school.
- Systems for self-reporting symptoms.
- Criteria and plan to close schools again for physical attendance of students.
- Changes in School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
- School policies regarding parental visits to School campuses, reiterating options for contacting the school remotely.
- Contact information at the School for students who may have been exposed to COVID-19.
- School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The School will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- The School will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- COVID-19 protocol will be posted at all public entrances to the School campus.
- The School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with public health guidance and legal authority.

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