

COUNTY OF LOS ANGELES SCHOOL WAIVER APPLICATION FOR GRADES TK – 2 IN-PERSON EDUCATION COVER SHEET

Full Name of School Requesting Waiver:

Westside Neighborhood School

School Type:

Date of Submission: 10/8/20

School District Superintendent or School Head Administrator Name:

Bradley Zacuto

Phone:

Email:

Address: 5401 Beethoven St

City: LA

Zip: 90,066

School District Where Your School is Located:

Los Angeles Unified

Estimated total number of students that will return for in classroom instruction per grade (if none, enter 0):

TK: 0

K: 54

1: 48

2: 48

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of in classroom instruction for grades TK - 2:

40

Anticipated total number of cohorts returning: 13

Anticipated mode of attendance for In-classroom instruction: Full-Time Attendance

Percent of student body who qualify for Free Or Reduced-Priced Meals: 6%

URL where re-opening protocols are posted: <https://wns-la.org/return-to-school-plan/>



Supporting materials to include with this cover sheet:

- Letter from district superintendent or head administrator for private/charter school requesting this waiver.
- Letters of support from the following groups:
 - All labor unions representing employees at the school reopening for classroom instruction (**REQUIRED**). If school employees are not represented by a union, a letter from other organizations representing teachers/staff **OR** a letter signed by majority of teachers/staff must be submitted.
 - Parent organization(s) at the school reopening for classroom instruction. (**REQUIRED**)
 - Community organization(s) that provide services for students and their families who attend the school reopening for classroom instruction. (RECOMMENDED)
- A completed Los Angeles County Department of Public Health [K-12 School re-opening protocol checklist](#).

By checking these boxes, I attest:

- Our district/school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public health guidance, for all teachers and staff who will be involved in in-person instruction.
- A plan or protocol has been developed for incorporating surveillance testing into regular school operations of all school personnel which describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
- I am aware that this form and all supporting documents will be posted publicly on the Los Angeles County Department of Public Health website.

EMAIL THIS COMPLETED COVER SHEET AND ALL SUPPORTING MATERIALS TO SchoolwaiversC19@ph.lacounty.gov.



October 5, 2020

Dr. Barbara Ferrer, Director, Los Angeles County Department of Public Health
Sandra Shewry, MPH/MSW, Acting State Public Health Officer, California Department of Public Health

Dr. Mark Ghaly, Secretary, California Health and Human Services Agency
Executive Officers

Dear Dr. Ferrer:

Westside Neighborhood School, an independent preschool-eighth grade school seeks your approval of a waiver to allow the school to reopen its doors for in-person instruction for our students in kindergarten through second grade. Our total enrollment for grades K-2 is 162 students, 150 of whom have opted for in-person instruction when available. While our school serves students through eighth grade, we recognize that the waiver is only available to students through second grade. This is strongly supported by our community as we recognize the challenges our teachers, students, and parents are facing as we try to deliver effective online learning to our youngest students.

WNS is a highly diverse school. We have over 56% children of color, and also strongly support socio-economic diversity with over \$3,000,000 in financial assistance going to some 158 students this school year. **About 6% of our students would qualify for free or reduced cost lunches.**

Westside Neighborhood School began its 2020-21 school year for all K-8 students with home-based online learning in mid-September. While our teachers, students, and parents collaborate to make the online learning experience as effective as possible, we strongly believe that our in-person teaching and learning model is best for our students, especially our youngest learners. The social development of young children is a critical part of their educational experience, and one that cannot easily be replicated through distance learning.

Startling last Spring we began taking substantial measures to prepare our campus for their eventual safe return to our campus in a way that minimizes the chance for the infection to spread in our community. We have met, and in many cases, exceeded the requirements from the CDPH and LACDPH. For those families who either need to or prefer to continue their education from home, we will offer access to our curriculum and to their classes through a distance learning platform. We have made accommodations for faculty and staff who have conditions that put them at high risk for COVID-19.

Our preparation and planning has been highly transparent and collaborative. Last May, we formed a Pandemic Task Force consisting of school administrators, the school nurse, teachers, and several parent-leaders with expertise in helpful disciplines, including medicine and public health. The Task Force members have collaborated to develop plans to return our community to campus at a prudent time and in a manner that will protect the health of our students, teachers, and staff. The Task Force has used the *COVID-19: Industry Guidance* document provided by the California Department of Public Health and CAL-OSHA in addition to CDC guidance and direction provided by other LA County area health experts. By mid-July, the medical subcommittee of our task force had formed a detailed plan that describes both physical and operational changes to our school that conform to the guidance provided by the experts cited above.

You may access our complete (a) [School Return to School Plan](#) and (b) [Internal COVID-19 School-Wide Policies and Protocols](#):

Included please find the following links and documents:

- Waiver Application
- LADPH Reopening Protocol Checklist
- Westside Neighborhood School *Return to School Plan 2020* (*link above*)
 - *WNS Internal COVID-19 Protocols and Resources* (*link above*)
 - *LACDPH School Reopening Checklist*
- Letter of Support from Board of Trustees
- Letter of Support from Parent Group
- Letter of Support from Faculty and Staff

The many steps that we have taken to return our kindergarten through second grade students and their teachers to in-person learning meet the conditions of the waiver application. We hope that you will approve our waiver application so that we can provide a dynamic, impactful, and safe in-person program to our students starting on **Wednesday, October 21, 2020.**

Thank you for your consideration.

Sincerely,



Bradley Zacuto

Head of School

Westside Neighborhood School

October 5, 2020

Dr. Barbara Ferrer, Director, Los Angeles County Department of Public Health
Sandra Shewry, MPH/MSW, Acting State Public Health Officer, California Department of Public Health
Dr. Mark Ghaly, Secretary, California Health and Human Services Agency
Executive Officers

Dear State and County Officials:

Please accept this letter from the Board of Trustees of Westside Neighborhood School in support of the school's waiver application to allow K-2 students to return to campus as soon as possible.

In concert with the school's senior administrators, the Board has met throughout the summer to prepare our physical plant and our faculty and staff for a return to in-person learning. We have committed over \$1 million to facility upgrades and PPE, including HEPA filters and BPI (bipolar ionization) air handling equipment for our HVAC system. We have also developed testing and distancing protocols per local, state, and CDC guidance.

These preparations are ongoing with guidance from local, state, and federal authorities, including the CDC, the CDPH, LADPH, and our own Board Health, Safety, and Security Advisory Committee that includes medical professionals.

The safety of our students, their families, our faculty, and staff is of paramount importance. We intend for our safety measures to be dynamic, rather than static. We stand ready to make additional changes and investments as necessary to minimize the risk to our community.

Our Board of Trustees is united in believing that we have minimized the risks associated with on-campus learning for our K-2 population and believe that it is imperative that these young students return to in-person learning as safely and as quickly as possible.

Sincerely,

David T. Russell, Ph.D.
Chair, Board of Trustees
Westside Neighborhood School

OFFICERS, Westside Neighborhood School Board of Trustees
David Russell, Chair
Jennifer Price-Letscher, Vice Chair
Penelope Linge, Treasurer
Trisha Burdick, Secretary

October 5, 2020

Dr. Barbara Ferrer, Director, Los Angeles County Department of Public Health
Sandra Shewry, MPH/MSW, Acting State Public Health Officer, California Department of Public Health
Dr. Mark Ghaly, Secretary, California Health and Human Services Agency
Executive Officers

Dear Dr. Ferrer and local and state officials:

We, the Parent Group of Westside Neighborhood School, representing over 500 families of students enrolled in Westside Neighborhood School's ECC-8th grades, submit this letter in full support of Westside Neighborhood School being granted a waiver to allow our K-2 students on campus for in-person learning, as soon as possible.

The Parent Group of Westside Neighborhood School has received constant communication from our Head of School, over the last nine months, informing and educating our families on the developments of the virus, its spread, and what the school has and is doing in response to the required and necessary safety measures and protocols to keep our children, caretakers, faculty and staff safe and healthy. We have been well informed and are deeply appreciative of Westside Neighborhood School's ability to not only meet the guidelines set forth by the LA County and state health departments' recommendations, but we have been impressed that our Head of School has gone well beyond the recommendations, and has invested heavily in accommodating any and all safety standards and accommodations for our faculty and our families. Westside Neighborhood School has made an extraordinary financial investment in ensuring that by every level of health and safety standards, our school is prepared to lead the way in educating children in-person safely and effectively. And we appreciate and support our teachers who are creating the pathway for the on-campus instruction of our young children.

As a parent community, we would be remiss if we did not express the critical need and urgency to get our K-2 children back into classrooms, where they belong and learn most effectively. Our school is fortunate to represent a diverse socioeconomic population that mirrors the diversity of this great city. However, many of our families are significantly suffering with distance learning, while parents and caretakers attempt to simultaneously work and keep children home and engaged with learning. This is not a sustainable option for many of our families, who suffer financially because they are unable to meet the needs of their employer, while caring for young children throughout the day. We are deeply concerned about the needs of our families who have very few options to work and make a living wage, realizing that having children in schools is much more of a vital necessity, than a convenience.

It is with great pride that we look to Westside Neighborhood School for being diligent, pragmatic, strategic and thoughtful in their efforts to bring our wonderful children back to school safely. We hope that like us, you will also recognize the vast efforts made by our Head of School to ensure that our K-2 children will be safe, healthy and thrilled to return to the place our school community regards as its second home. Thank you for your time and consideration.

Kindest Regards,

Nikea Johnson

Nikea Johnson

President, Parent Group

and Parent Group Board Members:

Amber Anderson

Nefertiti Austin

Margie Gilmore

Barbara Duker

Cyd Middlesworth

Peter Torres

Kim Bryant

Anette Jeltsje Jacobs

Stephanie Edwards-Datuowei

Roxanne Suarez

Nancy Duker

Andrea Poulten

Laura Street

Kimberly Childs

Natalie Gluck-Mitchell

Dana Coleman

Megan Williams

Lisa Nelson

Saba Hopkins

Angela Lehane

Joni Williamson

Janelva Williams

Sheryl Enock

Ken Reiter

Rebecca Henning

Jillian Yost

Jacqueline Chun

LaTisha Boyd

Tiffany Thompson

Melissa Blaser

Tammy Dickerson

Toni Brock

Orit Condos

Sven Faulconer

October 5, 2020

The Honorable Los Angeles County Board of Supervisors
Dr. Barbara Ferrer, Director, Los Angeles County Department of Public Health
Sandra Shewry, MPH/MSW, Acting State Public Health Officer, California Department of Public Health
Dr. Mark Ghaly, Secretary, California Health and Human Services Agency
Executive Officers

Dear Dr. Ferrer and local and state officials:

We represent the Kindergarten, First, and Second grade teachers who would be coming back to campus to teach our students in person under the K-2 Waiver Provision. We support this opportunity, and believe this is in the best interests of our young students. Their needs for social-emotional skills development as well as instruction in critical academic foundations are not well met by online learning.

Our Head of School has informed and consulted with us throughout this process dating back to the summer, and again this past week when news of the K-2 Waiver program became known. We have received training, and will continue to receive training on our school based COVID-19 mitigation protocols, including symptom screening, physical distancing, hand washing, maintaining our stable cohorts, and reinforcing wearing masks. We appreciate the campus upgrades in campus-wide ventilation, additional hand washing stations, and adjustments to the classrooms to support physical distancing. As an added measure of reassurance, our school has put in place a school based COVID-19 testing program that tests all faculty and staff twice a month, and all students once a month.

Given our understanding of the developmental educational needs of our young students, we encourage the LADPH and the State Department of Public Health to grant Westside Neighborhood School a Waiver permitting the on campus instruction of our K-2 students as soon as possible.

Respectfully submitted on behalf of the WNS faculty and administrators,

Signed:

Darcie Wolfe, First Grade Teacher
Lauren Lee, Kindergarten Teacher
Brooke Faill, Kindergarten Teacher
Jeri Brannan, Kindergarten Teacher
Denise Resendez, Second grade Teacher
Stacey Koff, Assistant Head of School
Dayna Hollins, Director of Admission & Enrollment Management

Dylan Anglin, Director of Human Resources
Ryan Johnson, First Grade Teacher
Audrey Grauer, Second Grade Teacher
Olivia Howard, First Grade Teacher
Ari Zanger, First Grade Associate Teacher
Gail Tucker- K-2 Support Teacher
Kim Childs, Second Grade Teacher
Lauren Fischer, Executive Assistant to the Head of School
Dr. Martinique Starnes, Director of Diversity, Equity, and Inclusion
Cathy Gemgnani, Director of Development
Brad Wright, Director of Technology
Rebecca Russell, Director of Curriculum
Lily Gottlieb, Second/Third Grade Associate Teacher
Ananda Coleman, Third Grade Associate Teacher
Dominica Johnson, Director of Operations
Heidi Reimann, Assistant Head of School
Zack Guerra, Lower School Science Teaching Assistant
Hazel Heredia, Second Grade Teacher
Nicole Javaheri, Second Grade Teacher
Amy Woropay, Director of Communications
Chelsea Magdaleno, School Nurse
Brooke Lyon, Director of Auxiliary Programs
Olivia Botello, Assistant Director of Auxiliary Programs
Ilesha Polk, Kindergarten Associate Teacher
Kelly Massey, Director of Early Childhood Education
Alvaro Monzon, Operations Supervisor
Kaitlin Rodriguez, Dean of Middle School
Laurie Zachman, Art Teacher Grades 5,6 & 8
Luis Romero, Operations
Orlando Stewart, Operations
Catherine Davia, Director of the Multimedia Learning Center
Haley Petri, Fifth Grade Teacher
Lori Getz, Director of Online Learning
Carmen Paul Middle School Spanish Teacher
Cydney Bodenhamer, Middle School Math Teacher
Susan Walker, Middle School Teacher
John Umekubo, Director of Social Entrepreneurship
Sonia Luque, 5th-8th Spanish teacher
Emily Fisher, Ph.D., School Psychologist
Tracey Daley, Middle School Math Teacher
Monica Craig, School Registrar
Joanne Nakawatase, Assistant to the Assistant Heads of School
Andrea Amend, Middle School Science Teacher

Dena Kaplan, Assistant Director of Operations
Christopher Pearson Director of Athletics
Erin Wolf, Middle School Art Teacher
Karl Simpson, Middle School English Teacher
Chelsea Platt, Middle School English Teacher
Keith Nakawatase, Desktop Support Technician
Madeline Davidian, Fifth Grade Teacher
Diana Lesso, Spanish Teacher
Salvador Gonzalez, Assistant Director of Information Technology
Meaghan Mihalic, Middle School Teacher
Alicia O'Connor, Creative & Marketing Manager
Ricardo Ruiz, Operations
Natalia Lealos, Second Grade Teaching Assistant/Auxiliary Staff
Alyssa Altimas, Third Grade Teacher
Cynthia Abo, Middle School Spanish Teacher
Chazaq Hernandez, Operations
Wilber Osorio, Operations
Tanya O. Barrow, Receptionist
Jacqueline Bowman, Third Grade Teacher
Sarah Mirman, Middle School English Teacher
Totianna Polk, Kindergarten Teaching Assistant
Naomi Austin, Admission Database Manager
Tilly Oren, Second Grade Teacher
Alanna Ryan, Third Grade Teacher
Shellinda Barre, Elementary Science Teacher & LS Specialists Coordinator

Reopening Protocols for K-12 Schools: Appendix T1

WESTSIDE neighborhood school

10/5/20

Recent Update

9/7/20: Section A has been updated to clarify the reporting requirements to the Department of Public Health when there is a COVID-19 exposure at the school. In addition, the number of days during which an exposed person is considered to be at risk, has been corrected from 12 to 14 days on page 5 (changes highlighted in yellow).

During this period when schools are generally restricted to remote learning, two types of on-site programming are permitted: (1) specialized services for defined subgroups of children who need in person services and support, as well as (2) ECE licensed child care and day care for school-aged children with proper licensure or waiver of same from Community Care Licensing (CCL). Specialized services for subgroups of students and day care for school-aged children must be carried out in compliance with all provisions for safe opening of schools detailed in this document. In addition, both types of programming must be provided to children either individually or in cohorts. Key elements of cohorting for both types of program are as follows.

All K-12 schools in California counties that are in Tier 1 of the State's Framework for Recovery, including Los Angeles County, are prohibited from reopening for in-person instruction except to address needs of students requiring specialized support and services, as described below. In compliance with this order and except for students needing specialized services, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implementation of remote learning, and, starting September 14, 2020, to serve children who qualify for specialized services. All measures to ensure the safety of employees and students in this protocol for Reopening of K-12 Schools and of the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. Waivers for opening of elementary (TK through grade 6) education are not currently being offered or permitted.

- ✓ For purposes of these two types of programs, a cohort is defined as a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.
 - Note that while some children may be part-time participants in the cohort, other children cannot be added to the group to reach the maximum of 12 at all times. Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- ✓ While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs, the total on-campus population may not exceed 10% of the total student body at any one time.
- ✓ A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. This includes child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult.
- ✓ A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students as identified by a local educational agency on a school.
- ✓ LEAs and schools that choose to implement either or both of these on-site services while schools are otherwise closed to in-person instruction, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. A reporting form can be found at [Small Group Instruction Notification Form](#)
- Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).
- Specific requirements for each of the two types of currently permitted on-site programming are as follows:

1. Specialized Services for defined subgroups of children

- LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve an initial subpopulation of students with IEPs and students who are English Language learners. These students may be served as needed, provided that the overall number of students present on-site does not exceed 10% of total student body at any one time.
- Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.
- Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, 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.
- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).

2. Day care for school-aged children and/or child care programs located in schools

- LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for Programs Providing Day Care for School-Aged Children or the Guidance for ECE Providers. Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing Regional Office to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP
- As in the case of specialized services, use of outdoor space is strongly recommended for learning as well as for meals, recreation and other activities in the course of the day.

While schools are closed to all classroom instruction, in person assessments are permitted on campus for students who have or who require evaluation for Individualized Education Plans (IEPs) when such assessments cannot reasonably be performed elsewhere.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

Institution name:

Westside Neighborhood School

Address:

5401 Beethoven St, LA 90066

Maximum Occupancy, per Fire Code:

700

Approximate total square footage of space open to faculty and/or students:

50,999 sq ft

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

Estimated total number of students that will return per grade (if none, enter 0): *THIS IS FOR K-2 WAIVER*

TK: <u>0</u>	K: <u>58</u>	1: <u>50</u>	2: <u>54</u>	3: <u>0</u>	4: <u>0</u>	5: <u>0</u>
6: <u>0</u>	7: <u>0</u>	8: <u>0</u>	9: <u>0</u>	10: <u>0</u>	11: <u>0</u>	12: <u>0</u>

NOTE: The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. "Employees" or "staff" may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term "parents" is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF ("EMPLOYEES") AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
 - o Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
 - o Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
 - o Isolation of case(s);
 - o Identification of persons exposed to cases at school;
 - o Immediate quarantine of exposed employees and/or students; and

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
- Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Educational Sector.
- ☑ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- ☑ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ☑ A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
 - The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
 - The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- ☑ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☑ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ☑ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ☑ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ☑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- ☑ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
- ☑ These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
 - Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

- Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:

○ Break rooms	<u>Twice Daily</u>	<u>SEE ONLINE APP</u>
○ Restrooms	<u>FREQUENTLY</u>	<u>EACH DAY</u>
○ Classrooms	<u>DAILY</u>	
○ Laboratories	<u>N/A</u>	
○ Nurse's office	<u>FREQUENTLY</u>	<u>THROUGHOUT DAY</u>
○ Counseling and other student support areas	<u>FREQUENTLY</u>	<u>THRU DAY</u>
○ Front office	<u>FREQUENTLY</u>	<u>THROUGHOUT DAY</u>
○ Other offices	<u>AS NEEDED</u>	
○ Other (auditorium, gymnasium, library if in use)	<u>AS NEEDED</u>	
○		

- High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- Disinfectant and related supplies are available to employees at the following location(s):
NURSES OFFICE; FRONT DESK; KITS IN CLASSROOMS
- Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
 - Building entrance/s,exit/s
 - Central office
 - Stairway entrances
 - Elevator entry (if applicable)

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- Classrooms
- Faculty breakroom
- Faculty offices: _____
- Soap and water are available to all employees at the following location(s):
Restrooms, Banks of touchless sinks
- Employees are offered frequent opportunities to wash their hands.
- Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- Copies of this Protocol have been distributed to all employees. website
- Optional—Describe other measures:
see website WNS-LA.ORG

**B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS
(CHECK ALL THAT APPLY)**

- Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 2007
- Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 52
- Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
 - A maximum of one child per bus seat.
 - Use of alternating rows.
- Additional measures in use to ensure physical distancing (Check all that apply):
 - Staggered school start times to permit more than one trip per bus at school start and close.
 - Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
 - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
 - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
 - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
 - Other: _____

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):

- Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
- School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
- Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.
- The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways
- Staggering of breaks between classes
- Monitoring of stairways by school staff
- Other:

Y/N
Y/N
Y/N

Directional signs on doors & doors

Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day.

In-person class size has been limited to 12 students in elementary grades.

N/A In-person class size has been limited to N/A students in middle and high school grades.

The school day has been divided into shifts to permit fewer students per class.

Attendance is staggered to reduce the overall number of students in classrooms on a given day.

Some classes have been moved entirely online.

Online class attendance and participation is offered as an option for all students for all classes.

N/A Alternative spaces are used to reduce the number of students within classrooms. These may include:

- School library _____
- Auditorium _____
- Cafeteria _____
- Gymnasium _____
- Other: _____

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
- Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- Nap or rest areas in classrooms have students 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.
- Other:

Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.

N/A School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:

- Offering access to locker rooms only when staff supervision is possible Staggering locker room access
- Creating alternative options for storage of student clothing, books and other items.

Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):

- Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
- If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
- Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.

N/A If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.

N/A If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

Measures are in place to permit physical distancing in school areas used for student support services.

- Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.

- Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- Sharing of equipment and supplies is 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
- Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- Measures are in place to permit physical distancing in administrative areas of the school.
 - Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
 - Tape or other markings are used to define a 6-foot radius around reception desks or counters.
 - Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.
 - Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see [July 1 Isolation HOO.pdf](#)).
 - Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
 - The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives
 - Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).
 - Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see July 1 Quarantine HOO.pdf).

Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.

Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.

NA Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):

Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.

Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.

Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.

Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.

Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):

At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.

The school HVAC system is in good, working order.

HEPA 140
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COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Portable, high-efficiency air cleaners have been installed if feasible.
- Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
- Air filters have been upgraded to the highest efficiency possible. *HEPA 14*
- Other:

- Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include (check all that apply).
 - A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
 - Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with *(N/A)* disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
 - Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products (see below).
 - Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
 - Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
 - Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions.
 - To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
 - Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
 - Custodial staff and other staff responsible for cleaning and disinfecting are equipped

with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product

- All cleaning products are kept out of children's reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:

- Restrooms: _____
- Lobbies/entry areas: _____
- Teacher/staff break rooms: See P. 6 _____
- Class rooms _____
- Cafeteria dining area: _____
- Cafeteria food preparation area: _____
- Front office: _____
- Other offices: _____
- Other areas: _____

- Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):
 - Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
 - All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
 - Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
 - Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.

- ✓ As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- ✓ Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- ✓ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- ✓ Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- ✓ Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- ✓ Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):
 - ✓ Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom, a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
 - ✓ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
 - ✓ Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
 - ✓ Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
 - ✓ Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of

unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
 - Buffet and family style meals have been eliminated.
 - Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
 - Physical barriers are in place where needed to limit contact between cafeteria staff and students.
 - Optional-Describe other measures:

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

- Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
 - Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 NOISE OFFICE
 - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 yes
 - Who to contact at the school if student has symptoms or may have been exposed School NURSE
 - How to conduct a symptom check before student leaves home yes
 - Required use of face coverings yes
 - Importance of student compliance with physical distancing and infection control policies yes
 - Changes in academic and extracurricular programming in order to avert risk yes
 - Changes in school meals in order to avert risk _____
 - School policies concerning parent visits to school and advisability of contact the school remotely yes - NO PARENTS ON CAMPUS
 - Importance of providing the school with up-to-date emergency contact information including multiple parent contact options _____

o Other:

- A copy of this protocol is posted at all public entrances to the school.
- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
 - o This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
 - o Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
 - o Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.

You may contact the following person with any
questions or comments about this protocol:

Business Contact
Name:

BRAD ZACUTO, Head of School

Phone number:

310 574-8650

Date Last Revised:

12-6-20



SCHOOL-WIDE POLICIES AND PROTOCOLS

This is a live doc that is constantly being updated. All policies and protocols are subject to change.

The following documents make up the School's reopening plan:

A. Internal Planning Documents

Copies of these internal planning documents may be found here: **Reopening Fall 2020 Protocols Google Doc/Important Forms and Docs Drive/Covid Planning Docs**

- [Checklist for Managing COVID-19 Exposures Involving Employees](#)
- [Checklist for Managing COVID-19 Exposures Involving Students](#)
- [Checklist to Update the School's Injury and Illness Protection Program \(IIPP\) and Implement Employee Training and Other Cal/OSHA Requirements in Light of COVID-19](#)
- [Internal Guidelines and Recommendations for Personal Protective Equipment \(PPE\) for Staff Performing Screenings](#)
- [Checklist for Employees Conducting Symptom Screenings](#)
- [Checklist For Coming To Campus](#)
- [LA County Guidelines for Employees Returning to Work Following COVID Diagnosis](#)
- [LA County Guidelines for Students Before Entering Campus](#)

B. Forms and Agreements

Copies of these forms and agreements may be found here: **Reopening Fall 2020 Protocols Google Doc/Important Forms and Docs Drive/Covid Planning Docs**

- [Authorization for Use and Disclosure of Medical Information](#)
- [Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result, or Exposure](#)
- [Certification for Student Returning to School after COVID-19 Symptoms, Positive Test Result, or Exposure](#)
- [Telework Agreement](#)
- [Temperature Test and Symptom Screening Form: Employees](#)

C. Internal Policies to be Distributed to Applicable Employees

Copies of these internal policies may be found here: **Reopening Fall 2020 Protocols Google Doc/Important Forms and Docs Drive/Covid Planning Docs**

- [Protocol When An Employee Exhibits Symptoms Associated with COVID-19 at Work](#)
- [Protocol When A Student Exhibits Symptoms Associated with COVID-19 at School](#)
- [LA County Guideline for Symptomatic Child](#)
- [Protocol for Employee COVID-19 Symptom Screening](#)
- [Policy for Use and Disclosure of Employee Confidential Medical Information Related to COVID-19](#)
- [Protocols for Cleaning and Disinfecting the School Campus](#)
- [Protocols for Meals at Schools and Childcare Facilities](#)

D. Internal Policies to be Included in Employee Handbook or Addendum to Employee Handbook

Copies of these internal policies may be found here: **Reopening Fall 2020 Protocols Google Doc/Important Forms and Docs Drive/Covid Planning Docs**

- [Emergency Paid Sick Leave and Emergency FMLA Leave Policy](#)
- [Protocols for Physical Distancing and Individual Responsibility for Employees](#)
- [Accommodations Policy for Employees at High-Risk of Severe Illness Should They Test Positive for COVID-19](#)
- [Telework Policy](#)

CAMPUS/FACILITY/BUILDING-SPECIFIC MEASURES

Address(es) of School's Campus(es): 5401 Beethoven Street, 5400 Beethoven Street, 12901 Coral Tree Place

A. Use of Shared Areas

The School maintains indoor- and outdoor-shared areas, which are utilized by School employees and students. Access to such areas at any one time may be limited to the number of persons. Capacity is posted in each room.

Note: *The Centers for Disease Control ("CDC") recommends, and the CDPH and CDE require, 6 feet of space to be maintained between students and between students and employees. The CDE recommends that schools determine the maximum capacity for students in each classroom while meeting 6-foot physical distancing objectives, ensure desks are a minimum of 6 feet apart, and*

arrange desks in a way that minimizes face-to-face contact. We note that there may be additional or more restrictive requirements or guidance from local public health departments or local offices of education. We also note that there are different requirements for preschools.

B. Signage At Each Entrance

Signage is posted at each entrance of the school to inform all employees, students, and parents that they must not enter the facility/campus if they have a fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other symptoms associated with COVID-19 identified by the Centers for Disease Control (“CDC”). Signage states that, while in the facility/campus, individuals must maintain a minimum 6-foot distance from one another.

A copy of any postings required by the local public health department are posted at each entrance to the facility/campus.

C. Signage On Campus

A copy of the following [notices](#)^[8] are posted at appropriate, highly visible locations in the facility/campus as recommended/required by the CDC, CDPH, CDE, local public health department, and/or local office of education:

[Properly wearing and using cloth face coverings](#)^[9]

[Promoting everyday protective measures](#)^[10]

[Stopping the spread of germs](#)^[11]

[Properly washing hands](#)^[12]

Markers to indicate 6 feet of space are placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing.

Signage and barriers are in place to direct students and employees to walk through campus and hallways in a manner that promotes physical distancing.

Signage indicating the maximum number of persons permitted in an area at any given time is posted at the entrance or other highly visible location in that area.

D. School Health and Safety

Employees who are able to perform job duties remotely, should be encouraged to continue working remotely.

Flexibility and Management of People on Campus

To the extent practicable, the School should implement staggered work schedules to promote physical distancing and reduce in-person head counts on any given work day. The Head of School will allow, encourage, or require remote work as appropriate for any given employee or classification of employees. The Head of School will also implement flexible or staggered work schedules (e.g., staggered start times or days on campus) where possible given the school's work flow needs.

The school has also implemented staggered schedules for student morning drop off and afternoon dismissal so as to reduce the number of students moving in and out of the building at any one time. Similarly, the school has created a more flexible schedule for recess, lunch and other times students are moving through the school buildings.

Travel and Transportation Safety

For those employees who participate in the School's rideshare/carpooling program, the School has amended or temporarily discontinued the rideshare/carpooling policy and protocols to address physical distancing concerns.

The School has canceled non-essential travel.

The School has directed all employees not to come to work and parents not to bring students to school if they are sick, including, but not limited to, exhibiting any symptoms of COVID-19 (e.g., fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, or other symptoms associated with COVID-19 identified by the CDC). This School has directed employees to take their temperature before arriving on campus each workday.

Daily Symptom Screening and Testing

The School is conducting temperature and symptom screening before allowing employees, students, parents, and visitors to enter the facility/campus. Employees and students need to complete the symptoms checklist provided by Ruvna before coming on



the campus. The checklist is available daily and must be completed each day the employee or student is on campus.

The School is conducting COVID-19 tests of employees, as appropriate, pursuant to guidance provided by the CDC and the EEOC every 2 weeks. The school is also testing students once a month.

Contact Tracing and Containment Protocols

The School has identified local public health department contacts with whom it will communicate regarding information about COVID-19 exposures at the School. The School will assist local public health departments in facilitating contact tracing for employees or students who test positive for COVID-19 in accordance with confidentiality requirements. The school is also researching software and apps that will assist in contact tracing.

Masks

The School is requiring all employees to use an approved cloth face covering, and upon request, a face shield while on campus. All employee PPE is provided by the School at no cost to the employee. Teachers will have a variety of approved styles of face masks to select, including KN95's. All students are required to arrive at school with two face masks that meet CDC and local health authorities specifications. The school will also have supplies of approved "surgical style" masks for students as backup.

The School has directed all employees that a cloth face covering must be worn at all times, except if an employee is in their own office/classroom alone and their door remains closed. Students will have "mask breaks" during supervised outdoor recreation sessions.

The School has directed all employees who wear cloth face coverings to wash such face coverings after each workday. The School has directed all employees who wear face shields to clean and disinfect such face shields after each workday.

The school has instructed employees to use their best judgment and cover skin as much as possible. Those with long hair or hair that can be tied up and back off the face, are encouraged to do so as it will limit touching the face. Hair covers are also encouraged for those whose hair is past the shoulders.



The School has notified all employees, students, parents, visitors, and vendors that they will not be permitted to enter or remain in the facility/campus unless they wear cloth face coverings. Where appropriate, employees may wear or may be required to wear face shields in lieu of a cloth face covering. The School provided such notice by posting guidance on its website and/or posting signage at each entrance of the facility/campus.

The School has purchased, and has on hand, a supply of children and adult 3 layer face masks, KN95, N95 masks and face shields for use if an employee or student forgets to bring a cloth face covering or shield.

Physical Distancing

In School office areas, the School has arranged employee desks or individual workstations in such a manner so that employees are separated by at least 6 feet.

In classroom areas, the School has arranged student desks and seating so that students are separated by at least 6 feet and classroom teachers are at least 6 feet away from students.

In addition, student and teacher desks have been fitted with plexiglass shields to afford an added layer of protection and provide a safe environment for close conversations of short duration: both teacher and student wearing a mask, teacher wearing a face shield, and a plexiglass barrier between the two parties.

Hallways and stairways are labeled so to make clear the one-way direction of flow so to maintain student physical spacing.

Infection Containment

The School has developed a plan to handle a situation where an employee, student, or visitor becomes sick while on campus, informs the School that they have tested positive for COVID-19, or informs the School that they have had close contact with an individual who has tested positive for COVID-19.

The School has developed a plan to maintain continuity of operations in the event of a short-term or long-term closure (e.g., telework policies and agreements, distance learning programming, etc.).



All classrooms, indoor buildings, outdoor areas, restrooms, and other areas are disinfected frequently and thoroughly, according to the following schedule:

1. Breakrooms/Faculty Lounge: twice daily or as needed
 2. Restrooms: frequently throughout each day
 3. Front Office/Reception Area: frequently throughout each day
 4. Offices: daily
 5. Conference Rooms: daily
 6. Classrooms: daily
 7. School vehicles: after each use
 8. Cafeteria: Does not apply
 9. Multipurpose Rooms: after each use
 13. Copy rooms: frequently throughout each day
 14. Outdoor Dining Areas: after each use
 15. Playground Equipment/Play Areas: frequently throughout the day
 16. Stairs and Handrails: frequently throughout the day
 17. Elevators: frequently throughout the day
 18. Other common areas (list each and describe cleaning schedule):
-

The School has removed and stored, to the extent practicable, soft and porous materials (e.g., fabric couches and chairs, area rugs, fabric toys).

The School has directed all employees to discontinue the use of shared office equipment to the extent practicable, or in the alternative to, sanitize shared surfaces and objects (e.g., conference room chairs and tables, counter tops, refrigerator door handles, keyboards, shared office supplies) after use.

The School has directed all employees to sanitize certain parts of School vehicles after each use, including outside handles, steering wheels, rearview mirrors, radios, buttons on doors used to control windows and mirrors, gearshifts, and keys. The School will place disinfectant and cleaning supplies in each vehicle.

Hand Washing and Sanitizing



The school has put automatic hand sanitizer dispensers at all entrances and exits to assure everyone who enters the building sanitizes their hands. Hand washing sessions will be scheduled throughout each day, and students will be taught how to properly wash their hands and will be supervised during hand washing sessions.

All classrooms will be supplied with non-toxic hand sanitizer.

The School has directed all employees to frequently wash their hands with soap and water, or use sanitizer when a sink is not available, for at least 20-seconds and after the following activities: using the restroom, sneezing, touching their face, blowing their nose, touching the refrigerator, using shared equipment such as tool handles and vehicles, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the building, going on a break and before the start of their work day. Employees have been given guidance on how to instruct students on hand washing protocols.

Employees are allowed breaks, as needed, to wash their hands.

Teachers will schedule breaks for students to wash their hands.

The School has placed tissues/paper towels and no-touch disposal receptacles at locations where they can be easily accessed by employees, students, and visitors, including but not limited to outside of every restroom, entrance, and other appropriate places on campus. The school has installed no-touch wash stations throughout the school.

Disinfectant and related supplies are available to all employees at the following location(s):

- Front Desk, Supply Room, upon request to Operations.

Hand sanitizer that contains at least 60% ethanol or 70% isopropanol is available to all employees and students over the age of 9 at the following location(s):

- School entrances and in each classroom

Soap and water are available to all employees and students at the following location(s): In all restrooms and outdoor wash stations

The School has suspended the use of shared food and beverages (e.g., buffet or family-style meals) and shared food and utensils.



The School has discontinued the use of food and beverage equipment shared by employees, including coffee brewers and water coolers.

The School has instructed employees to replace in-person meetings with other means of communication, including but not limited to telephone calls, e-mails, or videoconferences, when practicable. When not practicable, employees must wear a face covering and maintain a 6 foot distance. The School has directed employees that non-essential meetings should be canceled or postponed.

The School has increased the frequency of air filter replacement and HVAC system cleaning.

Other measures:

- **School HVAC Ventilation Systems**

- HVAC filters upgraded to HEPA 14 (top grade for pathogen filtration), installed Bipolar Ionization Filters (BPI) in all HVAC vents in all three campus buildings. BPI is certified to eliminate bacterial, allergens, and common virus pathogens both in the vents as well as provide additional treatment of the air in classrooms. The school has isolated the HVAC air flow in each of the two nurses offices from the general system. .

- **Training**

The School will provide training to all employees, parents, and students, as appropriate, regarding the measures it is taking and is requiring individuals to take to maintain a safe and healthy working environment in accordance with Federal, State, and local guidelines.

Copies of this Protocol have been distributed to all employees in the following manner(s): Reopening Fall 2020 Protocols Google Doc/Important Forms and Docs Drive.

E. Measures Designed to Keep People At Least Six Feet Apart and Prevent Unnecessary Contact

The School has placed signage outside the facility/campus that instructs people to remain at least six feet apart, including when waiting to enter the facility/campus.



The School has placed tape or other markings at least six feet apart in appropriate places inside the facility/campus to maintain the requisite distance.

The School has instructed all employees to maintain at least a 6-foot distance from each other and students, except employees whose job duties require them to come into closer contact with others (e.g., employees, such as preschool teachers, who work with young children) or as otherwise necessary.

F. Measures to Prevent Crowds from Gathering

The School has established a protocol to limit visitors to the facility/campus.

The School has posted an employee at the public access door to ensure the maximum number of members of the public at the facility/worksites is not exceeded.

The School has spaced out or blocked off seating available in the front office or reception area.

G. Commitment to Maintaining Healthy and Safe Environment

The School is committed to maintaining a healthy and safe environment to the best of its ability. While there is no guarantee COVID will not spread, the School and its community will be held accountable to limiting the spread of COVID. Failure to follow guidelines will result in disciplinary action.

H. COVID-19 Compliance Team

The school nurses, Chelsea Magdaleno and Crissi Torres, and our Director of Human Resources, Dylan Anglin, lead our school's Compliance Task Force. They will initiate contact tracing when the school community experiences a confirmed case. Attendance lists, class schedules, and data provided by the Ruvna app will be used to create lists of exposed students and staff. Nurse Magdaleno will contact the LA County Department of Public Health and notify exposed people.

You may contact the following School employee with any questions or comments about this Protocol:

Contact Name: Dylan Anglin

Job Title: Director of HR

Phone Number: 310-574-8650

Email Address: danglin@wns-la.org

Date Adopted: August 1, 2020

Date Last Revised: October 5, 2020

^[8] The CDC makes printable resources available that schools may consider using here:
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>.

^[9] Additional CDC printable resources on cloth face coverings are available here:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-Important-information-cloth-face-covering.pdf>;
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>; and <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.

^[10] CDC How to Protect Yourself and Others printable resource is available here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.

^[11] CDC Stop the Spread of Germs Notice printable resource is available here:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>.

^[12] CDC handwashing printable resources are available here:
<https://www.cdc.gov/handwashing/posters.html>.

^[13] CDE Guidance mentions that students under the age of 9 must use hand sanitizer under adult supervision (see: <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>, Hygiene, p. 5).



Acknowledgement of Receipt of Westside Neighborhood School (WNS) COVID 19 Policies and Protocols

I acknowledge that I have received a copy of the School Wide COVID-19 Policies and Protocols ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook.

I also understand that the purpose of this Handbook is to inform me of the School's policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any School employee, nor is it intended to create contractual obligations of any kind. I understand that the School has the right to change any provision of this Handbook at any time.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Human Resources. Retain a second copy for your reference.