

Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2<sup>nd</sup> ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 11<sup>th</sup>

☐ K ☐ 3<sup>rd</sup> ☐ 6<sup>th</sup> ☐ 9<sup>th</sup> ☐ 12<sup>th</sup>

☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Type of LEA: \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☐ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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If you have departmentalized classes, how will you organize staff and students in stable groups?

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If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

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☐ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☐ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☐ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☐ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: \_\_\_\_\_ feet

Minimum: \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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☐ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☐ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

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☐ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☐ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

*Health and Safety Protocols for Echo Horizon School - 2020-2021*  
*COVID-19 Safety Plan*

## **Face Covering**

### **PURPOSE**

Our best community and individual defense against COVID-19 is to wash our hands frequently, avoid touching our eyes, nose and mouth, avoid being around sick people, practice physical distancing, and wear a face covering. Although face coverings alone are not a replacement for evidence-based strategies for slowing the spread of disease; they are an important part of our COVID-19 mitigation strategy. Face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air when a person coughs, sneezes or talking. They are meant to protect others in cases the wearer is unknowingly infected.

### **SPECIAL CONSIDERATIONS**

We acknowledge that the use of cloth face coverings in our school presents challenges, particularly for our youngest students, DHH students, and other students with special healthcare or educational needs. Appropriate and consistent use of cloth face coverings may also be challenging for individuals with severe asthma or other breathing difficulties.

Alternate Face Coverings may include a mask with a clear plastic panel or a face shield that has a cloth barrier that wraps around the side of the face and extends below the chin. These types of face coverings are effective barriers when teachers or employees interact with our DHH students (per the Individuals with Disabilities Education Act). <https://sites.ed.gov/idea/> or young students learning to read. 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.

### **Face Covering Policy**

Anyone entering school property (building and grounds) is required to wear a cloth face covering at all times while on the school campus, exceptions are made under special circumstances and will be listed below. Any person refusing to wear a face covering will not be allowed to enter school property.

Disposable masks are readily available at the front desk for any person, employee or student that enters school campus. Classrooms are supplied with disposable childrens masks in cases where a student's face covering becomes soiled, dirty or does not securely fit.

Face Coverings that are not permitted on school campuses by students or employees include, bandanas, neck gaiters and one-way valve masks.

## **Students:**

**Acceptable face coverings:** cloth mask, disposable mask or a clear plastic panel mask.

Exceptions to this policy will be allowed in cases where a student's medical condition warrants an alternative barrier. Face covering will be properly worn and secured around the student's mouth and nose at all times.

**Failure to wear a face covering:** Students will not be admitted to the building without a mask. We understand that students this age may struggle with understanding and compliance to the mask policy at times. The school will provide on-going training and the mask policy to all families to review, and the school will support the students and families any way possible to encourage a successful transition. If a student consistently fails to wear his/her mask after repeated instructions by the teacher or faculty personnel, the student will be removed from the classroom or group and sent to the Nurse's office for remediation. If remediation is successful, then the student will return to his/her class or group. If the student cannot be remediated, the nurse will contact the parent and request that the student be taken home. Consistent failure or inability to improve could lead to the decision to return the student to an on-line learning environment.

All parents are to provide an appropriate and fitted face covering for their child to wear while at school. Students will be required to wear their masks at all times.

Exceptions to this policy are considered when done safely, when students are physically distant from others and when the removal of the student's mask is monitored by staff. These times would include, at eating, drinking or needing a mask break.

## **Employees:**

Employees are required to wear an appropriate face covering that covers their nose and mouth at all times while on school campus. Employees will be provided face coverings at no cost which will include a disposable surgical mask, a clear plastic panel mask, and a face shield with a drape. Employees may remove their 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.

If an employee is unable to tolerate a cloth, or disposable surgical face mask due to medical reason, and provides a written statement by their medical provider, the school will make accommodations for other types of face barriers that are safe to wear.

A medical grade mask will be 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.

Employees who have been instructed by their medical provider cannot wear a face covering may instead wear a face shield with a drape on the bottom edge that is form fitting under the chin, to be in compliance with State directives, as long as their condition permits it.

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.

**Failure to wear a face covering:** Failure to comply with our face covering policy will result in dismissal for the day. HR will meet with the employee to determine whether further disciplinary action is warranted. Repeated failure to comply may result in termination of employment.

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.

### **PRACTICAL RECOMMENDATIONS for cloth mask/ disposable mask and face shields:**

- Wash or disinfect your hands before putting on your face mask
- Cloth face coverings should fit snugly but comfortably against the side of the face and secured with ties or ear loops covering your nose and chin and it should not be restrictive. Masks should never be placed below your nose or chin.
- Cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Don't touch the outside part of your mask, and, if you do, wash your hands or disinfect your hands using hand sanitizers.
- Disposable face coverings are for one time use and should be disposed of at the end of the day

#### Removing a cloth or disposable mask:

- Wash or disinfect your hands before removing your mask.
- Avoid touching the outer part of the face covering or mask.
- Stretch the ear loop strings or cloth straps from around your ears only touching the ear loops

- Fold the cloth mask so the contaminated outside is folded inward and against itself and placed the used mask in a brown paper bag or ziploc to store.
- Cloth masks should be washed daily after use.
- Disposable masks are one time use only and can be discarded after its use

### **Face Shields :**

Face Shields with a cloth chin covering will be provided to all staff and faculty. We recommend that all faculty and staff wear the Humanity Face Shields in lieu of the face covering because of the learning challenges that may be imposed on our DHH, PreK, and Kindergarten students. Non-teaching staff may elect to wear cloth face coverings while in their offices.

*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*

- The Humanity Face Shields are reusable and have a cloth medical grade material that extends below the jawline and on the side of the face. The face shield can be comfortable worn with glasses.
- If fogging occurs, you can use a tissue or microfiber cloth to buff a small drop of liquid dish soap, gel hand sanitizer on the inside of the shield.
- The medical-grade cloth material is not removable and can be cleaned throughout the day by spritzing the shroud with a spray disinfectant.
- You should always wash or sanitize your hands before putting on or taking off your face shield.
- The shield can be cleaned with soap and hot water and hung to dry.
- The face shield should be replaced if there are any signs of degradation to the plastic shield or the cloth barrier.

Employees, parents, and visitors will receive instructions on how to properly wear, remove, and wash their cloth face coverings and face shields.

[How to Safely Wear and Take Off a Cloth Face Covering \\_ CDC.pdf](#)

[How to Wash a Cloth Face Covering \\_ CDC.pdf](#)

- General
  - Staff and students can wear reusable cloth masks with a clear window. Students will receive one from the school but we encourage families to purchase back-ups. The school will have disposable face masks with a window available for when faculty or students need a replacement.
  - Current guidance from the CDC, the California Department of Education, the California Department of Public Health, and our attorneys at LCW encourage face coverings at all times for children over the age of 2. However, we will reevaluate this protocol after cohorts have been established, using the most updated guidance from the CDC and local health authorities.



- Accommodations, such as an open face shield, will be made for any staff or students who cannot wear a mask for medical reasons.
- Staff
  - The school will provide one face shield per teacher.
  - Teachers should use face shields with cloth drape from the bottom of the shield to the neckline. They should wear them at all times except when eating or drinking. Face shields can be cleaned with wipes and should be sanitized at the end of the day before you leave and left at school.
  - Teachers should wear their own cloth face covering for departure and arrival to the building.
- Students
  - We will provide one cloth mask with a clear window per student, and provide guidance for cleaning them at home every day. We encourage families to purchase back-ups if possible.
  - Students should wear cloth face coverings with clear windows at all times except for when eating or drinking.
  - If faculty members need to assist a student, they must wash their hands (or sanitize them, if a sink is not available) before assisting students.
  - When masks are removed for eating and drinking, students will usually be outside, which helps to mitigate risk. Teachers will put clothespins on student's shirts before heading to lunch, so that students can clip their masks to their shirts when they are eating and drinking.
- Parents and Other Visitors
  - Parents and other visitors must wear cloth face masks at all times. They do not need to have a clear window, although we encourage it.

### *Stable Cohorts*

#### Purpose

Small stable cohorts decrease the opportunities for exposure to or transmission of CoronaVirus and it allows for targeted testing, quarantine and isolation of a single cohort. Stable cohorts are defined as a stable group of no more than 12 children or youth and no more than two supervising adults, which stay together for all activities and avoid contact with people outside their cohort.

- Siblings who are in the same grade level will be assigned to the same cohort
- Students who carpool together will be assigned to the same cohort, when possible
- Assigned cohorts will be no more than 12 students per and 2 supervising adults
- Students will not be allowed to move from one cohort to another

- The stable cohort will stay together for all school activities including lunch and recess.
- Supervising adults are assigned to one cohort but may be assigned to no more than two cohorts
  - Substitute teachers will only be assigned to one cohort
- Specialized teachers/educators which include math, science, english and history teachers, can rotate between small cohorts
- Reassigning of cohorts can be considered after school breaks
- School schedule for all grade level cohorts and recess schedule
  - [Draft PK-6 Schedule - 2021](#)
  - [K Recess Rotations 2021](#)
  - [Recess and Supervision - 2021 Schedule](#)

### *Physical Distancing Plan*

#### **PURPOSE**

Physical Distancing is a critical part of our COVID-19 mitigation strategy. When someone with COVID-19 coughs, sneezes or talks the small droplets from their nose or mouth can travel 3-6 feet. People can get infected if they breathe in these droplets, or the droplets land on their eyes, nose, or mouth. The less time that we spend within 6 feet of each other, and the fewer people we interact with, the more likely we are to slow the spread of COVID-19.

#### **SPECIAL CONSIDERATIONS**

Physical distancing will be particularly challenging for our youngest students. Teachers, student support personnel, and other administrative staff will require special protocols for interacting with the youngest students.( Staff offering student support services are provided with appropriate PPE per Cal OSHA requirements) For counseling, learning support, and DHH providers, the first phase of support is to find a quiet space in the classroom and set the child up to have a remote session with the appropriate provider. If a one on one session is desired, the provider will come to the classroom, pick up the student and take the child to an outdoor office for a session. If the session needs to take place indoors, the provider will take the child to a large area, such as the auditorium or an empty classroom. Any administrator whose office is large enough can provide counseling and support in their office as needed.

- Floor markings are pre arranged at a 6' distance throughout the school building. Directional floor decals are fixed on the floors and staircases marking the directional traffic flow for students and staff flow. Posted physical distancing signs are displayed throughout the school and in common areas.
- Employee occupancy limit signs are posted in common work areas, such as the break room, kitchen, supply and work rooms and posted on the elevator.
- All students will report to school via carpool only. The scheduled 30 minute drop off and pick up time will be coordinated by staff and faculty members. Students will only

be allowed to exit the car when confirmation of a Student Health Screening has been completed prior to arrival, and a temperature screening with a non contact thermometer by a staff member. Each student exiting the car will immediately report to class. Staff and faculty members will be positioned outside the school and in hallways to ensure all students are abiding to the physical distancing protocols. At carpool pick up times, staff members will greet the parents on arrival and communicate via walkie talkie to the student's teacher that their parent has arrived. The student will exit the classroom and follow the floor marking and exit the building. Staff members will be positioned in the hallways to ensure that students are exiting out of the building safely.

- Staggered recess and lunch times( each student will bring their own snack and lunch each day)are assigned to reduce congestion in the school hallways and the entry and exit routes to the school yard are designated. Classrooms that have access to the school yard will enter and exit the school yard from the classroom.
- All students' desks, in every classroom, have been marked and measured at a 6' distance from another student. Desk barriers have been fixed to all students' individual desks and the students that share tables. The exception to the desk barrier are Pre-K students, they have their own individual table and are 6' distant from the others.
- Furniture designed for in-class group activities that brings students closer than 6' has been reconfigured or removed from the classroom.
- Teaching methods have been modified to avoid close contact between students.
- Recess activities are selected or modified to permit physical distancing.
- School locker will not be available at this time. All students will have space in their classroom for school materials.
- All snacks and lunches will be eaten outdoors on designated spots on the ground or bench that are measured at a 6' distance between any two students.
- Staff and faculty members that share work spaces, have fixed desk barriers and partitions between their work stations.

### *Ventilation*

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems the school HVAC system is in good working order. The HVAC air filtration system has been upgraded to a MERV 13 to keep the air quality clean throughout the day. The MERV13 filters are being replaced on a quarterly basis per the manufacturer's instructions.

- The HVAC air filtration system will be run continuously while students and faculty are on campus. The HVAC system will run between the hours of 5am to 9pm, Monday through Friday, before and after school hours.
- The HVAC system settings will be controlled and managed by the facilities teams.

- Thermostats throughout the building are locked and only accessible by a designated key. Teachers and staff have the ability to control the temperature setting in each classroom or office, but do not have access to turn off the fans. The facilities team will ensure that the fans throughout the facility remain running during the school schedule, running times indicated above. 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 in classrooms where ventilation is less adequate such as classrooms
- The air filters have been placed in areas of the classroom where direct airflow does not blow directly from one person to another reducing the potential spread of droplets that may contain infectious viruses.
- Doors and windows are kept open during the school day if feasible and when outdoor conditions make this appropriate.

### *Handwashing access and protocol*

#### **Purpose:**

Our hands are touching objects, surfaces, and our own face masks throughout the day. If we accidentally touch our face, mouth or adjust our face coverings, it can increase the potential exposure risk to the CoronaVirus. Frequent handwashing is necessary to prevent these accidental and potential exposures, and is another important mitigation strategy in our safety plan to reduce the transmission of COVID-19.

- All students, faculty and staff should regularly wash hands at staggered intervals
  - Students and staff should wash their hands soon after entering the building, before and after eating, after coughing or sneezing, or touching their mask, after playing outside, and before and after using the restroom.
  - Hand sanitizing bottles are available for each classroom cohort, and shall be used as an alternative to hand washing when a washing station is not available. Only the school faculty will be allowed to dispense the hand sanitizer to students and staff will monitor that it is used appropriately. Hand sanitizer will not be freely available to students less than 9 years of age.
  - Students and staff should 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.
- Teachers should instruct students/demonstrate how to wash hands, avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among.
  - Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.

- Handwashing has been integrated in the students school schedule so that handwashing can be performed more frequently.
- Wash your hands sign:  
[https://cchp.ucsf.edu/sites/g/files/tkssra181/f/WashingYourHandsProperly-POST-Jun2018.pdf?utm\\_source=CQEL+EdNews&utm\\_campaign=b91c19dc4f-EMAIL\\_CAMPAIGN\\_2019\\_10\\_29\\_05\\_13\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_3ab28ecaa8-b91c19dc4f-136146213](https://cchp.ucsf.edu/sites/g/files/tkssra181/f/WashingYourHandsProperly-POST-Jun2018.pdf?utm_source=CQEL+EdNews&utm_campaign=b91c19dc4f-EMAIL_CAMPAIGN_2019_10_29_05_13_COPY_01&utm_medium=email&utm_term=0_3ab28ecaa8-b91c19dc4f-136146213)
- Signage has been posted in every classroom and designated bathroom for students to reinforce good hygiene.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
  - Hand sanitizers with at least 60% ethyl alcohol are effective and safe to use.

#### *Restroom protocol*

- The restroom should be viewed as a place to use the toilet, wash your hands and exit - it is not a place to congregate
- Each grade level classroom will have ONE bathroom pass to ensure that only one student is at the restroom from their grade at a time. Students will hang the restroom pass on the front of the bathroom door to indicate that the restroom is occupied. Any other student who arrives at the restroom and sees a pass will know to wait outside on the dot.
- PreK
  - PreK students in the Performing Arts room will use the bathroom across the hall ONE student at a time
  - K - this bathroom has been divided in half so there is one bathroom and one sink one each side, so only ONE student will be in the bathroom on either side of the divider at each time.
  - 1-6 students - dismissed one at a time - every classroom will have ONE bathroom pass and the students will go to the bathroom assigned to them only. If it is a single stall bathroom, only one student can use it at a time. If it is a multi-stall bathroom, only 2 students can be in at a time and the middle bathroom stall and the middle sink will be blocked from use. There will be dots outside the bathroom to wait outside if a third student arrives at the bathroom (highly unlikely due to the bathroom passes and bathroom assignments).
- The students should be reminded the restroom is not a place for hanging out or visiting with friends
- The students should be taught the proper way to wash their hands - handwashing with soap and water for 20 seconds (teach the students to hum the Happy Birthday song for 20 seconds twice) and use paper towels to dry hands thoroughly.

- Handwashing signs will be placed within the bathroom
- Maximum number of students in the bathroom will be ONE
- Wash your hands sign:  
[https://cchp.ucsf.edu/sites/g/files/tkssra181/f/WashingYourHandsProperly-POST-Jun2018.pdf?utm\\_source=CQEL+EdNews&utm\\_campaign=b91c19dc4f-EMAIL\\_CAMPAIGN\\_2019\\_10\\_29\\_05\\_13\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_3ab28ecaa8-b91c19dc4f-136146213](https://cchp.ucsf.edu/sites/g/files/tkssra181/f/WashingYourHandsProperly-POST-Jun2018.pdf?utm_source=CQEL+EdNews&utm_campaign=b91c19dc4f-EMAIL_CAMPAIGN_2019_10_29_05_13_COPY_01&utm_medium=email&utm_term=0_3ab28ecaa8-b91c19dc4f-136146213)
- Students are only allowed to use their assigned bathroom near their classroom. Exceptions will be made in case of emergencies when a student is unable to wait for their assigned bathroom to become available.

### *Cleaning and disinfection*

- The facilities team will ensure that supplies of cleaning and disinfectant are stocked at all times. This includes, individual bottles of disinfectant and alcohol wipes in every work space and classroom for individual use.
  - A routine cleaning and enhanced cleaning schedule has been established in order to avoid both under- and over- use of cleaning products.
  - 
  - Break rooms: will be routinely cleaned (cleaning supplies and disinfectant for regular surfaces) every day .Enhanced cleaning (with a registered disinfectant for viral/bacterial pathogens))of high touch areas will occur three times a day.
    - Doors frames and door handles
    - Sink fixtures
    - Counters
    - Tables tops
    - Coffee pots
    - Phones
    - Refrigerator door handle
    - Microwave
    - Arm rest of chairs
    - Light switches

Restrooms: will be routinely cleaned and disinfected each day and high touch areas will be disinfected 3 times per day. High touch areas include;

- Flush handles
- Doors frames and door handles
- Sink and sink fixtures
- Soap and towel dispensers

- Light switches

Kitchen: will be routinely cleaned each day and high touch areas will be disinfected 3 times per day. High touch areas include;

- Door frames and door handles.
- Sink fixtures
- Counters
- Tables tops
- Coffee pots
- Phone
- Refrigerator and freezer door handle
- Microwave
- Light switches

Classrooms or rooms occupied by students and staff will be routinely cleaned and disinfected during students recess and lunch breaks, and after school hours. The high touch areas will include;

- Desk or table tops
- Student chairs
- Door handles, door frames
- Sink and sink fixtures
- Light switches
- Hygiene dispensers
- Phones
- All items shared by students in the classroom will be placed in a dirty/used bin. Those items will be cleaned and disinfected after school hours and placed in the clean bin after they have been disinfected.
- Window will be opened in the classroom during times of enhanced cleaning.

Get Well Room: will be routinely cleaned each day and high touch areas will be disinfected 3 times per day. High touch areas include;

- Door knobs/handles
- Counter tops
- Chairs used by students who come into the Get Well Room will be disinfected after each child either by the nurse or office receptionist.
- Nursing Office or Isolation/ Quarantine Room: will be routinely cleaned each day and high touch areas will be disinfected after every student.
- High touch area include;
- Door knobs/handles
- Counter tops

- Phones
- Chairs or beds used by students who come into the Isolation/Quarantine Room will be disinfected after each use by the school nurse.
- All used blankets will be placed in a dirty bin and after each use.
- All disposable pillow covers will be thrown away after each use.

Counseling and other student support areas: will be routinely cleaned each day and high touch areas will occur 3 times per day. High touch areas include;

- Shared surfaces
- Door frame and door handles
- Front office: will be routinely cleaned each day and enhanced cleaning of high touch areas will occur 3 times per day. High touch areas include;
- Both counters outside the front offices
- Door frames and door handles
- Phones

Auditorium: will be routinely cleaned each day and high touch areas will be disinfected 3 times per day. High touch areas include;

- Door frames and door handles
- Table surfaces
- If the auditorium is used as a classroom, the cleaning will follow the routine cleaning and enhance cleaning as per classrooms.
- Library: the library space will be converted into a classroom setting and will be routinely cleaned once per day, after school hours. Enhanced cleaning of the high touch areas will occur when students are not present in the classroom. Enhanced cleaning during school hours will occur when the students are out at recess, during scheduled lunch hours and students after school hours. The high touch areas will include;
- Desk or table tops
- Student chairs
- Door handles, door frames
- Sink and sink fixtures
- Light switches
- Hygiene dispensers
- Phones
- Window will be opened in the classroom during times of enhanced cleaning.

Work Room: will be routinely cleaned each day and high touch areas will be disinfected 3 times a day. High touch areas include;



- Light switches
- Counter tops
- Tables
- Xerox machine and copier
- Cabinet door handles
- Sink fixtures
- Soap dispensers
- Laminating machine
- Door frames and door handles

Facility: will be routinely cleaned each day and high touch areas will be disinfected 3 times a day. High touch areas include;

- Door handles and door frames to all rooms throughout the building
- Door entryways and the front entrance, side entrance and yard entrances
- Stair railing
- Elevator buttons
- Student lockers

School Yard: : will be routinely cleaned and disinfected. This will include;

- Play structure
  - Play equipment
  - Table and benches
- Deep Cleaning will be scheduled after school hours on Friday each week. Deep cleaning will include every classroom, room and workspace that is occupied by students and staff.
  - The product Isoklean will be used with the electrostatic sprayer to cover large spaces. The product is EPA registered and approved for killing bacteria and viruses, including the Coronavirus. The product will be used preventively every week to help mitigate the spread of the Coronavirus.
  - All cleaning products used for disinfecting our classroom and school campus have been approved by the EPA as a N-list product, effective against the killing of the CoronaVirus.
  - All employees have access to the daily cleaning and disinfection schedule and the schedule days for enhanced cleaning.
  - Should we have a COVID-19 case in our workplace, we will implement the following procedures:
  - Deep Cleaning measures with the electrostatic sprayer using the Isoklean product, will occur in spaces where a person suspected or confirmed with COVID case has occupied. Use of the all disinfecting products will follow the OSHA requirements for safe use as required by the Healthy Schools Act. (Infection Control Plan)

- All the Cleaning products used for disinfecting our classroom and school campus has been approved by the EPA as a N-list product, effective against killing of the CoronaVirus. The products do not contain any chemicals that may cause asthma attacks and many of our products used for cleaning and disinfection are Green.
- 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 routine cleaning and enhanced cleaning are equipped with appropriate personal protective equipment, including gloves, eye protection, and respiratory protection and other appropriate PPE as required by the product.

### Workplace Policies and Practices to Protect Staff and Students

#### **PURPOSE**

Every element of our COVID-19 Containment, Response, and Control Plan is meant to either avoid, suppress, or contain COVID-19 on our school campus in order to keep our faculty and students safe. Our Face Covering Policy, Physical Distancing Plan, Facility Containment and Control Plan, Work from Home Policies, and Enhanced Sick Leave Policies have all been designed to support that goal.

#### *The Infection Control Plan*

The infection Control Plan addresses adult and student screenings, quarantine, isolation and visitor policies. All of the above protocols and systems will help to ensure the safety and security of our staff and students.. It is essential, as a school community, to ensure that everyone who comes onto the school campus feels confident and safe, and that the school has developed systems to support the health and safety of all staff and students while on school campus.

#### **PLAN**

- The COVID-19 Compliance Team includes; Peggy Procter (Head of School), Sandra Sparks (CFO) and Laura Leyman (School Nurse). All decisions made on behalf of the school, related to COVID illness or exposure, and the health and safety measures for all students and staff have been developed and implemented by the team, per the K-12 schools reopening plan in accordance with the Los County Department of Health, Cal/OSHA and the California Department of Health. The team will make sure faculty/staff receive education and continuously updates when received from DPH and other government agencies. The school nurse will be our designated liaison to DPH.
- An immediate response plan for when a member of the school community (faculty, staff, student or visitor) tests positive or displays any symptoms of COVID-19( Exposure Plan)

- A plan for School Management Plan with DPH guidance for isolation procedures, identifying persons exposed to cases at school procedures, access to testing for all exposed members of the community and reporting all COVID-19 exposures to the Department of Public Health
- Our school has developed protocols that outline what to do if someone becomes sick and how we will handle it.
- A plan to report a cluster of cases (3 or more cases) to the Department of Public Health.
- Full or partial closure determination for in person operations if necessary.
- A plan for daily COVID Health Assessment for faculty and staff.
- 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.

## INFECTION CONTROL PLAN

### **PURPOSE**

Every element of our COVID-19 Safety Plan and our COVID-19 Containment, Response, and Control Plan is meant to either avoid, suppress, or contain COVID-19 on our school campus. Our Face Covering Policy, Physical Distancing Plan, Facility Containment and Control Plan, Work from Home Policies, and Enhanced Sick Leave Policies have all been designed to support that goal. The Infection Control Plan addresses adult and student screenings, quarantine and isolation and the visitor policy.

### **SPECIAL CONSIDERATIONS:**

Although there are many symptoms of COVID-19, these symptoms can mimic other viruses and seasonal illness. Allowances will be made for those employees who have a reported condition or illness that is not related to COVID, but may have similar symptomatology. Employees should

disclose to the school nurse in advance any medical conditions or illness that may affect the daily health screening.

## **PLAN**

### **A. SCREENINGS AND TEMPERATURE CHECKS**

#### **1. EMPLOYEE SCREENING**

In order to protect the safety of our students, employees, and the school community at large, employees will be required to perform a daily COVID Daily health Assessment screening, using the Titan HST(Health Screening Tool).

- Employees will be notified daily, via a push notification on the App to perform the Daily COVID Health Screening prior to coming to school.
- After completing the screening, the App will indicate whether or not the employee can report to school. If the employee is cleared to report to school, the employee will immediately report to the employee screening station and perform a self temperature check screening, using a non-contact thermometer, or the temperature screening will be performed by the school nurse. If the employee's temperature is within normal limits, the employee is cleared to report to work.
- Any employee that is unable to access the Titan HST App can complete a hardcopy of the self Daily COVID Health Screening located at the employee screening station.
- Any employee that is not cleared by Titan (HST) must notify their immediate supervisor and the school nurse for guidance.
  - All documentation and reporting in regards to an employee's medical condition or potential exposure to COVID-19 will remain confidential. These employees will be contacted by the school nurse who will obtain a SAMPLE history to determine the most appropriate track from the employee decision pathway flowchart.

#### **A. The Daily COVID Health Screening:**

The CDC currently identifies the following symptoms as being associated with COVID-

19: [Employee Screening Form](#)

- Fever, defined as 100.4 degrees or greater
- New Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- New loss of taste or smell
- Nausea & Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

The School recommends that all employees who are feeling ill to stay home and notify their supervisor and the school nurse. All employees returning to work after an illness or COVID infection must complete a Return to Work Certification Form and submit it to the school nurse.

Employees who present a symptom associated with COVID-19 prior to the start of the school day should stay home, and report their need for time off to their supervisor and school nurse as soon as possible.

### **B. Self-Screening and Self-Reporting Obligations**

If an employee reports a positive laboratory test for COVID-19, the school nurse will monitor the employee and conduct a contact tracing to evaluate potential workplace exposure for all persons at the workplace or who may have entered the workplace. All individuals who are determined to have been in close contact with the infected individual will be subject to a 10 day quarantine order starting the first day after exposure to the case. A general letter will be emailed to all employees notifying of the workplace exposure on school campus. Individuals that have been directly exposed to the infected individual will be notified by phone and through email. No personally identifiable information about the case will be disclosed.

If an employee is contacted by the Department of Health for possible exposure to a person with COVID, the employee will inform the school and quarantine for 10 days from the date of exposure. If the last date of exposure is unknown, then the quarantine will begin at the date of the health order by DPH. The School will consult with the Los Angeles County Department of Public Health to determine necessary next steps. The employee must follow the LACDPH Home Quarantine Instructions.

#### [LAC | DPH | COVID-19 Isolation \(Patient Information\)](#)

Employees exhibiting symptoms consistent with COVID-19 will not be allowed to return to School until one of the following occurs:

- They certify that at least 10 days have passed since the symptoms first appeared AND the employee has been free from fever without the use of fever-reducing medication for at least (24 hours) AND symptoms have improved.
- **OR** they have negative COVID tests and are fever free for three days without fever reducing medications and symptoms have improved. [COVID-19 Testing](#)
- **OR** their health care provider provides the School with a work note certifying they are free from COVID-19.

#### Close contacts

Per the LA County Department of Health:

A “close contact” is any of the following people who were exposed to an “infected person” while they were infectious:

1. An individual who was within 6 feet of the infected person for an cumulative total of at least 15 minutes in a 24 hour period, regardless of face coverings. An individual who had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.
- Employees who had close contact with a person who has tested positive for COVID-19 must quarantine at home for 10 days from the date of the last contact and monitor symptoms. [LAC | DPH | COVID-19 Isolation \(Patient Information\)](#)
    - Recommend COVID testing 5-7 days from last exposure( but will not shorten 10-day exclusion period).
  - If the employee is unable to avoid close contact with a person infected with COVID-19, the employee's last day of quarantine is 10 days from the date the infected case is cleared from isolation.
    - Employees are mandated to quarantine for 10 days regardless of negative COVID-19 results.
  - If an employee is contacted by DPH for exposure to a person with COVID-19, the employee will quarantine 10 days from his/her last contact. If the employee is unsure of the last contact date, the quarantine will be 10 days from the issued health order by the Department of Health.
    - employees are mandated to quarantine for 10 days regardless of negative COVID-19 results
  - If the employee develops symptoms while in quarantine, the employee must isolate and stay at home for 10 days from when your symptoms first started and have had no fever for at least 24 hours (without the use of fever-reducing medicine) and symptoms have improved.
  - If any employee tests positive for COVID-19 but never develops any symptoms, they must isolate for 10 days.
  - If any employee tests positive for COVID-19 and develops symptoms, they must isolate for 10 days from the first day the symptoms started and have had no fever for at least 24 hours(without the use of fever-reducing medicine) and symptoms have improved.

All recommendations and guidance in determining the course of action and decisions for employees in regards to a medical illness related to COVID-19 and COVID-19 exposure will be determined per the Los Angeles County Department of Health- Decision Pathway. [Screening](#)

[and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational I](#)

Echo Horizon Flow Chart for Employees: [Employee Decision Pathway 1\\_2021.pdf](#)

Prior to returning to work, employees must submit the Return to Work Certification Form to the School Nurse for review and evaluation. [EHS CERTIFICATION FOR EMPLOYEE RETURN TO WORK AFTER COVID-19.pdf](#)

An employee who is absent due to symptoms related to COVID-19 or has a reported positive COVID test, may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act (“FMLA”) and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School’s policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

## **2. STUDENT SCREENINGS AND TEMPERATURE CHECKS**

In order to protect the safety of our students, employees, and the school community at large, parents will be required to complete a Daily COVID Health Assessment using the Magnus Health App prior to their child entering school facilities. Families will receive a push notification reminder on their mobile device. After completing the screening, the App will indicate whether or not the student is cleared to report to school. If the student is cleared to report to school, the student will have a temperature screening by a school member using a non-contact thermometer to ensure that the student’s temperature is within normal limits. After completion of the Daily COVID Health Assessment, the student is cleared to come on to the school campus. Families that did not complete the Daily COVID Health Assessment or were unable to access the App prior to school arrival, the school staff, or school nurse will complete the Daily COVID Health Assessment and temperature screening. A student that is not cleared by Magnus Health App to come to the school campus, please notify the Elementary Director of the student’s teacher and the school nurse for guidance. [Lleyman@echohorizon.org](mailto:Lleyman@echohorizon.org)

We understand that there are limitations to COVID-19 symptom screening for children because children may experience all or none of these symptoms however, the school adopts this Daily Health Assessment Screening Policy pursuant to guidance and reopening plans from the Los Angeles County Department of Health (LACDPH), Centers for Disease Control (“CDC”), California Department of Public Health and Cal/OSHA. This policy will remain in place until further notice.

### **C. Symptoms Associated with COVID-19**

The CDC currently identifies the following symptoms as being associated with COVID-19 in children: [Student Health Screening](#)

- Fever, defined as 100.4 degrees Fahrenheit or greater
- Cough-(new and uncontrolled)
- Shortness of breath or difficulty breathing
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

- Parents who answer “yes” to any of the above questions are required to keep their child at home and follow LA County’s isolation procedures.
  - [LAC | DPH | COVID-19 Isolation - Patient Information](#)
  - If Medical Provider confirms that the student does not have symptoms consistent with COVID-19
    - Student stays home per Echo School Illness Policy
  - If Medical Provider is not consulted or confirms the student has symptoms consistent with COVID-19 or tests positive for COVID-19
    - Student stays isolated until fever free for 24 hours and improved symptoms, and 10 days from onset of symptoms
  - If a student test negative for COVID-19
    - Students stay home until fever free without using fever reducing medication for 3 days and improved symptoms.
- If the Health Assessment identifies a student as having close contact with a person known to be infected with or suspected to have COVID-19 within the last 14 days, the student will not be permitted to come to school and must follow the County’s Quarantine Health Order.( we recommend students quarantine a full 14 days due to children’s inability monitor their own symptoms)
  - [LAC | DPH | COVID-19 Isolation \(Patient Information\)](#)
  - The school will recommend that the student test for COVID-19
    - (recommend testing is 5-7 days for last exposure( but will not shorten 14 day exclusion if negative)
  - If the student tests negative for COVID-19:
    - Student isolates for 14 days from last exposure
  - If the student tests positive for COVID-19:



- The student will be isolated at home until fever free for 24 hours, improved symptoms, and 10 days from onset of symptoms.

If a parent has answered yes to one or more symptom(s) and has a NON-COVID or infectious medical diagnosis for the symptoms related to their child's current illness the student will be cleared to enter the school. Parents should contact the school nurse in advance to advise her of this exception.

If a parent has answered yes to the systems of: a new uncontrolled cough, or difficulty breathing and their child is 1) currently taking medications for symptoms that are related to allergies or asthma, and 2) is under the care of a physician for the current exacerbated symptoms, the student will be cleared to enter School. We request that parents contact the school nurse in advance.

All recommendations and guidance in determining the course of action and decisions for students in regards to a medical illness related to COVID-19 and COVID-19 exposure will be determined per the Los Angeles County Department of Health- Decision Pathway. [Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational I](#)

Echo Horizon Flowchart :[Student Decision Pathway 1\\_2021.pdf](#)

Although there are many symptoms of COVID-19, these symptoms can mimic other viruses and seasonal illness. Allowances will be made for those students who have a reported condition or illness that is not related to COVID but may have similar symptomatology. Parents should disclose to the school nurse in advance any medical conditions or illness that may affect their child's daily health screening.

If the child is feeling ill and has symptoms that are not listed on the School's Health Assessment, the child must stay home per the student sick policy and notify the school nurse.

### **3. Isolation Room/ Quarantine Room Set Up & Procedures**

- The Isolation/Quarantine Room is a single room divided into two designated areas. The Isolation Area will be set up on the south side of the room near the windows and exit. The Quarantine Room will be set up on the opposite side.
- The school nurse or staff member that is monitoring the sick or quarantined student will follow standard precautions that include: hand hygiene, use of appropriate PPE; gloves, mask, face shield or eyewear as appropriate.
- Beds and chairs will be available, depending on the students' needs, and measured at a 6 foot distance from others.
- Students will be instructed to remove their cloth mask and replace it with a children's size surgical mask. The student's cloth mask will be stored and labeled in a ziploc bag and sent home with instructions for cleaning or disposal.

- The Isolation/Quarantine Room and all equipment used by the student will be cleaned and disinfected after each use and daily after students have been dismissed.
- The school nurse will contact parents for students who have symptoms related to COVID-19 and those students who have been exposed to COVID-19.
- The school nurse will provide parents with COVID testing sites, and the most recent updated orders by the Los Angeles Department of Health. [Fact Sheets for Parents](#)
- We ask teachers to be vigilant to things like coughing, runny noses, and flu like symptoms and to contact our school nurse via walkie-talkie channel 4 if they note any symptoms.

In the event that a student becomes ill after arriving at school, the teacher or staff will contact the nurse or Front Office. The nurse or another staff member will escort the student to the isolation room where arrangements will be made by the school nurse for the student to be picked up and taken home

- The nurse will follow up with the parent to determine which decision pathway will be recommended after a more detailed history and the student's clinical presentation is collected. [Decision Pathway For Students](#)
- The school nurse will monitor the student over the course of his/her illness and make recommendations for an extended absence or return to school.

In the event that a student has been in close contact with someone who is suspected of being infected with COVID-19 or has tested positive for COVID-19, the teacher will be notified by the school nurse. The nurse or another staff member will escort the student to the quarantine area where arrangements will be made by the school nurse for the student to be picked up.

- Parents/guardians will be provided with LACO DPH home quarantine instructions.
  - [LAC | DPH | COVID-19 Isolation \(Patient Information\)](#)
- By the end of the school day, the nurse will follow up with the student parents to determine the level of exposure and the appropriate decision pathway will be determined by a detailed history and the students exposure risk.

#### **4. VISITOR SCREENINGS AND TEMPERATURE CHECKS**

In order to protect the safety of our students, employees, and the school community the school has adopted a no visitor policy. Exceptions to this policy are parents of enrolled students for early student pick up and visitors that are essential to the schools operation.

- ☐ 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 restrooms 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 and follow all health and safety measures that are posted throughout the facility. 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 disposable face covering is available to any visitors who come on to the school site without one.
- All deliveries will be dropped off in a designated area outside the front of the school
- Early student pick up will be prearranged by the parent and the front office in advance. The front office will coordinate with the teacher when the parent has arrived and the front office staff will escort the student to the prearranged location.
- All visitors will adhere to the physical distancing policy while on school campus. Signage will be posted in the school lobby area, at the entrance and throughout the school. Floor decals are measured at a 6' distance in designated locations where there is a potential area where individuals can congregate.
- A screening station will be set up outside the front of the school doors where a COVID Self Assessment and temperature check (with a non-contact thermometer) will be conducted by each visitor. Signage and instructions will be posted at the visitor screening table for each visitor to follow. When the self screening is completed the visitor will notify the Front office. A staff member will confirm that the screening is complete and the visitor is cleared to enter the premises.

#### COVID Health Assessment for visitors

The Visitor screening station will be supplied with gloves, alcohol wipes, health screening forms, pens, thermometer, hand sanitizer and the typed screening instructions. The instructions on how to perform the COVID Health Screening and how to disinfect the thermometer will be posted at the Visitor Screening Station. The completed forms will be placed in a separate bin and monitored by the office staff for compliance. The forms will be collected by the school nurse and or the office staff.

Visitor Screening: [Visitor Screening Form](#)

The Visitor screening station will be periodically disinfected by the facilities team, front office staff or the school nurse.

## VISITORS

### *Parent Entry guidelines and protocols*

- It is our goal to minimize entry of adults into the building during the pandemic
- If you do need something that brings you to school, we will first try to handle the request at the front steps wearing a mask and maintaining social distancing.
- If you do need to enter the building, we will ask that you wear a mask and that you head directly to the reception handwashing and purifying station. Please do not go past the reception area without permission..
- (N/A now - NOT permitted) If the Parent Association or your committee need some space to work on campus, please contact [reception@echohorizon.org](mailto:reception@echohorizon.org) to obtain permission and a clean, safe space to work.

### *Student support protocols*

It is our goal to continue to provide exceptional support to our young scholars whether in the building or on Zoom during the COVID pandemic. Our protocols and procedures may need to change, but the level of care and support we provide will remain top notch. The social emotional and behavioral needs of our students is a top priority.

For students online:

- Teachers will be the eyes and ears of student support, checking in with students in morning meetings, classes, and in weekly one on ones to ensure that all students are physically and emotionally healthy. If a teacher has any concerns about the student, we will follow our usual communication protocols of letting the appropriate Director and Counselor know, communicating with parents/guardians, and coming up with an action plan to support the student's wellbeing.
- Meetings will predominantly be held on Zoom with the appropriate student support team members and the family.
- If necessary, the Director or Counselor may invite the student in for a one on one in person meeting, as our school remains open as an essential service
  - If an in-person meeting is required, it will take place either in an outdoor setting with all individuals wearing masks and practicing physical distancing or it will take place in an indoor space big enough for physical distancing to be practiced.
  - Please note: masks will be required at all times at Echo Horizon school, except when eating or drinking)

For students who are in person:

- Teachers will be the eyes and ears of student support, checking in with students in morning meetings and classes to ensure that they are physically and emotionally healthy. If a teacher has any concerns about the student, we will follow our usual communication protocols of letting the appropriate Director and Counselor know, communicating with parents/guardians, and coming up with an action plan to support the student's wellbeing.
- Meetings will predominantly be held on Zoom with the appropriate student support team members and the family.
- If necessary, the Director or Counselor may need to call a student in for a one on one in person meeting.
  - If an in-person meeting is required, it will take place either in an outdoor setting with all individuals wearing masks and practicing physical distancing or it will take place in an indoor space big enough for physical distancing to be practiced.

#### For behavioral needs during in person school

- At times, students will have behavioral struggles during the school day. Our first line of defense is always our teaching team, who will handle any behavioral needs in the classroom. If a teacher feels that the student requires additional intervention from our student support team member, we will follow these protocols.
  - Teacher will contact the Director, Counselor, or Front desk to ask for a student support team member to be sent to the classroom.
  - Student support members will go to the classroom and ask to meet with the child. For the most part, the student will be pulled out of the classroom temporarily.
  - A one on one meeting with the child will take place in one of the following areas:
    - At chairs/tables in the hallway, distanced at 6 feet apart, with an appropriate mask (Please note: masks will be required at all times at Echo Horizon school, except when eating or drinking)
    - At chairs/tables in one of our outdoor spaces including but not limited to: front stoop, outdoor front spaces on the cement or on the grass, outdoor hallway outside of the 1st and 2nd grade spaces, or on one of the yards.

#### *Sharing of Materials*

It is our goal to minimize the sharing of materials. While it is impossible to eliminate sharing all together, here are the steps we will take as a school.

#### School supplies

- Each child will provide their own supply pouch or box that is easy to clean. At the end of each day, students will be responsible for wiping down their box (with teacher support

and guidance!) and for leaving it in their cubby. Every classroom will have a container with the appropriate disinfectant wipes for this end of day wipedown.

- In this box/pouch, students will have the supplies that they will need for class and will use their own supplies for classwork. We will no longer have classroom boxes of shared crayons/ pencils/etc.

#### Classroom materials

- We will still have some classroom materials, as it is impossible/costly to have one of everything for each child. With classroom materials, we will ask that students after using them place them in a bin marked “Used/To be cleaned” at the front of the classroom. Our facilities staff will come to classrooms during recess to wipe down tables and supplies, and will replace these supplies in the “Cleaned/ ready for use” bin.

#### Playground materials

- Each grade level will have their own bag filled with materials for recess on the Yard. After recess, balls and games will be placed back in the classroom bag and hung on a hook on the yard. Our facilities team will clean and disinfect each bag of supplies prior to the next recess.
- High touch playground equipment will be closed down. Any shared playground equipment will be monitored and cleaned and disinfected after each recess.

#### Frequent handwashing

- Our protocol of frequent handwashing will also help to keep our students/faculty safe when sharing materials.

#### Water fountains

- Water fountains will be shut down on campus. Students will be asked to provide their own water bottle for hydration. Bottle filling stations will remain opened. The facilities teams will ensure that all drinking fountains are safe to use after a prolonged shutdown.

#### Food service

- When, and if, we choose to resume food service, we will only provide single serve prepackaged meals. No buffet meals will be allowed.

#### Full and Partial School Closure Plan

##### **Purpose:**

- As an elementary school and an institution of learning, it is our priority to act in the best interest of our student, faculty, and community during this challenging time of global pandemic. We feel strongly that we must be role models for our students as to how to be good citizens.
- We are committed to being good partners with the state and local government and health authorities at slowing and stopping the spread of Covid-19, and will do everything in our power to ensure that our institution does not become part of the problem and spread of the virus. Therefore, we will follow the strict guidelines of the state and local governments and health departments with regards to full or partial school closures should we have multiple cases on our campus.

**Special Considerations:**

- We recognize that extended school closure causes inconvenience for our working parents and that online learning poses learning loss issues for the 15% of our students who identify as Deaf and Hard of Hearing. While it is unlikely that there is anyway around partial or full closure in cases like those listed below, we could take into consideration ways to provide our DHH students with additional support during an extended closure.

**Policy:**

- Based on the guidance from our legal counsel, Liebert, Cassidy, Whitmore, school closures may be appropriate when there are multiple cases in multiple cohorts or when at least 5% of the total number of teachers/students/staff are cases within a 14 day period. For Echo Horizon School, 5% equals 11 people.
- Based on the definition of an outbreak by the LA County Department of Public Health, institutions with three cases that are linked in a 14 day period constitute an outbreak.
- If either of these instances occurs within a closed group (all K students/teachers, for example), this would lead to a partial shutdown. This partial shutdown would result in the entire K group of faculty and students remaining home and returning to online learning for 14 days. The online schedules used for this 14 day period will be the same ones used during our Echo Online Program.
- If either of these instances occurs across multiple cohorts, grade levels, groupings, this would lead to a full closure with all students/staff/faculty remaining home and returning to online learning for 14 days. The online schedules used for this 14 day period will be the same ones used during our Echo Online Program.
- During any 14 day closure, all staff members will return to their Work From Home schedules and access all meetings via video conferencing or phone.
- Determination of partial or full school closure will be in accordance with the recommendation or requirement of the California Department of Health, Cal/OSHA and the Los Angeles Department of Health: Appendix T2: Exposure Management Plan for K-12 Schools.
- [Exposure Management for COVID School Cases](#)

**COVID-19: Community testing****Testing protocols for faculty/staff****Purpose**

COVID testing is a tool used in conjunction with other mitigation measures to support a safe school environment for all staff and students. COVID testing does not prevent school

transmission, and a negative COVID test provides only the moment when the sample is taken and does not negate all other mitigation strategies.

#### Types of Testing:

- Symptomatic Testing: recommended for all individuals with symptoms of COVID-19
- Response Testing: to identify positive cases due to an exposure to known or suspected person with COVID-19
- Asymptomatic Testing: Surveillance testing to determine if schools have higher or lower rates of COVID-19 in the school setting and to identify asymptomatic or pre-symptomatic cases.

The state of California has put into place support for the testing cadences.

#### Testing Cadences

	Yellow CR <1.0* TP < 2%	Orange CR 1-1.39* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR > 7-13.9% TP > 8%	CR > 14*
Staff	Symptomatic and response testing	Symptomatic and response testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing	Symptomatic and response testing + weekly asymptomatic testing
K-12	Symptomatic and response testing	Symptomatic and response testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing	Symptomatic and response testing + weekly asymptomatic testing

- Weekly asymptomatic testing assumes the use of a PCR test.
- If antigen testing is used, testing should be at a twice weekly cadence.
- Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing
- Staff that are provide learning will be exempt from testing
- Our testing protocols include a weekly drive through testing with our partner Brio Clinic. Results will be submitted confidentially to our school nurse
- Students will be required to submit proof of negative tests to our school nurse after any vacation such as Thanksgiving, Winter Break, President's Day holiday, and Spring Break.

#### *Measures that Ensure Equitable Access to Critical Services*



## **PURPOSE**

Echo Horizon School has a long-standing commitment to the education of Deaf and Hard of Hearing (DHH) students. In 1983 Echo Horizon School was founded to integrate the DHH students of the existing Echo Center into a general education setting with daily DHH support. Echo Horizon School/Echo Center continues to provide excellent DHH listening and spoken language education services to Echo Center (DHH) students during this time of school closures due to the COVID-19 pandemic. This plan outlines the careful measures that have been established to ensure equitable access to the critical services for our DHH students to thrive in all learning environments.

## **SPECIAL CONSIDERATIONS**

NPS status: Echo Center is certified by the California Department of Education as a Nonpublic School (NPS); Echo Center partners with nine local school districts to provide a DHH inclusion program for the currently enrolled 28 DHH students. During this unprecedented time of mass school closures, Echo Center continues to work collaboratively with partnering school districts and local education agencies (LEAs) to ensure the provision of DHH services/FAPE that is guaranteed by IDEA (Individuals with Disabilities Education Act) for DHH students with Echo Center placement.

Hybrid model: While Echo Horizon School continues to implement the robust distance learning program, *Echo Online*, for all of its students, the DHH students will have the opportunity to come on campus for DHH services in the afternoons Monday through Thursday starting October 12. Students with disabilities are particularly vulnerable to experiencing social isolation and widening gaps in their academic skills during these school closures. With this afternoon program, we want to ensure that our DHH students continue to feel connected to the EHS learning community and hope that the afternoon program on campus will help to minimize social isolation and delayed academic progress for Echo Center students

## **PLAN**

### **DHH Service Delivery (Hybrid Model)**

Echo Center students will continue to access the robust Echo Online program in the mornings with their general education peers from home. The Echo Center Afternoon Program will allow DHH students to engage in opportunities to socialize with their DHH peers and receive direct instruction from their Echo Center/DHH teachers that target IEP goals and implementation of accommodations in the physical school setting.

- Echo Center (DHH) Afternoon Program: Monday-Thursday 12:30-2:45pm
  - PreK/K- inclusion with all PreK and K students who will also be on campus Monday-Thursday 1-3pm
  - 1st-6th DHH students- pre/post teaching, social skills, support during asynchronous and synchronous learning of the Echo Online learning program.

- Listening Checks (everyday 12:30-1:00pm)
  - Upon arrival, Echo Center teachers will perform a daily listening check for each student that ensures that their hearing technology is properly functioning and synced with the hearing assistive technology (HAT) system, the Roger DM system. This ensures access to the instruction and socialization opportunities.

## **IEPs**

Echo Center/Echo Horizon School closely collaborates with our partner school districts to ensure compliance with IEP due dates and service delivery. DHH teachers continue to monitor IEP goal progress and collect data on a daily basis

In IEP meetings that have been held since the start of school closures, we have **added the accommodation: *visual access to communication partners.***

## **Hearing Assistive Technology**

- Echo Center is committed to ensuring that DHH students have direct auditory access via laptop and tablet devices for online learning instruction. Various HAT accessories and equipment (auxiliary cables, receivers, Roger DM touchscreen and pen microphones) were sent home to meet individual student technology needs.
- For those students who have opted in for the Echo Center Afternoon Program, they will be required to transport hearing technology and laptop/tablet devices between home and school on a daily basis.
- In addition to the teachers using the Roger DM touchscreen microphone, teachers will also continue to use the pass around microphone during class discussions. The use of the pass around mic will be even more important with students needing to maintain safe physical distancing
  - Teachers will tie the pass around mic to a dowel so that they can also maintain a safe physical distance when using it between students

## **Accommodations:**

The Echo Center Director and Teachers have presented on best practices for supporting students during distance learning and continue to provide feedback on a daily basis. The following accommodations were shared with all EHS faculty and staff and not meant to be an exhaustive list (refer to students' IEPs for specific accommodations):

- Encourage students to speak one at a time (remain muted until called on)
- Call students by name before they speak ("Yes, John?" or "John has something to add")

- Repeat questions or summarize comments ("Susie asked....")
- Repetition of directions
- Use a strong, clear voice
- Please make sure not to obstruct your mouth
- Check for understanding with open-ended questions ("Who can tell us the first step for the science assignment?")
- Make sure posted videos are captioned
- Share recordings of your class meetings as requested
- **visual access to communication partners**

### ***Additional accommodations:***

Pre- and post-teaching: is on every IEP for our DHH students. Opportunities for pre- and post-teaching of academic content and vocabulary by Echo Center teachers are built into the afternoon program schedule.

Captions: Students are aware of the option to access captions on Zoom. In addition, teachers use special programs like screencast-o-matic to caption videos.

### **Mask Protocol**

The CDC recommends that schools “consider that some teachers and staff use clear face coverings that cover the nose and wrap securely around the face”. Clear face coverings are appropriate for employees who interact with our DHH students (per the Individuals with Disabilities Education Act). <https://sites.ed.gov/idea/> They may also be appropriate for teachers of young students learning to read or students with other disabilities.

Echo Horizon School is providing Humanity Face Shields for all faculty and staff and extra shields will be supplied for every classroom. These shields were selected so that students would have clear visual access to faculty and staff faces to ensure optimal communication.

### **Echo Center Family Support/Communication**

- Weekly Friday emails from DHH teachers
  - DHH teachers will continue to practice this accommodation for consistent parent-teacher communication to address student needs
- Each family has scheduled an individual meeting with the Echo Center Director
- Virtual Echo Center Coffee Chat on Friday, April 17 (time TBD)
- Social Media- Echo Center Family Facebook group is an additional opportunity for the families to remain engaged with each other and Echo Center faculty

## ***MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC***

### **PURPOSE**

Given the ever-changing nature of COVID-19, it is critically important that we are able to communicate quickly and effectively with both our campus community and the public. Clear communication can help address family and community concerns. Additionally, should a case occur on campus, quick communication can help prevent the spread of COVID-19.

### **SPECIAL CONSIDERATIONS**

In order to communicate quickly and effectively, information should be available in multiple forms and in multiple places so families and community members can access it quickly and on any device.

### **PLAN**

In June, our families received a document, [“Guidelines and Protocols for Re-Opening”](#) which outlined, in detail:

- ☐ General measures and communication with local authorities; the campus community; and the public
- ☐ Plans for intensified cleaning, disinfection, and ventilation
- ☐ Plans for teaching and reinforcing healthy hygiene practices
- ☐ Plans for required use of face coverings
- ☐ Changes in academic and extracurricular programming in order to avert risk
- ☐ Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
- ☐ Importance of student compliance with physical distancing and infection control
- ☐ Changes in school meals in order to avert risk
- ☐ School policies concerning parent visits to school and advisability of contact the school remotely
- ☐ Outline for school health screenings of students and faculty
- ☐ Visitor/vendor & parent entry policies

Prior to our re-opening, families will receive our most up-to-date policies related to all of the following:

- ☐ Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
- ☐ Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19
- ☐ Who to contact at the school if student has symptoms or may have been exposed
- ☐ How to conduct a symptom check before student leaves home
- ☐ Required use of face coverings
- ☐ Importance of student compliance with physical distancing and infection control

- ☐ policies
- ☐ Changes in academic and extracurricular programming in order to avert risk
- ☐ Changes in school meals in order to avert risk
- ☐ School policies concerning parent visits to school and advisability of contact the school remotely
- ☐ Importance or providing the school with up-to-date emergency contact information including multiple parent contact options
- ☐ Visitor/vendor & parent entry policies

Signs with directions and sign-in stations have been posted at all public entrances to the school, detailing our COVID-19 procedures, required face coverings, and school policies for visitors to the building. This signage informs visitors that they should not enter the facility if they have symptoms of COVID-19.

We have posted signage throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing, as well as added stickers to the floor marking where people can stand or wait when they are outside.

In the case of a full or partial closure due to a possible cluster of COVID-19 cases, we will communicate using email and our health app for families to ensure that they are aware of any possible closures. Our app, Titan, allows us to communicate with families through calls and texts. Our website will also contain information about full or partial closures.

We are in the process of finalizing the COVID-19 section of our website, which will 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. Additionally, our website will instruct students, parents and teachers on how to contact the school in case of infection or exposure.