

## **Opportunities for Learning**

### 2021/2022

### **COVID-19 School Safety Plan**

The following is a working document that will be updated as required in accordance with guidance from the Los Angeles & Kern Counties, & California Departments of Public Health. Updated November, 2021

# William S. Hart

https://ofl-wsh.org/

### Opportunities for Learning Locations

Canyon Country 18824 Soledad Canyon Rd. Canyon Country CA 91351 (661) 424-1337

> Ridgecrest 900 N. Norma St. Ridgecrest CA 93555 (760) 375-7799

Santa Clarita 27616 Newhall Ranch Rd. #A-15 Valencia CA 91355 (661) 607-0153

#### Opportunities for Learning William S. Hart COVID-19 Compliance Taskforce

Catlin Rhymer Compliance Officer William S. Hart

Yelena Shapiro Principal William S. Hart

Stephanie Bowen Assistant Principal of Instructional Operations William S. Hart

> Ramon Burley-Johnson Assistant Principal Santa Clarita

#### Michael Leonesio Assistant Principal Canyon Country

Zachary Hillewaert Assistant Principal Ridgecrest

Sharon Orange-Nunn Instructional Programs Coordinator William S. Hart

> Deanna Miller Lead Center Coordinator William S. Hart

> > Bridget Stark Center Coordinator Santa Clarita

> > Francine Davis Center Coordinator Canyon Country

> > Machaila Lewis Center Coordinator Ridgecrest

#### Introduction

In response to the COVID-19 Pandemic and in an effort to reopen our schools for onsite learning, Opportunities for Learning -William S. Hart has taken necessary measures to evaluate each school site and implement improvements to better serve students during this unprecedented time. This document outlines the responsibility of the COVID-19 Compliance Taskforce and describes all relevant changes to the school campus or school program as well as outlines the steps the school will take in the event of a positive COVID-19 case on school grounds.

#### **COVID-19 Compliance Taskforce**

Opportunities for Learning -William S. Hart has established regional COVID-19 Compliance Task Forces who are responsible for establishing and enforcing all COVID-19 safety protocols and ensuring staff and students receive appropriate education about COVID-19. COVID-19 Compliance Officers will serve as a liaison to the Department of Public Health in the event of a COVID-19 cluster or outbreak on campus.

#### **COVID-19 School Safety Plan**

The OFL-William S. Hart COVID-19 Compliance Taskforce has created the following COVID-19 School Safety Plan. This plan has been developed in alignment with California State, LA County, Ventura County & San Bernardino Departments of Health and California Department of Education guidance. Supporting documents that have been included in this document as required are:

#### California for All COVID-19 School Guidance Checklist:

https://drive.google.com/file/d/1KQM8Tcwjz4eWZXGDVenH4-gn9Pjd5jEh/view?usp=sharing

Opportunities for Learning Infectious Disease Policy: https://drive.google.com/file/d/1szpggyBlsNx7nKkSorRDyEVy5Z8iCiTZ/view?usp=sharing

**Opportunities for Learning Face Covering Policy:** 

https://drive.google.com/file/d/17uVGOv-OABYgNnA6CnilkwiO99lhtFtB/view?usp=sharing

Opportunities for Learning Vaccination & COVID-19 Testing Policy: <u>https://drive.google.com/file/d/1dnrci20AOv\_Dby1GWtnQxanr0WFm27pu/view?usp=sharing</u>

**Rapid Antigen Playbook** 

https://drive.google.com/file/d/1j3x81FHSXOOcq0v5uYUDcjEnsMfvG6nA/view?usp=sharing

#### **Onsite Learning Opportunities**

Opportunities for Learning - William S. Hart has reopened all school sites which are staffed five days a week. Students are encouraged to resume in-person independent study appointments on a regular schedule. Small group instructional classes as well as on site subject specific tutoring is also available in-person. Students who require greater flexibility due to circumstances related to COVID-19 may opt for hybrid learning or online programs. Special Education services are available to all eligible students both in-person and virtually. School Counselors, Career Pathway Coordinators and School Psychologists are available to all students both in-person and virtually by appointment.

#### Mitigation Measures in Place

#### **Education regarding COVID-19**

Prior to the reopening of the school sites all staff, students and parents are provided general education regarding COVID-19. Topics include but are not limited to:

- COVID-19 symptoms
- Keeping students home when they are sick
- Changes to the school program such as pick-up and drop-off procedures
- Proper handwashing
- Face Coverings
- Physical Distancing
- COVID-19 Testing & Vaccination opportunities
- COVID-19 Exposure and Isolation procedures
- Notifications of Positive COVID-19 cases on-site

Communications are sent to families via hand-outs, letters home, school messenger, school website, phone call, voice message, email and/or text message.

#### **Health Prescreens & Temperature Checks**

Staff have been trained to check for signs and symptoms of COVID-19 in themselves and others. Staff members will complete a health screen self certification before arriving on school campus. All other individuals who enter the school site will complete a digital screening survey and temperature check upon entering the school site. Staff will assist individuals who do not have access to technology. Contactless thermometers are utilized to limit exposure. Individuals who present with a temperature of 100.4 F or higher and/or answer yes to any of the health prescreen questions will not be permitted entry. Performing a thorough health screen will assist the School with not only limiting potential exposures but also serves as a daily digital log of all occupants on school premises.

#### **Occupant Tracking**

Measures have been put in place to ensure improved occupant tracking throughout the school site. Upon entering the school site, all individuals complete Safetrac for the purpose of health screening and potential future contact tracing. Additionally, all staff update a weekly schedule to ensure that only a limited number of traveling staff are present at the school site at the same time. Staff that do come into the school site are mindful of maintaining appropriate physical distance from others whenever possible while on campus.

#### Face Coverings at School and School Sponsored Events

All occupants are required to wear a clean face covering which properly covers the nose and mouth while in the School Site. Staff and students are required to wear face coverings while traveling on school sponsored transportation and at school sponsored events. Staff, students and visitors will be offered an appropriate face covering if they arrive at the school site without one or if their face covering becomes soiled or otherwise damaged. Exemptions from wearing face coverings are only for those with a medical condition, mental health condition or disability where wearing a face covering without assistance. 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. PPE is available and accessible to all individuals at the school site. Staff or students who require a face covering exemption must follow the procedure outlined in the Face Covering Policy.



Learn more about face coverings at: <u>https://covid19.ca.gov/masks-and-ppe/</u>

#### **Proper Hand Washing & Sanitizing**

The School encourages and provides opportunities for staff and students to wash their hands frequently throughout the day including:

- when arriving at or leaving home
- when arriving at or leaving school
- after playing outside
- after having close contact with others

- after using shared surfaces or tools
- after using the restroom
- after touching their nose or mouth (everyone should try to avoid touching their nose, mouth, and face covering)
- after blowing their nose, coughing, or sneezing (everyone should cover their cough or sneeze with a tissue)
- and before and after meals

Staff & students should wash their hands in the available restroom sink with soap and water for at least 20 seconds. Hand sanitizer is available at the front desk as well as at each teacher desk, each classroom and other supervised locations throughout the site.



Learn more about handwashing at: https://www.cdc.gov/handwashing/pdf/handwashing-poster.pdf

#### **Student & Teacher Seating**

Teachers desks have been moved to allow for maximum student occupancy on site while maintaining a reasonable physical distance where possible. Plexiglass barriers have been installed in areas where a reasonable physical distance is not possible. Student seating is set to 5 students per teacher appointment block. Student seating charts are created by the teacher and are observed to limit exposure when possible. Classroom seating has been reconfigured to accommodate up to 20 students. Actual available seating will be dependent on the size of the particular classroom and will vary by site.

#### **Cleaning & Disinfecting**

All student tables, chairs, plexiglass barriers and other high touch surfaces (e.g., door handles, light switches, handrails, drinking fountains, restroom surfaces, etc.) cleaned and disinfected with EPA N list approved cleaners at the completion of each student block when students are on campus. Plexiglass

barriers and other high touch surfaces will be cleaned between classes or student appointments. Doors and/or windows are opened during cleaning periods when possible to increase ventilation. Ventilations systems are used to increase circulation of outdoor air. Regular janitorial services are conducted after-hours twice weekly. The use of shared items, such as electronic devices, books, or instructional materials, will be limited if possible. Commonly shared items, such as dishes, utensils, or cups/mugs, will be replaced with single use items to the extent feasible. Staff receive training on cleaning and disinfection procedures as appropriate.

#### Restrooms

Staff and student restrooms have been modified to accommodate one occupant at a time. Touchless soap and paper towel dispensers have been installed where possible. High touch surfaces of the restroom are cleaned by staff observing the regular cleaning schedule and are thoroughly cleaned three times weekly by the janitorial service. Specific cleaning schedules will vary by site.

#### **Meal Program**

The School offers Grab & Go style lunches, on-campus meals, and shelf stable snacks each school day. Measures have been implemented to limit contact during lunch distribution. Staff members who distribute school lunches wear appropriate PPE including face coverings and gloves. Students participating in the meal program may pick up their lunches at the completion of their onsite appointments.

#### **Illness on Campus**

Students who develop COVID-19 related symptoms during the day will be given a medical grade mask to wear over their existing mask and will be moved to a designated isolation area while arrangements are made for the student to be picked up. Families will receive the *Symptom Decision Tree* handout when picking up their child and should follow-up with their child's Teacher the following day. Students should return home and follow the guidance based on their specific symptoms as indicated on the handout.

#### Testing for COVID-19

OFL-William S. Hart recommends any individuals experiencing COVID-19 symptoms to consult with a medical professional. If you do not have a regular doctor you can contact the following public services using the resources below.

#### https://211sb.org/

#### **Exposed or Symptomatic individuals**

OFL-William S. Hart recommends symptomatic as well as response testing for exposures to COVID-19 as needed for all staff and students. Individuals who require COVID-19 testing can make an appointment using the link below.

#### Los Angeles County https://covid19.lacounty.gov/testing/

#### Kern County

https://phweb.kerncounty.com/Html5Viewer/index.html?viewer=COVID19TestingSites

#### Symptomatic Testing

COVID-19 testing is recommended for individuals experiencing symptoms of COVID19. Staff and students are advised to stay home and isolate in case they are infectious while awaiting test results. Staff or student return to campus would be determined on an individual case-by-case basis using guidance from the local county health office.

#### **Response Testing**

COVID-19 testing is recommended for individuals who have been exposed to a known positive COVID-19 case whether or not they display symptoms of COVID19. Staff and students are advised to stay home and quarantine during this time in case they are infectious. Staff or student return to campus would be determined on an individual case-by-case basis using guidance from the local county health office.

Individuals who test positive for COVID-19 should isolate as noted in the Home Isolation Instructions provided below.

Los Angeles County: <u>http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/</u>

Kern: https://kernpublichealth.com/2019-novel-coronavirus-patients/

#### **COVID-19 Testing Program**

In alignment with the <u>Order of the State Public Health Officer Vaccine Verification for Workers in Schools</u> and in an effort to prevent the further spread of COVID19 in K-12 schools, OFL- William S. Hart has asked all school workers to provide proof of COVID-19 vaccination. Employees who are not fully vaccinated or who do not provide proof of vaccination will be required to take part in one of the following COVID-19 Testing Program.

#### OFL-William S. Hart Independent COVID-19 Testing Program

All unvaccinated staff members who are required to submit to weekly COVID-19 testing as a condition of employment will be required to submit proof of a negative COVID-19 Test result to 9-Dot HR each Sunday to be cleared for entry into the School Site for the subsequent work week. All members of the school community who take part in the OFL- William S. Hart Athletics Program are required to test once weekly. All members of the school community who take part in overnight experiential learning trips are required to test prior to the day of departure. Free, local testing opportunities have been shared with all staff members and students. Any worker of the school, volunteer or vendor performing services at the

school site who does not take part in the OFL Independent COVID-19 Testing Program will be required to provide proof of vaccination or proof of a negative test result within 72 hours prior to entering a school site.

#### **COVID-19 Cases On Campus**

OFL-William S. Hart staff may learn of a positive COVID-19 case in a variety of ways. In an effort to quickly report a positive COVID-19 case onsite, and with respect to the privacy of the individual affected by COVID-19, the following reporting protocol has been established:

#### **Positive Student Cases**

- Staff who learn of a confirmed positive COVID-19 test result in a student should immediately notify the COVID-19 Compliance Officer.
- The Compliance Officer will interview the student case to gather information to conduct contact tracing.
- Contact tracing is conducted using Stafetrac as well as any other supporting programs or attendance lists.
- The Compliance Officer will report the positive case and any close contacts to 9-Dot HR for staff notification. Propel Charter Management and Lupine Properties will be contacted for facility cleaning and additional support as needed.
- 9-Dot HR provides blanket notification to all staff as well as contacting exposed staff members.
- The Compliance Officer will send out notifications to exposed students and the general public.
- The Compliance Officer will report the positive student case and close contacts to LACDPH within 1 day of receiving notification.
- Any confirmed positive student case who has been on campus within 14 days will be reported to the local Health Department.

#### **Positive Staff Cases**

- Staff who test positive COVID-19 should immediately notify Thomas Jagielski of 9-Dot HR.
- Staff who choose to first notify their immediate supervisor will be offered support in contacting HR.
- HR will interview the staff case to gather information in order to conduct contact tracing.
- Contact tracing is conducted using Stafetrac as well as any other supporting programs or attendance lists.
- 9-Dot will report the positive student case and close contacts to the local Department of Health within 1 day of receiving notification
- 9-Dot HR provides blanket notification to all staff as well as contacting exposed staff members.
- The Compliance Officer will send out notifications to exposed students and the general public.
- Propel Charter Management and Lupine Properties will be contacted for facility cleaning and additional support as needed.

#### Case Reporting & Communication COVID-19 Cases at School

The COVID-19 Compliance Office for all student related positive cases and will report all known positive cases in accordance with the specific County Guidance. The COVID-19 Compliance Officer will conduct contact tracing and will initiate necessary communications to any individuals exposed to the positive case as instructed by the local Department of Public Health.

#### Case Reporting 1 COVID-19 Case at School Los Angeles County

#### Case reporting for LACDPH should be completed through the REDCAP reporting system effective February 10, 2021

- After identifying 1 laboratory confirmed COVID-19 case (student), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19.
  - English: <u>https://drive.google.com/file/d/1NXwG3VB-ABcSccIJpoaxjH\_s7ePOCQNz/view?usp=shar</u> <u>ing</u>
  - Spanish: <u>https://drive.google.com/file/d/1ARyCOfZytjseYUGXxGnXY05sfugpYRzJ/view?usp=sharing</u>
- The School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- The School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer submits this information to DPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a case. If needed, additional time may be requested.
  - <u>https://drive.google.com/file/d/1eNpvl83nRpqx5za0aJPd2rM10pst9TZ5/view?usp=sharing</u>
    - A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
    - A person is considered to have been exposed if they are one of the following:
      - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;

- An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate
- protective equipment).
- Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter and/or other communication strategies.
  - Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
  - Exposed students and employees should quarantine for 14 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset).
  - DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
    - School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19

#### Case Reporting & Communication for 2 COVID-19 Cases at School within a 14-day Period Los Angeles County

- After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, the school follows the required steps for 1 confirmed case.
- The School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.
  - \*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test

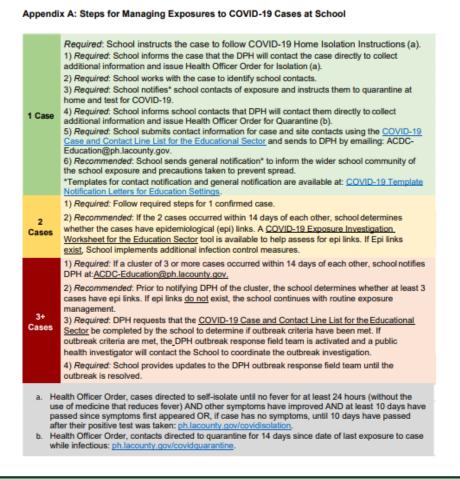
but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. A tool is available to assist in the assessment of epidemiological links at: *COVID-19 Exposure Investigation Worksheet for the Education Sector*. For technical assistance on how to assess for epidemiological links, please contact <u>ACDC-Education@ph.lacounty.gov</u>
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of additional site-specific interventions.

#### Case Reporting & Communication for ≥ 3 COVID-19 Cases at School within a 14-day Period Los Angeles County

- If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
  - Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: <u>ACDC-Education@ph.lacounty.gov</u> or by calling (888) 397-3993 or (213) 240-7821.
  - Complete the COVID-19 Case and Contact Line List for the Educational Sector and submit it to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact <u>ACDCEducation@ph.lacounty.gov</u>.
  - The ACDC Education Sector Team will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day to advise on next steps
  - If outbreak criteria are not met, the school continues with routine exposure management.
  - If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated.
  - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
  - School Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

 Prior to reporting a cluster to the DPH ACDC Education Sector Team, School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. *The COVID-19 Exposure Investigation Worksheet for the Education Sector* is a tool available to assist in the assessment of epidemiological links.



#### Case Reporting & Communication Kern County

The COVID-19 Compliance Officer is not required to report positive COVID-19 cases to the Kern Department of Public Health but is required to notify any close contacts of positive COVID-19 cases within the School Community within 1 day of the School receiving notification.

#### **COVID-19 Outbreak Criteria for K-12 Schools**

An outbreak is defined as at least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14- day period in a group with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. School groups include persons that share a common membership at school (e.g., classroom, school event, school

extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.

#### School Site Closures

In most cases, entire schools may not be required to close even if there is a confirmed case in a staff member or student. Closure of a cohort may be necessary to prevent disease transmission. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Principal will determine when to close a school in consultation with the COVID-19 Taskforce, the School Leadership Team and the local public health department. Students will be transitioned back to Distance Learning for the duration of the closure.

#### Guidance & References

In addition to complying with this plan, OFL William S. Hart will implement all applicable measures in the following state and local health guidance, as they are updated from time to time:

#### COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year <u>https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.</u> <u>aspx</u>

COVID-19 Industry Guidance: Schools & School Based Programs <u>https://files.covid19.ca.gov/pdf/guidance-schools.pdf</u>

Protocol for Reopening K-12 Schools <u>http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/Reopening\_K12Schools.pdf</u>

#### Protocol for COVID-19 Exposure Management Plan in K-12 Schools

<u>http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\_K12Sch</u> <u>ools.pdf</u>

Decision Pathway http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf

#### Kern County Public Health Services

<u>https://kernpublichealth.com/coronavirus-information-for-childcare-schools-colleges-and-universities</u>

CA Safe Schools for All

https://schools.covid19.ca.gov/ COVID-19 CA. GOV https://covid19.ca.gov/

Centers for Disease Control & Prevention <u>https://www.cdc.gov/coronavirus/2019-nCoV/index.html</u>

Symptom Decision Tree https://drive.google.com/file/d/1HllewuyExaUaNQCXuFfhb8T6-Ary8lZr/view?usp=sharing