



## COVID-19 PREVENTION PLAN (CPP)



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# INTRODUCTION

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The following plan provides staff, students, families and communities with safety strategies that will help to mitigate the spread of COVID-19, and it aligns with the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for schools.

Beyond the information provided, school administrators should still coordinate with local public health officials to stay informed about the status of COVID-19 transmission in their community and changes to federal, state and local guidelines. This plan should be considered a living document and updated according to CDC, OSHA, Los Angeles County Department of Public Health, state and local guidance.

## Guiding Principles

COVID-19 is mostly spread through respiratory droplets that are released when people talk, cough or sneeze. It can also spread through hands from contaminated surfaces and transferred to either the nose or the mouth, causing infection.

Practicing personal prevention practices such as hand washing, staying home when ill, and regularly cleaning and disinfecting high touch areas are important and covered within our protocols.

- **Lowest Risk:** could be students and teachers engage in virtual-only classes, activities and events or all employees are working from home.
- **More Risk:** Some students are in class and others are virtual, and the groups of students stay with the same teacher. *To accommodate this level of risk, there will likely need to be schedule rotations where some students are physically in class and others are virtual—and switch groups at some point/let high-risk students or students that prefer to stay virtual at home.* Some employees are working from home.
- **Highest Risk:** Full-sized, in-person classes, activities and events. Students are not spaced apart, share classroom materials or supplies and mix between classes and activities. All employees have to returned to site based work

# POLICY STATEMENT COVID-19

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PUENTE Learning Center values the health and safety of all staff, teachers, students and families within our community. This Infectious Disease Prevention Plan complies with current local, state and federal response efforts, emergency response orders, or recommendations from various health agencies, including but not limited to: Occupational Safety and Health (OSHA), Centers for Disease Control and Prevention (CDC) and the Los Angeles County Department of Public Health.

This plan will be periodically reviewed and updated as COVID-19 information and guidance changes. We will continue to monitor the CDC and OSHA for guidance. To ensure the safety of our school, we ask that all staff, teachers, students and families comply with this plan. Implementation of this program is assigned to Tesa Marquez, Admin and Human Resources Manager.

Respectfully,  
Jerome Greening  
CEO

# COMMUNICATION POLICY

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The following communication process/system is in place and provides:

- A process where staff, and students can call out when ill
- Manages health checks
- Assists with work schedules
- Notifies teachers, students and parents if classes are canceled
- Communicates changes in school status as it relates to COVID-19

## Communication - Paper

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

Accountability Act of 1996 (HIPAA), privacy expectations and the ADA. All communication will follow the District's COVID-19 Response and Communication Protocols

In the event that there is a report of possible COVID spread within a school where the Department of Public Health is recommending long-term or short-term suspension of in-person instruction, the communication plan will follow the same protocols from the District Closings & Dismissal Procedures. The school will use Infinite Campus messages, the website, direct calling/emailing/testing to communicate with families and staff regarding any school closure. The Board of Education will be immediately informed of the reasons for the closure and procedures being put into place by the district. The district will transition to distance learning under the advisement of the state, LACDPH, LACOE and other local agencies.

If an employee should become infected or may have symptoms of COVID, they may report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace directly to human resources. PUENTE will follow current procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

Additionally, information about COVID-19 hazards to employees (including other individuals and employers who may have been in contact at our workplace) who may have been exposed, how it is being managed and our COVID-19 policies and procedures.

PUENTE places a high priority on providing timely communications to our stakeholders during this unprecedented time. PLC communicates with families through multiple platforms – including:

- Traditional communications (email, calls, text, U.S. mail)
- Social media (Facebook, Twitter)
- Digital media (Website, Zoom).
- Video broadcasts (via YouTube)

PUENTE is committed to the continual support of our staff, students and families.

- Regular updates from the Principal are sent weekly and posted to the website.
- The schools will engage and communicate with families via newsletters, Infinite Campus messages, virtual informational sessions about health protocols, academic requirements, distance learning expectations and resources available for support.

### **Signs and Messages**

- Signs that promote protective measures and how to stop the spread of germs, have been posted throughout the first and second floor (e.g., school entrances, restrooms).
- Other messages on behaviors that prevent the spread of germs and COVID-19 are also posted on our website and social media.
- Visit <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html> for more.

# INTERM LEAVE & TRAVEL POLICY

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## Interim Leave & Excused Absence Policy

- Information on COVID-19 benefits such as paid sick leave and worker's compensation is posted on the Department of Industrial Relations' Coronavirus Resources webpage.
- The State of California Department of Industrial Relations 2021 Supplemental Paid Sick Leave poster was just released and a copy was provided to via email. It includes the following information and more details can be seen at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.
- Sick and vacation leave may be used as an option if you or a family member become ill due to COVID-19.

Covered Employees of the 2021 Supplemental Paid Sick Leave in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 to September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

A covered employee may take leave if the employee is unable to work or telework for any of the following reasons:

- **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- **Caring for a Family Member:** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.
- **Paid Leave for Covered Employees**

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited.

## Interim Travel Policy

PUENTE will follow the guidance provided by Los Angeles County Department of Public Health for travel during the pandemic.

Despite recent decreases in the current COVID-19 surge of cases and hospitalizations, it remains imperative that Los Angeles County residents continue to take steps necessary to curb the spread of COVID-19 and contain new sources of infection. The County of Los Angeles is issuing the following guidance for travelers:

### **Non-Essential Travel**

1. Los Angeles County residents should continue to avoid all non-essential travel and stay within 120 miles from their place of residence, unless they are traveling for essential purposes. Avoiding travel reduces the risk of virus transmission, including by reducing the risk that new sources of infection and, potentially, new virus strains that are now present in California. "Non-essential travel" includes travel that is considered tourism or recreational in nature. "Essential travel" is travel associated with the operation, maintenance, or usage of critical infrastructure or otherwise required or expressly authorized by law (including other applicable state and local public health directives), including work and study, critical infrastructure support, economic services and supply chains, health, immediate medical care, and safety and security.
2. All non-essential travelers from other states or countries are strongly discouraged from entering the County of Los Angeles and need to self-quarantine for 10-days after arrival.
3. All persons arriving in or returning to the County of Los Angeles from other states or countries, must self-quarantine for 10 days after arrival, except as necessary to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response. Additionally, this does not apply to individuals who routinely cross state or country borders solely for the purpose of essential travel.

### **Travel Advisory Quarantine Requirements**

- If you do travel into Los Angeles County from outside of California, you need to self-quarantine for 10 days after you arrive and must limit your interactions to people in your household/people with whom you live.
- If you have traveled either domestically or internationally, contact human resources. You will not be permitted back on campus until 14 days after the date you returned home from travel.
- To reduce introduction and spread of new variants of SARS-CoV-2, CDC issued an Order effective January 26, 2021. It requires all air passengers arriving to the U.S. from a foreign country to get tested for COVID-19 infection no more than 3 days before their flight departs and to provide proof of the negative result or documentation of having recovered from COVID-19 to the airline before boarding the flight.



# INVESTIGATION POLICY

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## Confirmed or Suspected Case

PUENTE will follow the Los Angeles County Department of Public Health's Decision Pathways as the guidance for COVID exposure (this document will be in every classroom, office, isolation and quarantine areas).

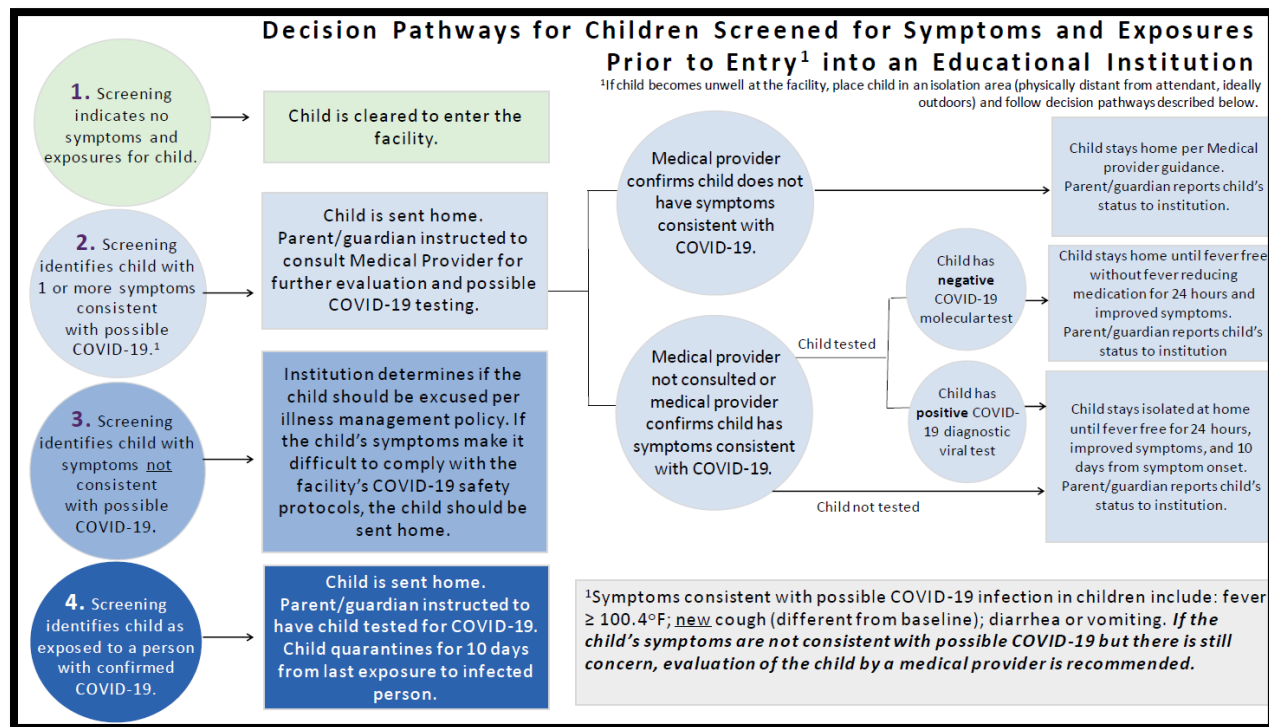
LACDPH DECISION PATHWAYS

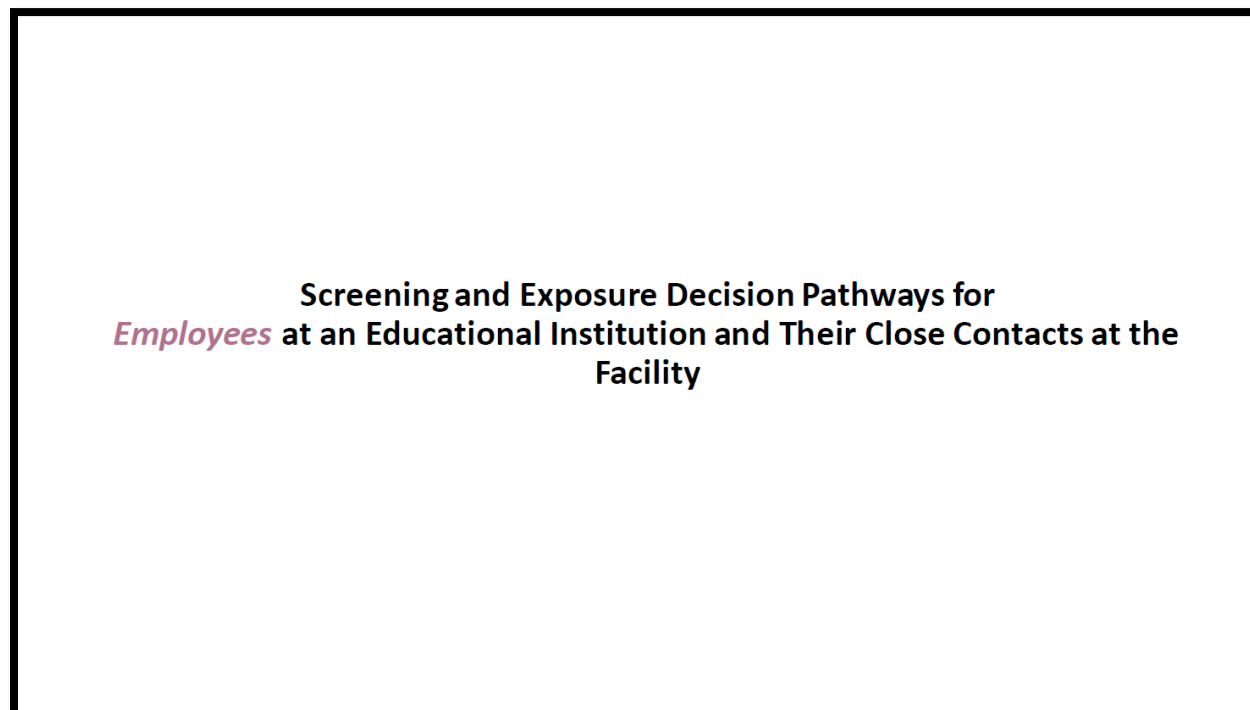
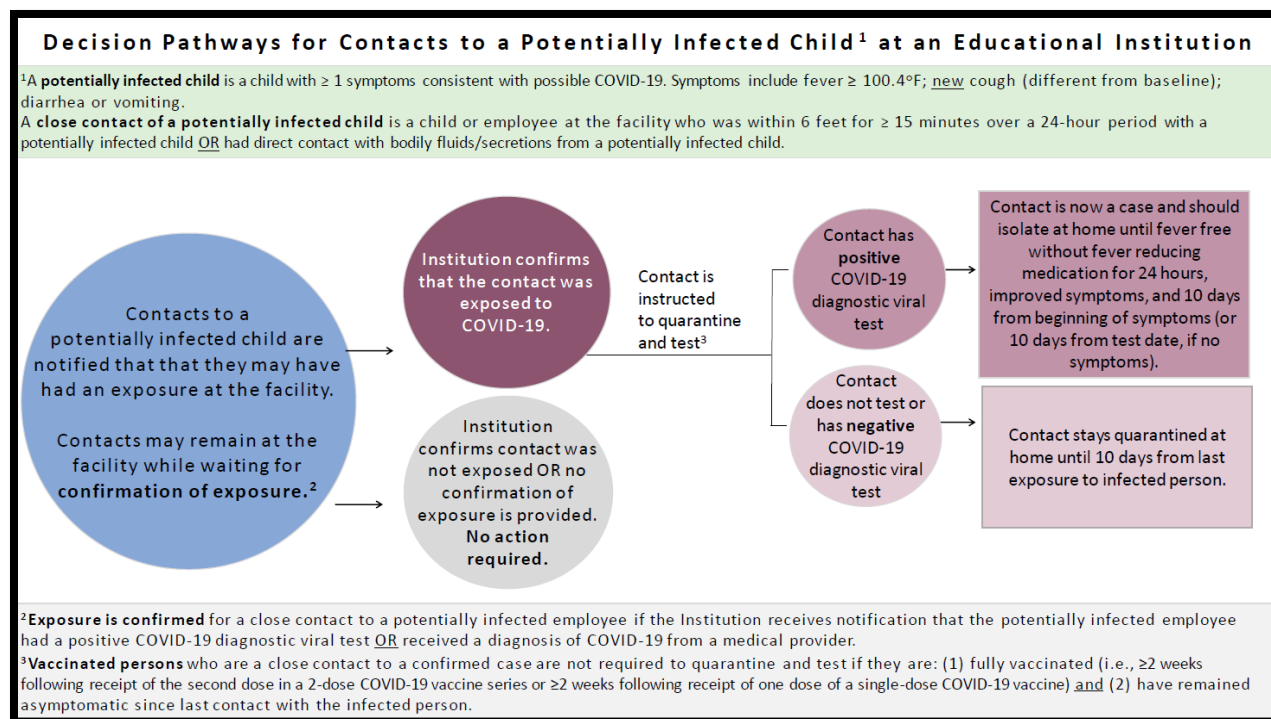
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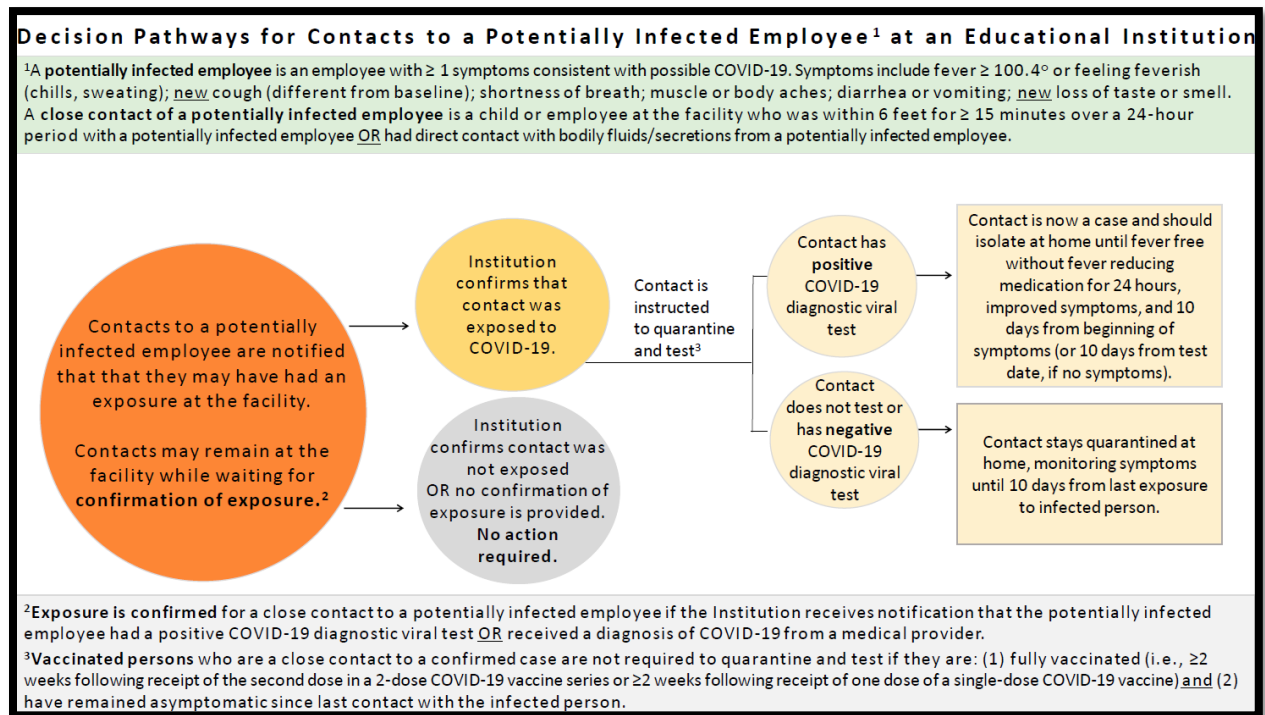
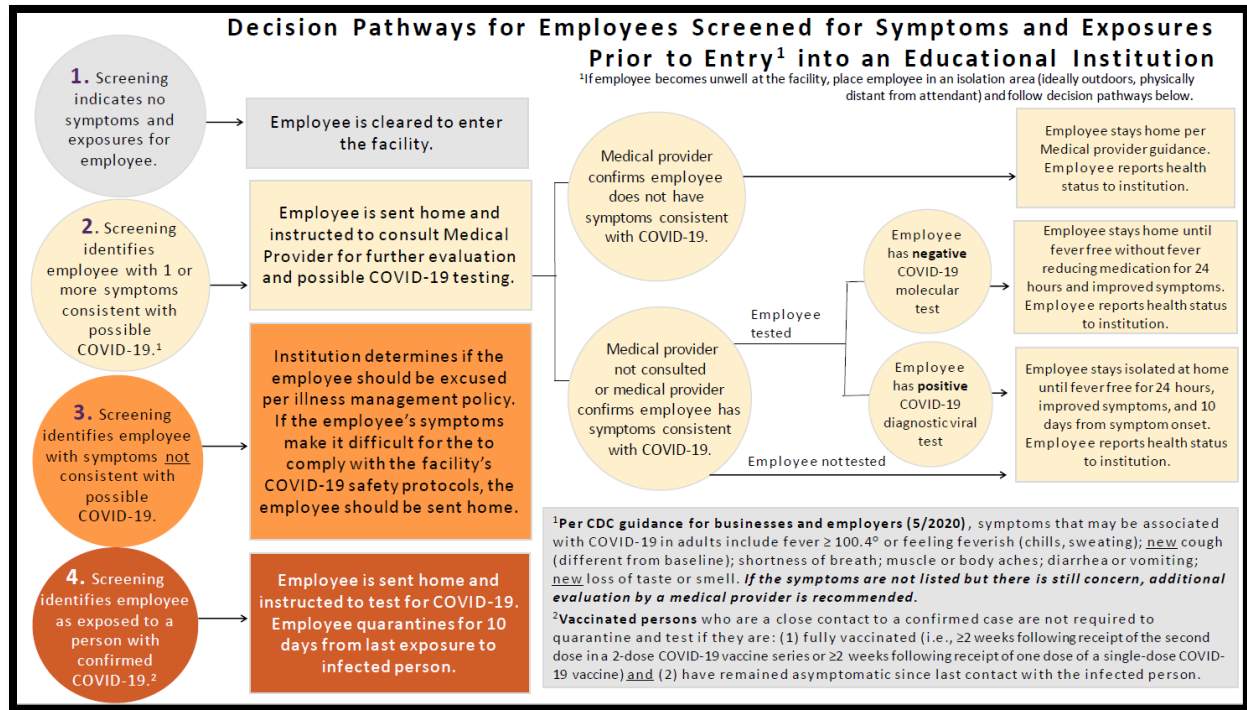
### **Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institutions**

*Los Angeles County Department of Public Health  
Updated: 3/11/2021*

## Screening and Exposure Decision Pathways for *Children* at an Educational Institution and Their Close Contacts at the Facility

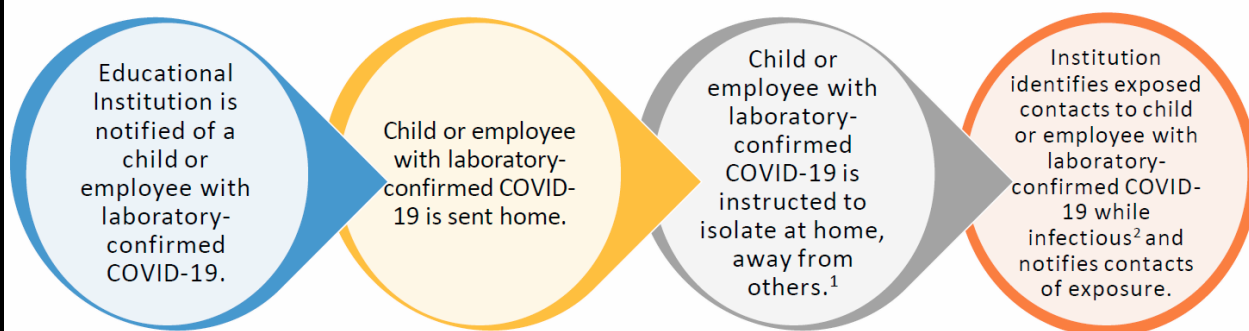






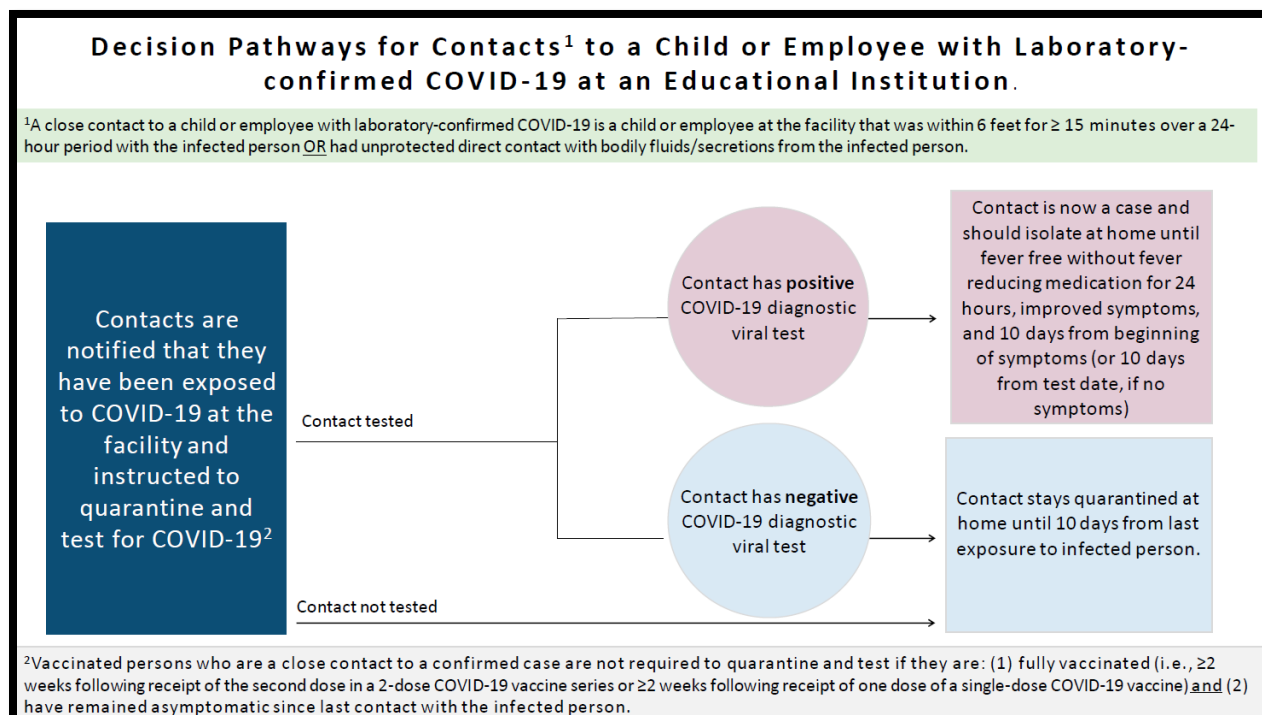
**Decision Pathways for**  
*Children or Employees with Laboratory-Confirmed COVID-19*  
**at an Educational Institution and Their Close Contacts at the Facility**

**Guidance for Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution**



<sup>1</sup> Persons with laboratory-confirmed COVID-19 should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).

<sup>2</sup> The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated.



- If staff, parent, student or family becomes sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case; they are advised to stay home and quarantine. Follow the **LACDPH Decision Pathways**.
- Within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. This definition applies regardless of the use of face coverings.
- At school; immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go home or go to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- We have identified an isolation area/room to separate anyone who has COVID-19 symptoms.  
The isolation area is located on the north west area of the property.
- The school personnel dealing with symptomatic staff or students, will use extreme precaution and PPE when caring for them.
- We have an established transportation procedure for anyone who is sick to be transported to their home or healthcare facility.
- If an ambulance is called to bring someone to the hospital, you must call first to alert them that the person may have COVID-19 to receive further instructions.

## Notification Procedure

**When to notify health officials:** In accordance with state and local laws and regulations, we will notify local health officials, staff, and families immediately after any confirmed case of COVID-19 while maintaining confidentiality in accordance with the American Disabilities Act and the EEOC:

- Contact those who have had close contact with a person diagnosed with COVID-19.
- Contact any employee that came within 6 feet of the confirmed case for more than 15 minutes, within the past 48 hours.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location business address, the hospitalization and/or fatality status, and NAICS code of the workplace of the COVID-19 case and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## Home Isolation Policy

This policy *must* be shared with staff, teachers, and students on home isolation:

- If you are sick or think you are infected with COVID-19, stay home, if you become ill at work you should go home immediately, separate yourself from others, and monitor your symptoms.
- Get in contact with your doctor and be prepared if emergency warning signs come up.
- Follow the CDC guidelines on when it is safe to return to campus and come into contact with others after being ill and/or testing positive with COVID.
- It is safe to return to campus when an individual has experienced:
  - 24-hours with no fever and
  - Symptoms improved and
  - 10 days since symptoms first appeared or since the positive COVID test, if no symptoms appeared.
- If the staff has been exposed to COVID-19 and does not have symptoms and has not been tested, they must stay home for 10 days.

*(\*\* remember that a COVID test does not mean absolutely that they are not positive for COVID 19. Isolation for 10 days since the exposure or symptoms were identified is the best way to limit staff and students from exposure.)*

## **Exclusions**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our IDP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

## **Testing (general)**

COVID-19 testing will be provided to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. Testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by Cal/OSHA.

Testing (Outbreak - 3 or more cases within a 14-day period)

Should your workplace experience 3 or more COVID-19 cases within a 14-day period we shall:

- Test all employees in the exposed workplace upon notification of outbreak and again one week later. Testing shall continue weekly for employees who remain at the workplace.

## **Testing (20 or more cases)**

Should your workplace experience 20 or more COVID-19 cases within a 30-day period we shall (reference section 3205.2 for details):

- We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
- COVID-19 testing will be provided at no cost to employees during employees' working hours.



## **Notification (multiple cases)**

- We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.
- Notifications to the local health department. PUENTE will contact the local health department immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

## **Policy & Procedure Evaluation**

The investigation and review of the following will be documented and include:

- ✓ Investigation of new or unabated COVID-19 hazards including:
- ✓ Our leave policies and practices and whether employees are discouraged from remaining home when sick.
- ✓ Our COVID-19 testing policies.
- ✓ Insufficient outdoor air.
- ✓ Insufficient air filtration.
- ✓ Lack of physical distancing.
- ✓ Updating the review:
- ✓ Every thirty days that the outbreak continues.
- ✓ In response to new information or to new or previously unrecognized COVID-19 hazards.
- ✓ When otherwise necessary.
- ✓ Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.

We will consider:

- ✓ Moving indoor tasks outdoors or having them performed remotely.
- ✓ Increasing outdoor air supply when work is done indoors.
- ✓ Improving air filtration.
- ✓ Increasing physical distancing as much as possible.
- ✓ Respiratory protection

# OPERATIONAL PREVENTION STRATEGIES

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## **Risk Assessment**

A physical risk assessment of campus and review of policies and procedures to limit exposure to COVID-19 has been completed on February 22, 2021. (See Risk Assessment in Appendix)

## **Social Distancing and Barriers**

At PUENTE we practice physical distancing by:

- Cancelling in-person meetings and events until further notice
- Use video or telephonic meetings and
- Maintain a distance of at least 6 feet between persons at the workplace when possible.
- Repurpose unused or underutilized school (or community) spaces to increase classroom space and facilitate social distancing where feasible
- We have moved classes outdoors when feasible
- We have both in person and virtual learning options for students at high risk/that prefer it.
- Avoid mixing cohorts
- No sharing of objects:
  - Pens and pencils should never be shared
  - For school owned equipment such as tablets and learning devices, limit sharing as much as possible.

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

Visual cues will be provided wherever possible to support compliance with social distancing for all individuals. Distances, paths of travel, and reduced seating may be marked by various means such as “Six Feet Apart Please” signage, stickers, cones, blue painter’s tape, chalk, caution barricade tape, or other means. Stairways will be designated for up or down traffic to avoid crowding and hallways may be designated for one-way traffic.

Physical distancing is strictly enforced and the following have been implemented in the classrooms.

- Plexiglas screens, spatial barriers or other physical barriers of at least 6 feet are in use in reception areas of the school and other areas where school administrators interact with the public, students, or staff.
- Rearrange desks and common seating space to maximize space between students (at least 6 feet).
- Turn desks to face in the same direction (rather than facing each other) to reduce transmission due to droplets from coughing, sneezing or talking.
- Provide physical guides, clear signage and markers to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. “one way routes” in hallways).

### **Cleaning and Disinfecting**

- Clean and disinfecting frequently touched surfaces, such as playground equipment, door handles, sink handles, drinking fountains within the school, and on school buses at least daily or between uses as much as possible.
- Try not to share objects when possible (if not possible, clean objects after each use)
- PUENTE’s maintenance department will routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs on a daily basis. A contracted cleaning crew, has been contracted to provide daily disinfecting in the evenings with no staff or students on campus.
- Surfaces should be cleaned with soap and water prior to disinfection. These procedures should include:
  - Using disinfectants that are EPA-approved for use against COVID-19.
  - Providing EPA-registered supplies for employees to use to wipe down commonly used surfaces before use.
  - Following the manufacturer’s instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
  - Ensuring there are adequate supplies to support cleaning and disinfection practices.
- Maintenance department crew will conduct more frequent cleaning and disinfection of surfaces touched by our staff, students and families (touch screens, doorknobs, handrails, shared equipment and other)
- Common areas must be self-managed and cleaned by the user after each use with a disinfectant that is at cleaning stations around the facility. This includes:

- Copier, postage meter, facsimile machine, shredder, meeting room tables, chairs, and equipment such as computers, remote controls, keyboards, and mouse before and after use.
- Work areas and tables or collaboration areas must be cleaned before and after use.

## Disinfecting Post Exposure

If exposure occurs on campus:

1. Disinfect any area that is known to have been exposed to COVID-19.
2. Close off areas used by the sick person and do not use these areas until after cleaning and disinfecting has been completed.
3. Wait at least 24 hours before cleaning and disinfecting (If it is not possible to wait 24 hours, determine a reasonable wait time)
4. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
5. During cleaning proper PPE (at minimum gloves, shields, and masks) must be worn.

## PPE- Face Coverings, Masks, N-95

- We have provided staff with unlimited of disposable masks which are provided and located at each PPE/Cleaning kiosk.
- All staff are required to use a disposable face mask or their own face covers whenever on campus, in common areas, and with students in the classroom.
- Cloth face coverings are not personal protective equipment (PPE), but combined with the physical distancing of at least 6 feet; they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.
  - Face coverings may be a challenge for students (especially younger students or students with disabilities) to wear all day at school.
  - Face coverings required to be worn by staff and students
  - Note: Cloth face coverings should not be placed on:
    - Children younger than 2-years old
    - Anyone who has trouble breathing or is unconscious
    - Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance (children with disabilities)

Current CDC guidelines do not recommend that the general public wear N-95 respirators or cartridge respirators to protect against COVID-19. Consistent with CDC guidelines, and in light of current respirator and surgical mask shortages and their prioritization for health care workers, Cal/OSHA is not recommending N-95 respirators or cartridge respirators for most workers at this time.

- Face covering/masks are required for anyone entering the building (except for those listed above).
- Provide staff handling items frequently touched by the public/students/visitors with PPE (i.e., disposable gloves).
- Consider *clear* face coverings (optional) for the following teachers, staff and students:
  - Students with hearing disabilities
  - Students with disabilities
  - Teachers of students in English as a second language
  - Teachers of students with disabilities
- Schools should have a plan to address face mask challenges:
  - Families that do not agree with face covering policies (*refer caregivers to CDC's guidance on cloth face coverings*)
  - Children that are unable to wear face mask due to disabilities or age
- Schools should have a plan in place to prevent harmful or inappropriate behavior due to:
  - Stigma or discrimination or bullying that may arise due to wearing or not wearing cloth face masks.

### **PPE- Face Coverings, Masks, N-95 Protocols**

- Train teachers and staff to wash and/or sanitize hands prior to assisting students in putting on or adjusting face masks.
- Face masks should never be worn when wet. A wet face covering can make it difficult to breathe.
- It is prohibiting to share or swapping face masks.
- Face masks should be clearly identified/labeled with student and staff names or initials.
- Face coverings should be stored in a designated space for each student and staff.
- Cloth face coverings should be washed after everyday use.
- Spare cloth face coverings should be required for students and staff.

### **General Prevention**

The following measures have been implemented to protect our staff, teachers and students who frequently have contact with the community:

- Hand washing policy: Wash your hands frequently with soap and water for 20 seconds and/or use hand sanitizer with at least 60 percent alcohol every 30 minutes if possible.
- Where feasible, staff will continue to work from home.
- For administration and offices areas, no shared workspaces (desks, chairs) and work items (phones, computers, other work tools, and equipment) is permitted

- Washing facilities that have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers (according to OSHA standards) are provided in our bathrooms.
- Lunch service school - Meal Program Compliance
  - Breakfast and lunch, compliant with USDA guidelines, will continue to be available for all school students. Grab & Go Food Centers are open Tuesday and Thursday from 7:00 am to 7:30 am for Elementary School students ONLY. Students opting for a hybrid return will be given their Grab & Go meals at the end of the school day.
- Student Meals and Food Service - Plan for Students on Campus
  - Breakfast and lunch, compliant with USDA guidelines, will continue to be available for all students. Students will receive a sack breakfast and lunch. These will be delivered to the classrooms.
  - No sharing of food between students is allowed.

## Events, Visitors and Field Trips

- To support social distancing, we are limiting the size of all events.
- There will be no in-person events.
- We will also limit any nonessential visitors.
- Use of a scheduling system is in place to limit congregating groups (consider social distancing process or apps)

## Stagger Scheduling

We have implemented a staggered scheduling process for arrivals and drop off to limit large groups from forming.

Student arrival and dismissal schedules:

### Arrival & Dismissal Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	On Campus 7:30-2:15 (1 <sup>st</sup> & 3 <sup>rd</sup> ) 7:45- 2:30 (K & 2 <sup>nd</sup> )	On Campus 7:30-2:15 (1 <sup>st</sup> & 3 <sup>rd</sup> ) 7:45- 2:30 (K & 2 <sup>nd</sup> )	Distance Learning 8:05 – 12:45 pm	Distance Learning 8:05 – 12:45 pm	Distance Learning
Cohort B	Distance Learning 8:05 – 12:45 pm	Distance Learning 8:05 – 12:45 pm	On Campus 7:30-2:15 (1 <sup>st</sup> & 3 <sup>rd</sup> ) 7:45- 2:30 (K & 2 <sup>nd</sup> )	On Campus 7:30-2:15 (1 <sup>st</sup> & 3 <sup>rd</sup> ) 7:45- 2:30 (K & 2 <sup>nd</sup> )	Distance Learning

Employees returning on campus will arrive adhering to their already staggered schedules.

## **Point of Contact**

We have designated Diana Juarez, Dean of Engagement, and Tesa Marquez, Admin & Human Resources Manager, to be responsible for responding to COVID-19 concerns. Contact information has been provided to our school community.

## **Emotional Health and Symptom Checking**

PUENTE will use an online application called Parent Locker. This application can be used by all employees and students to complete a required daily health check for admission to a campus or office. The daily health check will monitor for COVID-19 symptoms and potential exposure in addition to behavioral habits. Those who affirmatively complete the daily health check will receive a pass that can be used for admission to the school.

Individuals who do not have access to the online application can complete the health survey at the school entrance.

Daily health checks are provided for staff and students. A daily questionnaire verbal or written or use of a symptom check app may include questions such as but not limited to:

1. Do you have flu-like symptoms, such as fever higher than 100.4 or higher, unproductive dry cough, shortness of breath, sore throat or diarrhea?
2. Self-check temperature? What is your temperature?
3. Have you been in close contact in the last 14 days with someone diagnosed with COVID-19
4. Have you traveled internationally or domestically in the last 14 days?

*(Health checks should be conducted safely, privately, and respectfully in accordance with any applicable privacy laws and regulations. You may want to refer to the examples of screening methods by the CDC and, as previously discussed.)*

- We encourage our staff to limit their intake of news stories and social media about COVID-19, especially if they are feeling overwhelmed or distressed or have anxiety.
- We have created the following health and wellness initiatives:  
Ideas: Virtual wellness groups for walking, yoga, cycling, book clubs, traditional meditation, use of meditation apps and support groups.
- We have also posted the national distress hotline: 1-800-985-5990

## **Direct Service Provider and Students With Disabilities or Special Healthcare Needs**

Direct Service Providers (DSPs)—such as personal care attendants, direct support professionals, para professionals, therapists and others—provide care and support for individuals with disabilities. Services provided may include a variety of home and community based, health

related services as well as daily living, access to health services and more. DSPs are considered “essential” for the health and wellbeing of those they serve.

Screening of DSP’s must occur prior to entering campus. They should be assessed for symptoms of COVID-19 using the same school protocols for other staff and teachers. If there is potential that a DSP may be splashed or sprayed by bodily fluids during their work, they should use standard precautions to avoid getting infected. They will need to wear personal protective equipment (PPE) including a face mask, eye protection, disposable gloves, and a gown.

CDC has developed guidance for DSP’s. School administrators should review the DSP guidance and ensure that DSPs needing to enter the school are aware of those preventive actions.

We have adopted a customized approach for COVID-19 for children and youth with disabilities and special healthcare needs with limited mobility, difficulty accessing information due to visual, hearing or other limiting factors requiring close contact with direct service providers, have trouble understanding information, have difficulties with changes in routines or have other concerns related to their stated disabilities. We will work with each student on a case by case basis to address their specific needs. We follow CDC’s guidelines on working with children and people with disabilities or special needs. For more information, reference the link below.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

## Ventilation and Water Systems

We have implemented some or all of the following ventilation system upgrades and activities where feasible:

Installation of upgraded ventilation systems and equipment to increase clean air and dilute potential harmful containments within facility ventilation systems. An experienced/certified HVAC (heating, ventilation and air conditioning professional) has been be consulted in evaluating and making changes to our HVAC system and equipment. We have followed ASHRAE (American Society and Air-Conditioning Engineers, [Guidance for Building Operations During the COVID-19 Pandemic](#)[external icon](#) and additional review of [ASHRAE guidelines for schools and universities](#)[pdf icon](#)[external icon](#).

In addition, improvement steps may include some or all of the following activities (check all activities implemented):

- ☒ Increase outdoor air ventilation, using caution in highly polluted areas.
- N/A Open windows when weather permits. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.



- ☒ Use fans to increase the effectiveness of open windows. Carefully position fans as not to induce potential contamination from person to person.
- ☒ Decrease occupancy in areas where outdoor ventilation cannot be increased.
- ☒ Have ventilation systems serviced and checked. Assure filters are changed and system is operating properly.
- ☒ Increase total airflow supply to occupied spaces, when possible.
- N/A Disable demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature during occupied hours.
- N/A Further open minimum outdoor air dampers to reduce or eliminate HVAC air *recirculation*. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold, hot, or humid weather.
- ☒ Improve central air filtration
- ☒ Increase air filtration to as high as possible without significantly diminishing design airflow.
- ☒ Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass
- ☒ Check filters to ensure they are within service life and appropriately installed.
- ☒ Consider running the HVAC system at maximum outside airflow for two hours before and after the school is occupied.
- ☒ Restroom exhaust fans are functional and operating at full capacity when the school is occupied.
- ☒ Inspect and maintain local exhaust ventilation in areas such as restrooms, kitchens, cooking areas, etc.
- N/A Use portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas such as nurse's office and special education classrooms).
- ☒ Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers (especially in higher risk areas such as the nurse's office).
- ☒ Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate SARS-CoV-2, especially if options for increasing room ventilation are limited.
- N/A Ventilation considerations are also important on school buses.

*\*Check CDC website for more information on ventilation systems considerations*  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

The water system has been serviced and checked by a plumber/professional or internal maintenance prior to returning to campus to minimize exposure to lead, copper and disease such as legionnaires disease and other disease associated with water.

The entire system has been flushed including (sink faucets, drinking fountains, showers, decorative fountains and emergency shower and eye wash stations).

All water systems have been checked and assured to be safe after prolonged campus shutdown, following, Legionnaire's disease follow EPA's 3Ts, (Training, Testing, and Taking Action) for reducing lead in drinking water.

*\*Ongoing regular flushing may be required after reopening and will be assessed periodically.*

### **Inspection Policy**

- We will take the following actions when there has been a COVID-19 case in the workplace:
- Determine the date and time the COVID-19 case was last present
- Determine the date of the positive COVID-19 test and diagnosis
- Determine who may have been exposed
- Give notice to potential exposed employees without revealing any personal information
- Investigate whether any workplace conditions could have contributed to the risk of exposure and what could be done to reduce exposure
- Correct any COVID-19 hazards

# TRAINING

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## Training (staff and students)

Provide training in a language that is readily understandable by all staff and students on the following topics:

### 1. What Is Coronavirus

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and causes mild illness, like the common cold.

### 2. How You Become Infected

The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

### 3. What You Need To Know

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

### 4. Symptoms Of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **5. When To Seek Medical Attention**

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*(This list is not all the possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.)*

## **6. How To Protect Yourself and Family**

- CDC guidelines that everyone should use cloth face covers when around other persons.
- Cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
- Cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
- Cough and/or sneeze into your sleeve, not your hands
- Washing hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects. As noted above, Executive Order N-51-20 requires that employees working in food facilities (as defined by the California Retail Food Code) must be permitted to wash their hands every 30 minutes and additionally, as needed.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels.
- Tissues have been provided as well as no-touch disposal trash cans and hand sanitizer for use by our staff.
- Safely using cleaners and disinfectants, which includes:

- Cleaners and disinfectants can be hazardous. Use caution when handling and store safely away from children.
- We have ensured that all cleaners and disinfectants at our facility are not dangerous to our staff.

## **COVID-19 Related Benefits**

Employees may be entitled to benefits under federal, state and/or local laws

- Workers Compensation
- Families First Coronavirus Response Act
- Company Leave Policy

# RISK ASSESSMENT & RECORDKEEPING

As a part of the reopening process, schools must complete a campus risk assessment. This is process of finding hazards that may compromise the safety and health of workers in the workplace (a hazard may be anything including a process or substance on campus that can cause harm to staff, teachers or students).

Any campus specific hazards should be added to this risk assessment. Record the hazard that could cause harm or injury—add appropriate detail about the type and location of the hazards and complete a mitigation strategy.

## COVID-19 Risk Assessment- Schools

Risk factor	Likelihood of transmission (High, Med, Low)	Can the risk be eliminated?	Reduce or Eliminate the Risk
Inadequate social distancing measures leading to spread of virus			
Food Service (food servers, PPE, contact between students and staff)			
Class Room Size (social distancing)			
Travel & Outings (social distancing, buses, public exposure)			
Office Area (Administrative Staff, social distancing, shared equipment)			

<b>Drop Off &amp; Pick Up (congregating Students and Parents)</b>			
<b>Increased numbers of students and staff during breaks (compromising social distancing)</b>			
<b>Increased numbers of students and staff during lunchtime (social distancing)</b>			
<b>Physical education classes and intramural sports (close contact)</b>			
<b>Changes to building use (multipurpose rooms, gymnasiums) creating social distancing challenges</b>			
<b>Inadequate Ventilation and air circulation (HVAC system)</b>			
<b>First Aid Procedures (exposure, PPE)</b>			
<b>Emergency Procedures (social distancing)</b>			
<b>Shared Equipment (playground/sports, office, classroom)</b>			

<b>High Touch Surfaces (cleaning)</b>			
<b>Sufficient Cleaning Supplies</b>			
<b>Bathrooms (social distancing)</b>			

## **RECORDKEEPING**

The following records for the implementation of this plan shall be maintained for at least one (1) year.

1. Records of scheduled and periodic workplace inspections including the following information: person(s) conducting the inspection, any identified unsafe condition and/or work practice, and action taken to correct the identified unsafe conditions and work practices, if any.
2. Records of safety and health training including the employee's name or other identifier, training date, type of training, and where applicable, training provider.





## ATTESTATION

PUENTE Learning Center attests that this facility located at 501 S. Boyle Avenue, Los Angeles, CA 90033 has:

1. Performed a detailed risk assessment and implemented a site-specific protection plan;
2. Trained employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them;
3. Implemented individual control measures and screenings;
4. Implemented disinfecting protocols; and
5. Implemented physical distancing guidelines.

**Signature of Program Manager** \_\_\_\_\_

**Date of Signature** \_\_\_\_\_

## RESOURCES AND LINKS

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<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

<https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>

<https://www.cdc.gov/publichealthgateway/healthdirectories/index.html>

<https://sites.ed.gov/idea/https://sites.ed.gov/idea/>

<https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use>

<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

<https://achieve.lausd.net/site/default.aspx?PageType=3&DomainID=576&ModuleInstanceID=25860&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=86763&PageID=8478&Comments=true>

<https://www.lacoe.edu/Home/Health-and-Safety/Coronavirus-Resources>

<http://publichealth.lacounty.gov/media/coronavirus/>