



PUENTE Learning
Center Preschool

COVID-19 Safety Plan

March 2021

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I. Planning

COVID-19 Compliance Task Force

Name	Job Title	Role
<i>Dominic Armendariz</i>	ECE Program Manager	Leader
<i>Dominic Armendariz</i>	ECE Program Manager	COVID-19 Compliance Officer
<i>Cassandra Avila</i>	Office Support	Attendance Monitor
<i>Brock McKenzie</i>	Facilities Manager	Cleaning/Disinfecting Operations
<i>TBD</i>	Health Office Manager	Health & Data Collection

Health Office Set-up and Staff

Type of Health Office	Indoor vs. Outdoor	Location	Staff Person(s)	Alternate	Runner
General Health Office (Non-COVID)	<i>Indoor</i>	<i>MPR</i>	<i>Office Staff</i>	<i>Office Staff</i>	<i>Campus Aide</i>
Isolation Area	<i>Outdoors</i>	<i>Parking Lot (South)</i>	<i>Campus Aide</i>	<i>Campus Aide</i>	<i>Office Staff</i>
Quarantine Area	<i>Outdoors</i>	<i>Parking Lot (South)</i>	<i>Attendance & Compliance Officer</i>	<i>School Leader</i>	<i>Campus Aides & Paraprofessionals</i>

Preschool Communications

Information to be sent to parents/students prior to the start of in-person services	
<ul style="list-style-type: none"> ○ Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed 	<ul style="list-style-type: none"> ○ Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<ul style="list-style-type: none"> ○ How to conduct a symptom check before students leave home for school 	<ul style="list-style-type: none"> ○ Changes in academic and extracurricular programs to avert risk
<ul style="list-style-type: none"> ○ Importance of student compliance with physical distancing and infection control policies 	<ul style="list-style-type: none"> ○ Who to contact at the school if students have symptoms or may have been exposed
<ul style="list-style-type: none"> ○ School policies concerning parent visits to school and advisability of contact the school remotely 	<ul style="list-style-type: none"> ○ Importance of providing up-to-date emergency contact information, including multiple parent contact options
<ul style="list-style-type: none"> ○ Changes in school meals to avert risk 	<ul style="list-style-type: none"> ○ Required use of face coverings

II. Hybrid Model

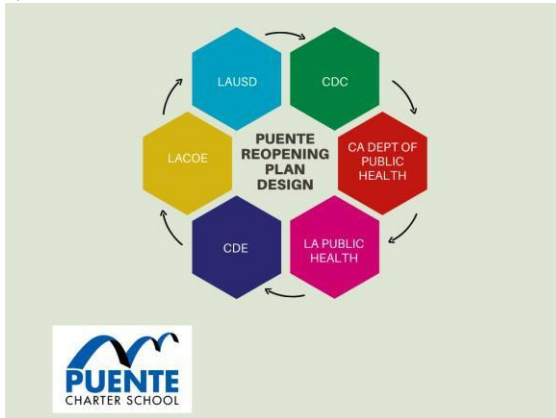
- 1) **Students and families will be given the option to choose the learning schedule that is best for the needs of their family.**
 - This means that the school must provide a program for:
 - Students who choose to have distance learning
 - Students who choose to have hybrid learning
 - *Rationale:* This allows families who may have immunocompromised members to stay safe.
- 2) **Students need to be scheduled into learning pods. This means that students are with the SAME group of students in the virtual and hybrid classroom.**
 - When students return to school, all of their classes will be with the same pod of students. Students will not be permitted to change classrooms but adults (staff) can rotate.
 - *Rationale:* This will allow the school to more effectively handle any COVID positive case(s).
- 3) **The virtual learning schedule and the hybrid learning schedule will change minimally (when necessary).**
 - This means that if a student has English Language Arts from 8 am – 9:30 am during virtual learning, this student should still English Language Arts from 8 am – 9:30 am if they return to campus in a hybrid setting.
 - *Rationale:* This continuity is essential for families and staff who are juggling multiple changes.
- 4) **Students who elect into the hybrid model will come to campus on consecutive days.**
 - This means that, students will be on campus 2 days a week
 - *Rationale:* Provides predictable childcare relief for families while also allowing the school to maintain physical distancing inside classrooms. It further allows enough time for disinfection measures.

ALL students will be issued laptop computers. Online platforms will be maintained by all teachers to ensure that we are prepared to move seamlessly and rapidly between in-school instruction, hybrid or distance learning as needed and to maximize classroom instruction. High-quality online resources and technology tools are in place to support differentiation and personalized learning. We are committed to ensuring that students meet with their teachers, either in-person or online, on a regular basis. Plans to scale up to in-person instruction will be based on the science that would support the safety of students and staff and in a manner consistent with changing public health guidelines and recommendations.

Health and Safety Compliance

Adjusting to Public Health Data

Working in close partnership with the Centers for Disease Control and Prevention, California Department of Public Health, Los Angeles County Department of Public Health, California Department of Education, Los Angeles County Office of Education and the Los Angeles Unified School District, we are monitoring changing health conditions in our community in order to modify plans and respond accordingly, based on public health data.



County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools and Preschool

- Schools must have a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- This plan requires the designation of a COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 Protocols on campus.
- One member of the COVID-19 Compliance team will be designated as a liaison to the Department of Public Health (DPH) in the event of an outbreak on campus.
- The team will also ensure that the students and staff receive education about COVID-19

Health and Safety

The safety of students and staff is always PUENTE Learning Center Preschool's priority and of paramount importance during the current pandemic. The following plan describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on school campuses. This document is the "COVID- 19 Safety Plan" for PUENTE Learning Center Preschool and is consistent with the California Department of Public Health revised guidance issued on January 14, 2021, Los Angeles County Public

health orders and the California Code of Regulations, Title 8, Section 3205.

PUENTE Charter and Preschool will continuously monitor the guidance and mandates set forth by those entities listed above as well as the Center for Disease Control and Prevention. The community will be informed of any critical information or significant changes to the plans by the CEO or designee through a combination of text messages, emails, and postings on the website. Maintaining updated family contact information is a priority for re- opening, to communicate parent surveys and follow-up communications from each school.

III. Operations Plan

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools and Preschools

- Implement measures to ensure physical distancing as students, parents or visitors enter and move through school buildings.
- Implement measures to ensure physical distancing within classrooms.
- Maximize social distancing between student workstations, achieving 6 feet when feasible, when determining the classroom layout. When 6 feet is not possible, physical barriers are used to minimize close contacts.
- Gym class activities are offered outdoors and selected to permit physical distancing: contact sports are not permitted.
- Implement measures to permit physical distancing in school areas used for student support services.
- Implement measures to permit physical distancing in administrative areas of the school.
- Implement measures to limit risk of infection due to visits by individuals other than staff and students.
- Implement measures to ensure physical distancing as students, staff and visitors enter and move through school buildings.

Social Distancing

Maximizing Distance in Classrooms

All classrooms have been reconfigured to maximize space between students. Based upon the recommendation of the CDC and DPH guidance, student workstations are spaced to provide a distance separating students that is 6 feet when feasible. Personal furniture, classroom area rugs/carpets, fabric-covered items, and extra district furniture will be removed when possible. The principal will ensure that teachers who need to remove excess personal items can do so at some point in the days prior to students arriving for in-person instruction.

Wherever possible, teachers will have a designated presentation area in the classroom that is more than 6 feet from students. Unless separated by a table divider, students will be facing in one direction. Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.

Instructional activities and PE classes are offered outdoors or MPR when possible. Outdoor activities will only include those that allow for physical distancing. All contact sports are not allowed.

Social Distancing Throughout Campus

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 solid surface 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.

Material Sharing

Instructional Resources

Protocols have been developed to minimize the need to have multiple students sharing high touch materials to the greatest extent possible. In doing so, the sharing of materials between students will be restricted. These materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, hall passes, art supplies, and learning aids. Single-use disposable materials are encouraged when feasible. PUENTE will supply each student with

their own materials when feasible, but if school materials must be used by multiple students, no two individuals may use the same materials on a given day without being cleaned and disinfected between users. Additionally, all school materials used by students will be disinfected between users and at the end of the school day. Each student will be assigned a specific cubby to store his or her personal belongings, it can only be accessed while socially distant and within their cohort. Cubbies may not be shared.

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.

Writing Instruments/Tool

We encourage people to use their own writing tools. Do not re-use pens or pencils. Once a provided writing utensil has been used, place it in a collection box to be sanitized for later use. Items should not be handed directly between two people.

Signs, Messages, and Training Protocols

Signs and messages explaining district protocols and expectations to stop the spread of disease are posted throughout our schools. These signs are age-appropriate and in languages representative of our community. Staff members will all be provided with Personal Protective Equipment (PPE) supplies and will have in-service training for ensuring health and safety in the workplace.

- Signs will be posted in highly visible locations, such as school entrances and restrooms that describe how to stop the spread of germs (i.e. handwashing, face masks).
- Regular announcements will be made on reducing the spread of COVID-19 through the school.
- When communicating with families (school website, social media) messages will include health

hygiene, mask wearing and social distancing habits to stop the spread of COVID-19.

Staff members will attend mandatory training on health and safety protocols before in person instruction will begin. All staff members will be required to complete training before their first day of work. Topics covered in the training will include social distancing, cleaning protocols, Health Office referrals and hygiene practices. Additional training will be provided to students and families so they can practice before the start of school. In- person student instruction on new school protocols, will include topics regarding expectations in health and safety practices.

School Building Protocols

Heating, Ventilation and Air Conditioning (HVAC) Systems

- HVAC systems will be inspected and tested regularly to confirm they operate properly.
- Ventilation systems will be maintained “on” when buildings are in use and as long as possible over a 24-hour period.
- HVAC filters are being upgraded to a MERV 13 rating or as high as possible provided the unit is able to operate safely. The filters will be inspected and changed at least quarterly.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate.
- Outdoor instruction will be used when feasible and where safety conditions and physical space allow.
- If the HVAC system is not operational, then additional ventilation should be provided with the use of fans or classes can be relocated until repairs are completed.
- The COVID-19 isolation areas will be outdoors to maximize ventilation and minimize exposures to COVID-19 infection when feasible. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.

Bathroom Protocols and Cleaning

Social distancing will be maintained in communal bathrooms. The following bathroom protocols will be implemented:

- All bathrooms will be serviced and high touch areas disinfected at least twice a day. Full cleaning

and disinfecting using electrostatic equipment will be conducted by the night cleaning crew once per day.

- Bathroom occupancy will vary by each bathroom but 6-foot social distancing will be maintained.
- Signs or physical barriers may be placed on alternating bathroom stalls or sinks.
- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap and water. Paper towels will be provided to dry hands thoroughly.
- No personal items may be stored within the bathroom (including staff bathrooms).
- Trash cans will be placed near the door and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.
- Bathrooms may be designated for specific cohorts by posting signs. If more than one cohort is designated to a bathroom, then a color-coded or symbol system will be used to minimize students from different cohorts using the bathroom at the same time.
- A restroom will also need to be designated for individuals in the isolation and quarantine areas. This restroom must be cleaned and sanitized before other occupants may use it.

Water systems

- Students and staff are encouraged to bring their own water or refillable bottles.
- Drinking fountains and bottle filling stations will be turned off.
- Drinking water sources such as food preparation facets will be cleaned and sanitized daily.

Cleaning Protocols

PUENTE Learning Center Preschool will follow DPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily, with common areas and high touch surfaces disinfected at least twice daily including between all cohorts. Common areas include main office, breakrooms, restrooms, classrooms, all health office areas, and other areas if in use, such as the MPR. High touch surfaces include door handles, desks, tables, countertops, phones, keyboards, elevator switches, handrails, touch screens, printers/copiers and other shared surfaces.
- Health Office areas including the Health Office, isolation area, and quarantine area, may require more frequent cleaning and rapid response as needed.
- High touch playground equipment may be taken out of use and replaced with no-touch playground games.
- When shared supplies (such as art and laboratory equipment) cannot be individualized, objects and surfaces will be cleaned between users.
- Only school-approved disinfectants effective against COVID-19 that meet all Federal and State standards (listed on the Environmental Protection Agency (EPA)-approved list "N") will be used.
- When possible, cleaning and disinfecting products with asthma-safer ingredients will be selected to reduce the risk of asthma.

- School bathrooms will be serviced and sanitized at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a bathroom.
- Appropriate Personal Protective Equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces will be trained on the manufacturer's directions and as required by the Healthy Schools Act, as applicable.
- Enhanced cleaning will be conducted when students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day or between cohorts.
- All cleaning products will be kept out of reach for children and stored in secured locations.

Other Considerations

- Supplies of soap, paper towels, and tissues will be available.
- Protective Plexiglas Guards will be installed at reception desks.

Daily Operations

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools and Preschool

- During this period of distance learning, four types of on-site programming are permitted:
 1. Day care for school-aged children and/or child care programs located in schools,
 2. Specialized services for defined subgroups of children who need in-person services and support,
 3. On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education,
 4. Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.
- Both types of programming must be provided to children either individually or in cohorts.
- The use of school facilities for non-school purposes (community meetings or events) is not permitted.
- Implement measures to limit visits by individuals other than students and staff.

Cohort groups

According to the CDC, cohorting may help prevent the spread of COVID-19 by:

- decreasing opportunities for exposure or transmission of SARS-CoV-2,
- reducing contact with shared surfaces,
- facilitating more efficient contact tracing in the event of a positive case, and allowing for targeted testing, quarantine, and/or isolation of a single cohort instead of school-

wide measures in the event of a positive case or cluster of cases.

Cohorts are small groups of students and staff who spend the instructional day together. The practice of cohorting is long established in public schooling, as students are traditionally assigned to classes with specific teachers. Cohorts will be a stable group of no more than 14 students or youth and no more than two supervising adults. Each cohort will be maintained in a supervised environment in which supervising adults and children stay together for all activities (such as meals, recreation, etc.) and avoid contact with people outside of their group.

TK - Grade 5: The primary cohort group for students in Pre-K through Grade 5 is their classroom. Class groups will be as consistent as feasible, with the same class group remaining with the same staff for the day when practical. Mixing of groups will be limited to the greatest extent possible. Students will remain in their cohort group in their classrooms, as well as during Physical Education, Art, Music, lunch and recess.

Communal Spaces: Communal spaces such as MPR and playgrounds will be cleaned and disinfected between cohorts. Schedules may be adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time. Movement within hallways will be staggered to further reduce potential exposure.

Elevator maximum capacity will be limited to one person to accommodate while maintaining 6-foot distance between riders.

Visitors: Visits to the school by individuals other than students and staff shall be avoided whenever feasible and limited to those who are essential for the school's operation. Parents of enrolled students are encouraged to conduct business with school personnel remotely. All visitors must check-in and provide their name, phone number and email address, so that they can be contacted if there is an exposure during their visit. Visitors will be encouraged to come by appointment and alone.

Movement of visitors within the school will be limited to designated areas such as the main office, conference rooms, lobby and restroom. Visitors are not permitted to interact with any cohorts.

All visitors will be required to wear a face covering at all times. This applies to all adults and to children 2 years of age or older. Visitors must arrange for an alternative family member to conduct business on campus if they are not able to wear a face covering. If a visitor arrives without a face covering, one will be provided. Any parent/guardian picking up a student who has been placed on isolation or quarantine, must stay outside campus and the student will be brought to them for dismissal.

Child Nutrition

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Students will be served meals under the Summer Food School Program (SFSP) and the Child & Adult Care Food Program (CACFP). Three meals, breakfast, lunch and supper will be served daily to all students at no charge.
- Schools and institutions must comply with the U.S. Department of Agriculture's (USDA) regulations and policies for school meals and milk including the meal pattern requirements.
- Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees.

Meal Program Compliance

Breakfast and lunch, compliant with USDA guidelines, will continue to be available for all students. Our Grab & Go Food Centers are open Tuesday and Thursday from 7 am to 7:30 am for Elementary School students ONLY.

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. Our students will receive a sack breakfast and lunch. These will be delivered to the classrooms.

IV. Health Practices and Protocols

Practices and Protocols

Standard Public Health, Hygiene Practices and Instruction

Standard Public Health, Hygiene Practices, and Instruction

PUENTE Learning Center Preschool will promote health and hygiene practices that prioritize keeping our students and staff safe. Videos, posters, signs and classroom instruction will be used to educate students and families in our new health protocols. Families will be provided with informational packet prior to the start of in-person instruction so they can begin to practice protocols at home and acclimate students to the concepts of social distancing, frequent hand washing, correct use of face coverings to completely cover nose and mouth, and respiratory and cough etiquette.

The following health and hygiene practices will be observed:

1. Hand Hygiene

- Teaching and reinforcement of hand washing with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer with at least 60% ethanol will be made available at school entrances and every classroom. They will be kept in secure areas and used by students with supervision.
- All students and staff will perform hand hygiene on campus at the start of each day.
- Hand-washing breaks will be incorporated into all students' daily routines, including before and after: eating or drinking, outdoor play, group activities, preparing food, touching one's face and face covering, and using the restroom.
- [Hand-washing signs](#) will be posted as visual reminders.
- Staff are instructed to model frequent hand washing, especially in lower grades.

2. Face Coverings

- All students, staff and visitors are required to wear face coverings/masks while on site.
- Students and staff are encouraged to bring their own face covering but will be provided with one if they do not have one.
- Wearing a face covering does not eliminate the need to social distance or wash hands frequently.

3. Social distancing

- Social distancing will be maximized to the greatest extent possible with the standard goal of 6 feet.
- When eating or drinking, it is preferred to do so outdoors and away from others, including visitors. For staff eating or drinking at a cubicle or workstation is preferred to

eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between staff.

4. Enhanced Cleaning and Disinfection of Surfaces

- Staff members responsible for cleaning and disinfecting will be provided training on the appropriate and safe use of all provided cleaners and disinfectants.

5. Provide Adequate Supplies

- All bathrooms will be supplied with adequate amounts of soap and paper towels.
- Hand sanitizer will be provided to all classrooms and student areas that do not have hand-washing stations, and will be available at the entrance of buildings, offices, stairway entrances and elevators and reception areas.
- All students and staff will be provided with a cloth or disposable face coverings by request or if they do not have one.
- Disposable gloves will be provided to staff for medical uses, cleaning/disinfection and when handling food items.
- Facial tissues will be available in each classroom or office area.

Reporting Illnesses and Addressing Vulnerable Populations

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop a plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) test positive for or has symptoms consistent with COVID-19.
- Instruct students and staff to inform the school if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population.
- Educate staff and families about when to stay home.
 - Instruct staff and students (or their parents and guardians) to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms. Communicate this expectation and provide parents with reminders about the symptoms consistent with COVID-19 that require keeping their students at home.
- Establish screening protocol that is conducted before students, visitors and staff may enter the school. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival.

Stay at Home Guidelines during the COVID-19 Pandemic

Ordinarily, deciding when a child or staff member is too sick to go to school or work can be a difficult decision. For as long as the risk of community spread of COVID-19 remains, the guidelines below and advice from a health care provider should be consulted when symptoms are experienced. COVID-19 is

an illness caused by a virus that can spread person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. The virus is transmitted through respiratory droplets when an infected person talks, coughs or sneezes. The virus may also be airborne or transmitted by touching a surface or object that has the virus on it, and then touching your mouth, nose or eyes. Anyone with COVID-19 symptoms or COVID-19 exposure must not attend school or work and should inform the school if they are sick with COVID-19 related symptoms or if they have had known contact with someone diagnosed with COVID-19. Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of infected person.

1. COVID-19 symptoms can vary, but symptoms may include:

- Fever above 100 degrees Fahrenheit (F)
- 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

If a student or staff member experiences any of the above symptoms, they must stay home and should contact their health care provider for further instruction. They must also notify the school of their absence and any COVID-19 symptoms.

2. COVID-19 exposure:

Students or staff who are [close contacts](#) to a confirmed case (i.e. under mandatory quarantine orders) must continue to follow quarantine orders even if they test negative for COVID-19 and/or have a clear alternate diagnosis, see [Quarantine](#) for more information. If they test positive for COVID-19, they are now a confirmed case and must isolate per the guidance for patients with confirmed COVID-19.

If a student or staff member has had close contact with or has been part of a cohort with someone who is an unconfirmed symptomatic case of COVID-19, they may remain on campus. If the symptomatic case subsequently tests positive for COVID-19, the close contacts and members of the cohort, who had contact with the confirmed case during the infectious period, must quarantine immediately even if their own COVID-19 test is negative. If the symptomatic case tests negative, a copy of the negative COVID-19 molecular test or medical clearance must be provided and Human Resources.

Patients with Severe/Critical COVID-19 or Who Are Severely Immunocompromised

For employees with [severe to critical illness](#) or who are [severely immunocompromised](#), the CDC recommends extending the duration of isolation or precautions from 10 days to up to 20 days from illness onset.

A test-based strategy for discontinuing isolation could be considered for persons who are [severely immunocompromised](#), however the CDC recommends this be done in consultation with infectious disease experts.

➤ Travel

LACDPH Update 2-4-21: 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. This does not apply to individuals who routinely cross state or country borders solely for the purpose of essential travel. Exceptions are allowed to meet urgent critical healthcare staffing needs or to otherwise engage in emergency response.

➤ Quarantine Period

LACDPH Update 12-20-2020: The quarantine period in LA County has been revised. Asymptomatic close contacts may discontinue quarantine after Day 10 from the date of last exposure. Day 11 through Day 14 they must monitor for symptoms of COVID-19 and strictly adhere to daily prevention (consistent face covering when around others, frequent handwashing, keeping a safe distance from others).

COVID-19 Daily Health Check Questions

The following self-screening protocol must be distributed to all employees for voluntary, home self-screening.

PUENTE is concerned for your safety and the safety of your co-workers. We are monitoring the development of coronavirus. In the interest of ensuring a safe and healthy work environment, we recommend that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

Survey to be completed daily by active employees before coming to work:

1. Have you had physical exposure to a person suffering from coronavirus symptoms as noted below?

If you answered YES, please contact Human Resources prior to coming to work so that a determination can be made whether you should remain offsite from the company's facilities for 14 days following the last potential exposure to COVID-19. You may be required to submit evidence of exposure to an infected person. Should you be required to remain offsite, you should stay in contact with Human Resources and receive clearance from HR before returning to the company's premises. You may also be required to have written clearance from a doctor.

2. If you have been asked to perform daily checks due to COVID-19 becoming more prevalent in your area, or believe you have been exposed to COVID-19, do one or more of the following common COVID-19 symptoms below currently apply to you?

- **Temperature > 100 F or higher**
- **Frequent unexplained cough**
- **Unexplained shortness of breath or difficulty breathing**
- **Unexplained tiredness**

If the answer to question 2 is YES, you may have symptoms of COVID-19. We ask you to please contact Human Resources, seek medical attention and remain off campus for 14 days following cessation of symptoms. Please stay in continuous contact with HR.

If the answer to all the above questions are NO: please adhere to guidance regarding your work schedule and any special precautions to be taken.

A check-in area for the Daily Health Check will be established on site with enough space to ensure privacy and physical distancing markers every six feet. Daily upon arrival at the site, employees are to check in for health screening prior to reporting to their classroom, office, post, etc. and prior to beginning work on site. The "Daily Health Screening Questions for COVID-19" will be posted at all entrances so that they are visible to visitors and employees prior to check in.

Temperature checks may also be taken at the check-in point for students, staff and visitors. If the individual has a temperature of 100° F and above, they will be given an opportunity to step aside and wait a minimum of 5 minutes to cool down and get their temperature checked again. If the temperature for the individual remains at 100° F and above during the second attempt, the individual will not be allowed on campus unless he or she is an unaccompanied student.

Adult visitors and staff who are not allowed entry, have a temperature of 100° F and above or who report symptoms at any point during the school day are instructed to return home, self-isolate and keep away from others until further instructions are given by the COVID-19 Compliance Officer.

Students who screen positive at entry, have a temperature of 100° F and above or who experience symptoms at any point during the school day will be given a surgical mask and accompanied to the designated isolation area where they can remain while arrangements are made for their return home.

The school COVID-19 Compliance Officer is informed of any positive screening results in the school and will then coordinate response with the Community Engagement team.

Screening questions may change, based on updates from the LA County Department of Public Health.

Parent Locker

PUENTE Learning Center Preschool will use 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.

Once this application is in use, a check-in area for the health check will be established on site with enough space to ensure privacy and physical distancing markers every six feet. Daily upon arrival at the site, employees are to check in for health screening with the administrator/designee prior to reporting to their classroom, office, post, etc. and prior to beginning work on site.

The Health Check Questions will be posted at all entrances so that they are visible to visitors and employees prior to check in. For increased privacy, as each person approaches check in, the administrator/designee asks individuals to respond to Statement 1 and Statement 2. If an employee answers "NO," they may not stay on site and are to leave the site immediately and contact their supervisor for further instructions on COVID-19 work option guidelines. In addition, they will be directed to schedule a COVID-19 test at one of the nearby testing centers.

Visitors and staff who are not allowed entry or who report symptoms at any point during the school day are instructed to return home and keep away from others until further instructions are given by the COVID-19 Compliance Officer.

Students who are not allowed entry or who report symptoms at any point during the school day will be given a surgical mask and accompanied to the designated isolation space where they can remain while arrangements are made for their return home.





STUDENT COVID-19 SCREENING QUESTIONNAIRE

Upon arrival, stand at least 6 feet away from the student/parent and ask the questions below and make a visual inspection of them for signs of illness, which could include flushed cheeks or fatigue:

1. In the past 24 hours, have you experienced:

- | | | |
|--|------------------------------|-----------------------------|
| Fever | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Fatigue | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Cough | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Sneezing | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Muscle Aches and Pains | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Sore throat | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Diarrhea | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Headaches | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Shortness of Breath
Or Difficulty Breathing | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| New Loss of Smell/Taste | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Chills | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

2. Have you been in close contact with anyone who has exhibited any symptoms of COVID-19?

- YES NO

3. Have you recently been in contact with anyone who has tested positive for COVID-19?

- YES NO

4. Have you traveled outside 120 miles from your place of residence?

- YES NO

5. On-site administered temperature screening taken:

Screening Time: _____ Temperature: _____

Student Name _____

Staff Signature Verifying Contact _____

Today's Date _____

Use of Face Coverings, Masks, and Face Shields

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Implement measures to ensure the use of appropriate face coverings by all staff, students and visitors at all times.
- For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, [per CDC guidance](#).
 - For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required.
- Be prepared to provide a mask to any student or staff member who does not have one.

General Expectations

Face Coverings and Personal Protection

PUENTE Learning Preschool does require all students, employees and visitors while on school property to wear a face covering and follow the school's protocol. This includes parents who are dropping off or picking up children. A face covering or mask will be provided to any student or employee who does not have one. All staff will attend an in-service training on the use of face coverings and PPE.

Face Covering- A face covering may be a cloth face covering or a face mask. Instructions for the [use of face covering](#) or masks are available from the CDC. The face covering must cover the nose and mouth. It can be secured to the head with ties or straps. A cloth face covering may be factory-made or hand sewn. A face coverings are not respiratory protective equipment.

Cloth face coverings must be replaced or laundered daily. Cloth masks should be laundered with your regular laundry and detergent on the warmest setting for the cloth used. Soiled or wet face coverings will be replaced immediately. Parents are encouraged to provide a second face covering for school each day in case the one a child is wearing gets soiled or lost.

Face coverings must be worn at all times while on school property except when eating or drinking. Staff and students who are alone in closed offices, or other private, enclosed spaces are not required to wear a face covering. Students may also remove cloth face covering when eating. Students receiving specialized services, such as medical treatments or Speech and Language Therapy may remove their face coverings but may be asked to wear a clear face shield with a drape that extends below the chin during services. Social distancing will be strictly enforced during these times.

The following individuals are exempt from wearing a face covering per the LADPH guidelines.

- a. Anyone for whom use of a face covering would be contrary to his or her health or safety because of a medical condition. All students who are medically exempt must have written documentation

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provided from their physician on file with the school nurse. A Student Mask Exemption Plan will be created and on file. Students who cannot wear face coverings cannot be cohorted with any other students.

- b. A child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face.
- c. Children that are age 2 and under.

Teachers in early grades and those with specialized groups such as Deaf/Hard of Hearing may use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable students to see their teacher's face and avoid potential barriers to phonological instruction.

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. This may include that they are not included in a cohort with other students and provided one-on-one instruction.

Face Masks: Surgical or medical grade masks will be provided to the following individuals:

- 1) Healthcare professionals and any staff working in the Health Office areas, including the isolation and quarantine areas
- 2) Students or staff that are placed in isolation during the school day
- 3) Staff that are providing specialized healthcare services that cannot be socially distanced
- 4) Staff that are supervising students with disabilities who cannot socially distance

Face Shields: Face shields protect the eyes, nose and mouth from contamination from respiratory droplets, along with masks and respirators. Face shields are worn in addition to a face covering to provide additional protection. Face shields will be used by staff who are involved in aerosol-generating procedures, by staff who support students with special healthcare needs and are not able to wear a face covering, by staff assisting students who are not able to socially distance, by staff conducting the screening procedures and by staff assisting with isolation room monitoring. Students may also wear face shields with a tucked-in drape during speech and language exercises when face coverings/masks are not appropriate for the activity, while maintaining strict social distancing guidelines.

Clear Plastic Barriers: A clear plastic or solid surface barrier that may be sanitized often may be used in areas where it may be difficult for individuals to remain six feet apart. (E.g. reception desks or workstations). The use of clear plastic barriers do not eliminate the requirement for face coverings.

Protective gowns: Disposable protective gowns must be worn by staff providing aerosol-generating procedures. A protective gown may be worn by staff who support students with special healthcare needs, when conducting sample collection during COVID-19 testing or when there is likelihood of coming in contact with respiratory secretions or other body fluid.

Gloves: Standard precautions will be followed by all staff using disposable single-use gloves when there is possible blood or body fluid contact. This includes, but is not limited to, during healthcare procedures, assisting with meals, temperature screening, or any other instance where there may be contact with a body fluid, including respiratory secretions. Vinyl disposable gloves will also be required when handling food and chemicals. Gloves are not recommended unless specific responsibilities require them.

V. Health Monitoring and Containment Plan

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop a plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at schools;
 - Immediate quarantine of exposed employees and/or students; and
 - Access to testing for all exposed individuals with the school as the basis for further control measures;
 - Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the [COVID-19 Case and Contact Line List for the Educational Sector](#).
- Develop a plan to immediately report a cluster of cases (3 or more cases within 14 days) to the DPH. DPH will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

Health Monitoring and Health Office Guidance

Communicable Disease Monitoring

Students and staff with suspected or positive COVID-19 cases will be managed by the COVID-19 Compliance Task Force. The Attendance Office will work with the COVID-19 Compliance Task Force to record and track students and staff who are absent due to illness to determine if it is COVID-19 related and requires further investigation. A designated COVID-19 Compliance Task Force member will manage data collection and collaborate with the Community Engagement Team along with the Los Angeles County Department of Public Health (LACDPH).

Daily Health Self-Assessment: All students and staff are to perform a daily self-health screening check prior to leaving home for school each day by answering the Daily Self Screening Questions listed in the previous section titled “Reporting Illnesses and Addressing Vulnerable Populations.” If any staff or student answers YES to any question, they must remain at home and notify their school.

School staff will also monitor self-assessments by asking if students and staff answered “yes” to any of the screening questions. Adult visitors and staff who screen positive at entry or who experience symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order.

Students who screen positive at entry will be given a surgical mask and accompanied to the designated isolation space where they can remain while arrangements are made for their return home.

Illness at School- Any student or staff member who becomes ill at school with COVID-19 symptoms must be separated from others immediately. Staff will need to exit the school site immediately and are instructed to return home and self-isolate per Health Officer Order.

Students will be given a medical grade mask and will be escorted to the isolation area by designated staff. Students will be supervised until picked up by parent/guardian, emergency contact provided by parent/guardian, or released to another healthcare facility. Students will not be left unattended in the isolation area.

In compliance with LACDPH, PUENTE Learning Center Preschool has a dedicated isolation area and a dedicated quarantine area separate from the health office for suspected COVID cases.

Isolation Area- Students who screen positive or experience COVID symptoms will wait in this area until picked up by parent/guardian or transferred to a healthcare facility. All students in the isolation area will be supervised by a staff member. The staff member will be provided with a surgical mask, face shield, disposable gown and gloves. Social distancing of six feet or greater will be maintained in the isolation area. A log will be maintained by the staff person supervising the isolation area of all persons that enter the isolation area. A separate bathroom will be designated for use by anyone utilizing the isolation area.

Quarantine Area- Students who have had close contact with an individual that has a confirmed COVID-19 case or are part of a cohort that had contact with the individual will be quarantined in a designated area, preferably outdoors, until picked up by a parent/guardian. Students will be grouped by cohorts and not intermingled in this area. Social distancing of six feet or greater will be maintained. All students in the quarantine area will be supervised by a staff member. This space must remain separate and apart from the isolation and Health Office areas. If an entire cohort must be quarantined, they may remain in their classroom as a group.

Students and staff who have had close contact or are a part of a cohort with an individual who is unconfirmed symptomatic for COVID-19 may continue to attend school. If the symptomatic individual subsequently tests positive for COVID-19, all individuals who were close contacts or part of the cohort during the positive case's infectious period, must be immediately quarantined and sent home.

Health Office Guidance- In order to prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all student visits to the Health Office will be triaged and prioritized based on the severity of injury or illness. All students and staff will have their temperature and COVID-19 risk factors screened prior to arrival at the Health Office.

Containment of Infection

Illness at School

If an ill person displays symptoms of COVID-19 they must be separated from others immediately. Staff will be sent home immediately. A designated isolation area and separate bathroom will be utilized by students with COVID-19 symptoms until arrangements can be made for the parent/guardian to pick up or discharge to a healthcare facility.

Ill Student: Parent/guardian will be required to pick up their ill student within one hour. All students will be monitored while in the isolation area at all times. Parents/guardians should seek medical advice for the ill student within 48 hours and schedule a COVID-19 test as needed. The parent/guardian must notify the school when molecular test results are known.

Ill staff: If a person feels ill or if someone observes that another person is exhibiting symptoms of COVID-19 at work, contact an Isolation Coordinator as determined by each site (see below).

Telephone communications are preferable so that the Isolation Coordinator can wear the appropriate PPE prior to aiding an ill employee.

Isolation Coordinators, determined by the organization, should be selected from the following employees, as appropriate:

- Human Resources Manager
- Supervisor
- Emergency and/or First Aid team leaders

If the Isolation Coordinator is directly contacted by an employee with a suspected infection, they must ask the employee to go directly to the designated isolation room by the most direct route.

Procedure

1. Once the suspected infected employee arrives in the isolation room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a [Suspected COVID-19 Case Form](#) and call the local health authority or medical office to seek advice regarding transportation and location.
3. The Isolation Coordinator, and any others attending the suspected infected person, should also wear a protective mask and nitrile (surgical) gloves while working with the suspected infected person.

4. The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority.

Public transportation should not be used.

- If the infected person is well enough to drive their own vehicle, ask them to use it.
 - If the PRT team is to transport the person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
 - The driver must wear a mask and gloves during the entire trip, removing and properly disposing of them after returning to the site.
 - Once the vehicle has returned to the site, ensure that it is cleaned and all surfaces, seats, dashboards, door handles seatbelts etc., have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while cleaning the vehicle.
5. The Isolation Coordinator, in coordination with Human Resources (HR) must:
 - Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
 - Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact human resources.
 - 6. Advise employees to contact a physician to and comply with self-isolation/quarantine.
 - 7. Ensure that both the isolation area and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

Location

The isolation area is located on the north side of the parking lot.

PPE

Although isolation workers are not expected to touch the virus, nitrile gloves are recommended if a no touchless scenario occurs.

Confirmed COVID-19 Positive Student

If a student who has been physically on campus receives a confirmed diagnosis of COVID-19, LACDPH will be notified immediately by the COVID-19 Compliance Officer in collaboration with the Community Engagement Team. In addition, those in close contact with the student will be notified of the potential exposure by school administration and instructed on current [LACDPH protocol](#) and [decision pathways](#) related to exposure.

Confidentiality of the ill individual will be maintained in accordance with Health Insurance Portability and

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 of multiple COVID-19 positive cases in the school site, the CEO may implement a short term dismissal of 2-5 days to allow for LACDPH to investigate the COVID-19 situation and to implement further cleaning and disinfection procedures as recommended by DPH and CDC. PUENTE Learning Center will communicate all dismissal decisions and possible COVID-19 exposure with all staff, families, students and stakeholders.

The CEO will decide, in consultation with LACDPH, if any staff will be allowed in the building during school closure and when students and staff can safely return to in-school learning.

Confirmed COVID-19 Positive Staff

The employee must inform their supervisor of your circumstances as soon as possible. The supervisor must also be notified on each additional day of your absence. Department Leads must report sick absences to human resources for all confirmed cases of COVID-19 within their departments, regardless of whether the illness is considered related to community spread or in their workplace. This reporting is to occur immediately if possible, but in no case later than 24 hours after confirming the positive diagnosis and does not replace existing daily automated reporting of confirmed and suspected cases.

Human Resources and Isolation Coordinator will:

► Step One: Isolate/Quarantine Infected Employee

Instruct the infected employee to remain at home until released by a physician or public health official. If a doctor's note releasing the employee is unavailable, follow the CDC guidelines on when an employee may discontinue self-isolation, which contain specific requirements dependent upon whether the employee tested positive for COVID-19 and/or exhibited symptoms.

► Step Two: Conduct Contact Tracing to Identify Individuals in 6-15-48 of Infected Employee

After learning that one or more employees has been diagnosed with COVID-19, act quickly to have the infected employee identify all other employees and/or third parties who might have been exposed during the infectious period. Ask the infected employee to identify all individuals who fall in the "6-15-48" zone: those who worked in "close proximity" (within six feet) for a prolonged period of time (15 minutes or more) with the infected employee during the 48-hour period before the onset of symptoms.

► Step Three: Address Those Employees Who Were In Close Proximity To Infected Employee

Under CDC guidance, you should notify all non-critical infrastructure workers who worked in close proximity to the infected employee that they may have been exposed and send them home for 14 days to ensure the infection does not spread. While quarantined, you should instruct employees to self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop.

► Step Four: Recording, Reporting, And Investigating The Work-Relatedness Of COVID-19

OSHA recently unveiled new recordkeeping requirements requiring covered employers to make an increased effort to determine whether they need to record and report confirmed coronavirus cases in the workplace. To ensure compliance, you should document your efforts to determine if the positive COVID-19 case was work-related. In most situations, once you learn of an employee's COVID-19 illness, you should:

1. Ask the infected employee how they believe they contracted the COVID-19 illness;
2. While respecting employee privacy, discuss with the infected employee their work and out-of-work activities that may have led to the COVID-19 illness; and
3. Review the employee's work environment for potential COVID-19 exposure.

Look to the surrounding evidence to aid your efforts. OSHA's guidance highlights that certain types of evidence weigh in favor of or against work-relatedness. For example, when there is no alternative explanation, a case is likely work related:

- When several cases develop among workers who work closely together;
- If it is contracted after lengthy, close exposure to a customer or coworker who has a confirmed case of COVID-19; or
- If an employee's job duties include having frequent, close exposure to the general public in a locality with widespread transmission.

If you make a reasonable and good faith inquiry but cannot determine whether it is more likely than not that exposure in the workplace played a role in the confirmed case of COVID-19, the agency says that you do not need to record the illness.

You should also check local and state guidance to determine if there are other investigation, reporting, or recording obligations triggered by a positive COVID-19 case. For example, the Los Angeles County, California Order mandates that employers with knowledge of three or more positive COVID-19 cases among employees within a 14-day span must report the COVID-19 "outbreak" by telephone to the Department of Public Health.

► **Step Five: Clean and Disinfect Your Workplace**

After a confirmed COVID-19 case, follow the CDC guidelines for cleaning and disinfecting the workplace. The cleaning staff or a third-party sanitation contractor should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

If using cleaners other than household cleaners with more frequency than an employee would use at home, ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA's Hazard Communication standard. Simply download the manufacturer's Safety Data Sheet (SDS) and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of a Hazard Communication Program.

► **Step Six: Determine If Other Employees and Third Parties Should Be Notified (see Contact Tracing below)**

Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees (see sample Notice of Positive Employee Test) who work in the location or area where the employee works of the situation. Notification should be done without revealing any confidential medical information such as the name of the employee. You may obtain the employee's signed authorization to disclose their diagnosis (see sample CA Authorization and Non-CA Authorization). Also notify any third parties that may have been exposed by the infected employee.

Inform employees and third parties of the actions you have taken, including requiring employees who worked closely to the infected worker to go home (if a non-essential business) and your sanitizing and cleaning efforts. Include a reminder about seeking medical attention if they exhibit symptoms. The failure to notify employees at your location of a confirmed case may be a violation of OSHA's general duty clause, which requires all employers to provide employees with a safe work environment.

► **Step Seven: Determine If the Infected Employee (or Others) Are Eligible For Paid Time Off**

Finally, determine if the employee is eligible for paid time off under company policy, local, state, or federal guidelines. Per Los Angeles County ordinance, PUENTE is a covered employer under the Families First Coronavirus Response Act (FFCRA), the infected employee may be eligible for emergency paid sick leave. Other potentially exposed employees may also be eligible for emergency paid sick leave. Make sure you maintain appropriate documentation for employees on leave.

Returning to Work After Home Isolation

Employees who have been under home isolation/quarantine can return to work under the following conditions, consistent with CDC guidelines.

If you will NOT be tested to determine if you are still contagious, you can leave home after these three things have happened:

Confirmed COVID-19

Persons with symptomatic COVID-19 can be released from isolation when the following criteria have been met:

- At least 10 days have passed since symptoms first appeared **and**
- At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
- Symptoms have improved.

Asymptomatic persons with COVID-19 who never developed symptoms may be released from isolation:

- 10 days after the date of collection of their initial positive viral test.

Presumed COVID-19

The employee must remain in isolation until either the following criteria have been met:

- At least 10 days have passed since symptoms first appeared **and**

- At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
- Symptoms have improved

--or

- a healthcare provider reassesses the initial diagnosis and concludes that the patient is not infected with SARS-CoV-2. In this situation, the patient can leave isolation after they have been fever-free for 24 hours and their symptoms have improved.

Exposure Management Plan

Implementing Exposure Management Plan (Appendix T2)

Planning

PUENTE Learning Center Preschool has a COVID-19 Task Force (C-19 Task Force) that ensures that safety protocols are observed and that education is provided to staff, families and students.

Every positive COVID-19 case connected to a school requires home isolation per LACDPH protocol and generating a list of students and/or employees with exposure to the case while infectious. **Infectious** is defined as two days before symptoms first appeared or two days before the positive test until the time they are no longer required to be isolated. 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. **Exposed** is defined as being within 6 feet for more than 15 cumulative minutes within a 24- hour period, even if non-medical face coverings are worn, or unprotected contact with body fluids or secretions. If the exposure happened in a school classroom or cohort, all persons that were in the classroom or cohort during the infectious period are considered exposed.

Case Management

One case

The COVID-19 Compliance Officer instructs the individual who tested positive (case) to follow the COVID-19 Home Isolation Instructions and informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for isolation.

The COVID-19 Compliance Officer works with the case to identify close contacts and notifies the contacts to quarantine at home and test for COVID-19 five or more days after exposure. The contacts will also be contacted by DPH directly to collect additional information and issue Health Officer Order for quarantine.

The School COVID-19 Compliance Officer submits the list of exposed individuals to LACDPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within one business day of notification of a laboratory confirmed COVID-19 case. This information will be transmitted to LACDPH via email to ACDC-Education@ph.lacounty.gov and copied to the school leader.

The Compliance Officer notifies the principal of all positive cases. The principal will provide a notice to

all employees. This notice of potential exposure may not reveal any personal identifying information of the COVID-19 case. Personal information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

Community Engagement team will also contact household members, employees, and students who may have been in contact with a positive case, provide quarantine instructions and refer them for a test.

Two cases within 14 days

In addition to implementing the above measures, the Task Force reviews the need for additional infection control measures.

Three cases within 14 days

In addition to implementing the above measures, the School COVID-19 Compliance Officer must report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within one business day via email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. If the DPH Acute Communicable Disease team determines that these cases meet the criteria for an outbreak, LACDPH will send a public health investigator to coordinate next steps.

An outbreak for K-12 schools is determined to be at least 3 confirmed cases within 14 days in a group that is epidemiological linked. The group can be a classroom, school event, extracurricular, team, club, transportation. Infected persons must have been present in the same setting during the same time period while infectious.

Household contacts will be grouped as a single case. Cases who have close contact outside of the school setting, will be grouped as a single case. For example, if two unrelated students are being babysat by the same provider after school, and both test positive for COVID-19, they will be considered one case when establishing epi-links on campus.

The Compliance Task Force will investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak. The Task Force will also review COVID-19 policies, procedures and controls and implement changes as needed to prevent further spread. The investigation and review will be documented.

Communication Plan for Transition between Instructional Models

In the event that there is a report of possible COVID spread within a school where the DPH recommends 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 email, call and use the website 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 LACDPH.

COVID-19 Response Teams and Responsibilities

Preschool, Elementary and Adult School Compliance Task Force Team

COVID-19 Compliance Task Force Officers- [Dominic Armendariz & Tesa Marquez](#)

- Monitor illness trends of student and staff absences;
- Notify LACDPH of suspected or confirmed cases of COVID-19 and will collaborate with local public health department regarding contact tracing and any other mitigation or containment procedure as directed; and
- Notify the Principal of suspected or confirmed COVID-19 illness.
- Will provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure.

Attendance Monitors- [Cassandra Avila](#)

- Notify the School COVID-19 Compliance Officer daily of student or staff absences that include suspected or confirmed COVID-19 diagnosis or any symptom of COVID-19;
- Assure confidentiality of all medical information of student or staff member.

School leaders- [Dominic Armendariz](#)

- Notify close contacts of students or staff with COVID-19 exposure upon directions of LACDPH while maintaining confidentiality;
- Manage school dismissal if necessary and notification of school community;
- Assure confidentiality of all medical information of student or staff member.

Facilities Manager- [Brock McKenzie](#)

- In collaboration with the school leaders, will clean and disinfect the areas utilized by ill students or staff per DPH and CDC protocols.

Health Office Manager - TBD

- Provide emergency medical care, medication administration, specialized health care procedures
- Supervise and train unlicensed school staff
- Act as the Exposure Management Advisor
- Train classroom staff on basic first aid, the identification of COVID-19 symptoms and the health office area referral process.

In the event that the school does not have a full-time nurse, a Health Office Manager must also be designated. This staff member needs to be on-site full time and will be trained to manage the Health Office areas.

PUENTE Learning Center Response Team to COVID-19 Illness

COVID-19 Compliance Officer- *Tesa Marquez & Compliance Task Officers*

- Assure that the school and district response team have followed protocols, the communication tree has been followed and responsibilities completed;
- Will be available to students, staff and family or community members to answer questions and provide guidance.

CEO- *Jerome Greening*

- In collaboration with DPH, determine school dismissal and closure;

The Director of Maintenance and Operations - *Angelica Castro & Brock McKenzie*

- Communicate with plant managers and building custodians regarding cleaning and disinfecting protocols consistent with CDC, State and District protocols.
- Close areas used by the infected person until additional cleaning and disinfection is completed.
- Ensure custodial staff will wait 24-hours prior to conducting this cleaning in accordance with DPH and CDC protocols whenever possible.

Community Engagement Team will- *Tesa Marquez & School Leaders*

- Provide guidance and information to an employee regarding medical leave due to illness or exposure;
- Conduct contact tracing and notification of potentially exposed student, staff and visitors.

Return to School or Work after COVID-19 Diagnosis, COVID-19 Symptoms or COVID-19 Exposure

All students or staff returning from any or suspected COVID-19 illness or exposure are to adhere to the following guidelines. All students will need clearance from the COVID-19 Compliance Task Force after safely quarantining to return to school. All staff will need clearance from the Community Engagement Team after safely quarantining to return to work.

Positive COVID-19 Diagnosis

If diagnosed with COVID-19, with or without symptoms, the following LACDPH guidelines will be followed for returning to school or work.

1. COVID-19 with symptoms - person may return when **ALL** the following are met:
 - At least 10 days have passed since the first symptoms
 - 24 hours of no fever without using fever reducing medications
 - Symptoms such as cough and shortness of breath have improved
2. COVID-19 with no symptoms - person may return when the following is met:
 - 10 days from the test date

COVID-19 Symptoms with NO testing

1. Person may return when **ALL** the following are met:
 - At least 10 days from when symptoms appeared
 - 24 hours of no fever without using fever reducing medications
 - Symptoms such as cough and shortness of breath have improved

2. Any COVID-19 related symptoms - person may return when the following are met:
 - 24 hours of no fever without using fever reducing medications
 - Physician's note documenting the source of infection and no known COVID-19 exposure

COVID-19 Symptoms with Negative Test Result

1. Person may return when all of the following are met:
 - 72 hours of no fever without fever reducing medications
 - Symptoms such as cough and shortness of breath have improved

COVID-19 Exposure

Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of infected person. A person may return when the following is met:

- After quarantine at home for 14 days from last exposure to positive COVID-19 case
- If individual becomes symptomatic, must follow above guideline for COVID-19 symptoms

VI. COVID-19 Surveillance Program

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop a plan or protocol for incorporating surveillance testing in to regular school operations of all school personnel.
- The plan must provide that all surveillance test results are reported to the Department of Public Health.
- The plan must describe the strategy for ensuring access to periodic testing of all school personnel to be implemented when instructed by the DPH based on local disease trends and/or after resolution of an outbreak at the school.

In response to the COVID-19 pandemic, PUENTE Learning Center Preschooll is implementing a program to provide the highest standard of safety measures at schools. The key components of the program include daily health checks, COVID-19 testing information and community engagement to follow up on positive cases of COVID-19 and employees who may have been exposed. PUENTE Learning Center Preschool will direct employees and families toward testing resources for surveillance testing as needed and directed by DPH and uphold the required clearances to return to school or work. Any testing results will be shared with DPH as directed.

VII. Serving Students with Disabilities

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Develop a plan for updating Individualized Education Programs (IEPs) and 504 Plans of students with special needs to ensure that education can continue without undue risk to the student.
- This plan includes a method for proactive school contact with parents to assure that issues related to the student's education and safety are being addressed.
- Modifications to IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
- Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.

Individuals with Disabilities Education Act /Americans with Disabilities Act

PUENTE Charter School and PUENTE Learning Center Preschool is prepared to provide FAPE in the least restrictive environment (LRE) for each child. All students with disabilities will receive services according to their IEP. In accordance with IDEA it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.

Every child and adolescent with a disability is entitled to FAPE, and is entitled to special education services based on their individualized education program (IEP). It will ongoing review and problem solving to balance safety and service needs. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and Plexiglas dividers) who are required to deliver hand-over hand instruction or hygiene service needs for students.

Timelines and Evaluations

All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA

regulations. IEP Team meetings and 504 meetings that were missed due to the March school facility

closures will be rescheduled and conducted as soon as possible, if not already conducted. All IEP team meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal operations.

Service Provision

Students attending in-person instruction will receive services as outlined in their IEP.

- Where possible, each student will be included into the Least Restrictive Environment. Special education teachers supporting students in the general education setting will provide services either remotely, or in person within the student’s established cohort or on a one to one in-person basis.
- Related service providers will provide services to students remotely via distance learning, or on a one to one in-person basis as appropriate.
- Students from different cohorts will not be grouped together for pull-out services.
- The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
 - If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
- In the event that the Department of Public Health requires the level of mitigation that would require the district to return to a full Distance Learning Model, each student will have an Individualized Distance Learning Plan reinstated that is in accordance with the IEP. FAPE will continue to be provided.
- PUENTE Charter School and PUENTE Learning Center Preschool will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
- If a student in special education is unable to wear a face covering, alternative protection strategies may be adopted. Other PPE will be considered to mitigate COVID-19 spread. Students who are unable to wear face coverings are unable to cohort with other students. These students may remain on distanced learning and may come onto campus for one-on-one specialized services as needed.
- Staff will be supplied with protective equipment as appropriate, including masks, shields, gloves and gowns.

- All Staff and students will receive training on the appropriate use of PPE and healthy hygiene

practices that are proven to mitigate the spread of COVID-19.

504 Accommodations

The 504 Plan is developed to ensure that a child who has a disability identified under ADA receives appropriate accommodations that provides equitable access to the learning environment. All accommodations within the 504 Plan will be followed. The team may need to provide other accommodations to meet specific criteria under the reopening school plan. Case managers will review 504 Plans to make sure that students receiving accommodations have equitable access to their education under the reopening plan. When required a 504 meeting will be held to provide appropriate added accommodations.

VIII. Family and Student Engagement

Family Support and Communication

County of Los Angeles Department of Public Health: Reopening Protocols for K-12 Schools

- Implement measures that communicate to the school community and the public related to policies and procedures for COVID-19 testing, physical distancing, changes in academic and extracurricular programming, parent visits to school, etc.
- Comply with all state and federal family engagement requirements (e.g., School Governance Councils and Title I requirements) during the COVID-19 pandemic.
- Prepare to provide families with clear and ongoing communication about what to expect, during and prior to reopening. This includes, but is not limited to, guidance on the school protocols related to health and safety guidelines.

Communication with, and in Support of, our Families

PUENTE Learning Center Preschool 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 Preschool is committed to the continual support of our families.

- Regular updates from the Principal are sent weekly and posted to the website.
- The schools will engage and communicate with families via newsletters, email messages, virtual informational sessions about health protocols, academic requirements, distance learning expectations and resources available for support.
- We will continue to comply with state and federal family engagement requirements during the COVID-19 pandemic. Virtual platforms will be used to facilitate the various events PUENTE Learning Center hosts.
- Staff training will be provided to cover safety protocols, including social distancing, hand washing, face coverings, respiratory/cough etiquette, and cleaning/disinfection of surfaces. Training will also be available for substitutes and new staff.
- Student training will be provided in a format appropriate to students' age groups.
- The Principal will conduct virtual informational meetings with school communities.

