



PUENTE Charter School

COVID-19 CONTAINMENT, RESPONSE AND CONTROL PLAN

Fall 2021

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Site Specific Planning Form

This document has been completed by PUENTE Charter School along with the most current pre-filled version of the Los Angeles County Department of Public Health COVID-19 Reopening Protocols for K-12 Schools: Appendix T1. Measures that apply at all school sites are reflected in the pre-filled T1 document and those that vary by site are listed in the responses below.

School Name: PUENTE Charter School

Date Last Revised: September 10, 2021

School Address: 501 S. Boyle Ave. Los Angeles, CA 90033

School Phone Number: (323) 780-0089

Campus Density

- Maximum Student Capacity: 250
- The estimated total number of administrators, teachers & staff returning to support resumption of all permitted in-person services: 27

Estimated Total Number of Students that will return for In-Person Instruction					
Enter the estimated total number of students that will return per grade					
TK	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade
17	51	40	42	45	47

COVID-19 Compliance Task Force

Role	Job Title	Name
Leader	Principal	Brenda Meza
COVID-19 Compliance Officer	Operations Coordinator	Gabriela Hernandez
Attendance Monitor	Registrar	Graciela Aguilar
Cleaning/Disinfecting Operations	Facilities Manager	Brock McKenzie

Health Office Set-up and Staff

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

School 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

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

- 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 and the prevention of disease transmission.

Health and Safety

The safety of students and staff is always the school'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 Charter School and is consistent with the "COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year," of August 2, 2021, Los Angeles County Public Health Officer Orders, and the California Code of Regulations, Title 8, Section 3205. This plan does not include protocols for instructional programs. Response to COVID-19 is a dynamic process and is subject to change, pending updates to Los Angeles County Public Health Officer Orders and newly acquired scientific knowledge that informs school actions.

PUENTE Charter School will continuously monitor the guidance and mandates set forth by those entities listed above as well as the U.S. Centers for Disease Control.

The principal/administrator will be the designated liaison with LACDPH in the event of an outbreak on campus. The Principal may also designate staff to act as the COVID-19 Compliance Officer as appropriate. This must be someone who is on campus every day. The COVID-19 Compliance Task Force will be responsible for engaging with students, parents, faculty, and staff to answer questions or concerns about health and safety requirements regarding COVID-19 and communicating up-to-date policies and procedures to all families. They will work with Community of Schools (CoS) and Local District administrators to meet expectations for frequency of communication.

The community will be informed of any critical information or significant changes to District plans by the Principal or designee through a combination of Infinite Campus messages, emails, and postings on the PUENTE website. Maintaining updated family contact information is a priority for re-opening, to communicate parent surveys and follow-up communications from our school.

Operations Plan

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

- LACDPH recommends that measures be implemented to create physical distancing, when doing so will not interfere with the full-time attendance of all enrolled students.
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through school buildings.
- Consider implementing measures to promote physical distancing within classrooms.
- Consider offering physical education classes outdoors as much as possible and select activities that allow physical distancing and limited physical contact.
- Consider implementing school policies that promote physical distancing in locker rooms.
- Consider implementing measures to permit physical distancing in school areas used for student support services.
- Maintain an increased distance as much as possible during times when students or staff are not masked (e.g., due to eating, drinking or napping).
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students.
- Consider increasing space between employees in any room or area used by staff for meals and/or breaks.

Physical Distancing

Maximizing Distance in Classrooms

Classrooms have been configured to maximize space between students where possible. Personal furniture and extra district furniture will be removed when possible.

Teaching methods have been modified to avoid close contact between students for any classes that may involve group activities when possible. Instructional activities and PE classes are offered outdoors when possible. Outdoor activities will also allow for physical distancing.

Theater and dance classes should maintain physical distancing, in addition to the use of face masks. When engaged in activities that could generate respiratory droplets such as enunciating (i.e., theater workshops) or dancing, physical distancing should be increased and activities should be conducted outdoors. Music classes that involve instruments where a face mask must be removed to play should be held outdoors. Face masks may be removed when playing an instrument or singing alone in a studio or practice room. Booths need to be well ventilated to promote full air exchange and shared equipment must be sanitized between users.

Physical Distancing Throughout Campus

Physical distancing will be maximized when possible. Other mitigating factors may be used when physical distancing is not feasible, such as clear plastic or solid surface barriers that can be cleaned often. Visual cues may be provided to support social distancing for all individuals.

Employees will be encouraged to eat outdoors. They may also eat at their desk or cubicle if these areas are enclosed as a separate room, provide more distance, or include barriers.

Material Sharing

Instructional Resources

Protocols have been developed to minimize the need to have multiple students sharing high touch materials when feasible. These materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards, headphones, hall passes, art supplies, musical instruments and learning aids. Single-use disposable materials are encouraged when feasible. The school will supply students with their own materials when feasible. Cubbies will not be shared.

Communication/Office Supplies

General paper flyers and communications to all school communities, parents and students should be digital whenever possible, such as email, text message, or video to limit the distribution of paper materials. Encourage people to use their own writing tools instead of shared pens and pencils. Avoid commonly shared items in breakrooms such as coffee pots and dishes. Encourage the use of single use items instead.

Signs, Messages, and Training Protocols

Signs and messages explaining PUENTE protocols and expectations to stop the spread of disease will be posted throughout our school. 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, facemasks).
- 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
- Signs and messages related to disease transmission will be accessible for students with disabilities and in languages appropriate for the school population.

Staff members will be provided training on health and safety protocols before in person instruction will begin. All staff members who are hired after this date, including substitutes, will be required to complete training before their first day of work. Topics covered in the training will include physical distancing, cleaning protocols, Health Office referrals and hygiene practices. 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 remain on when buildings are in use.
- HVAC filters have been upgraded to a MERV 13 rating or as high as possible, provided the unit is able to operate safely. The filters will be inspected monthly 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. Fire-rated doors must be kept closed, in accordance with existing fire codes.
- Outdoor instruction will take place when feasible and when 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 relocating classes until repairs are completed.
- The COVID-19 isolation and quarantine areas should be outdoors when feasible to maximize ventilation and minimize exposures to COVID-19 infection. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.

Restroom Protocols and Cleaning

Physical distancing should be maintained in communal bathrooms. The following restroom protocols will be implemented:

- Student restrooms will be serviced at least twice a day. Full cleaning and disinfecting using electrostatic equipment will be conducted by the night cleaning crew once per day.
- Restroom occupancy will vary by each restroom but physical distancing will be maintained where feasible.
- 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 restroom (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.
- A restroom will also need to be dedicated for individuals in the isolation area. This restroom must be cleaned and sanitized before other occupants may use it.

Water systems

- Students and staff will be encouraged to bring their own water or refillable bottles.
- Drinking water sources, including food preparation faucets, will be cleaned and sanitized daily.
- Water systems will be thoroughly flushed after long periods of inactivity.

Cleaning Protocols

PUENTE Charter School will follow LACDPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of all buildings will occur daily.
- Health Office areas including the general health office, isolation area, and quarantine area, may require more frequent cleaning and rapid response as needed.
- High touch surfaces and playground equipment will be disinfected at least once daily.

- Only [District-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.
- Student restrooms will be serviced at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a restroom.
- 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.
- When needed, enhanced cleaning will be conducted while 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.
- 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 may be installed at reception desks/food service lines.
- Personal refrigerators, microwave ovens, and coffee machines are prohibited from classrooms.

Daily Operations

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

- At this time, all schools are permitted to reopen (for in-person instruction) for all students in any grades TK-12.
- Consider adopting a school-wide approach to creating and maintaining stable groups, in which supervising adults and students stay together for all activities.
- Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students.
- The use of school facilities for non-school purposes (community meetings or events) is permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students.

Stable Groups in Schools

All schools have returned to full in-person instruction and will place students into stable learning groups when feasible. These groups are implemented to reduce the number of students and staff that may be exposed if a COVID-19 individual is introduced to the group.

The following is a description of how different schools may create and implement stable groups.

Transitional Kindergarten (TK) to Grade 5: The primary stable group for students in TK 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.

Visitors

Visits to the school by individuals other than students and staff should 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 must also complete the daily screening questions through Parent Locker or at the entrance to the school. Visitors will be encouraged to come by appointment and alone. If a visitor must be accompanied by another person (e.g. for translation, visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well.

Movement of visitors within the school should be limited to designated areas such as the main office, conference rooms, lobby and public restroom. Visitors should not interact with students.

All visitors will be required to wear a face mask at all times, regardless of vaccination status. 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 mask. If a visitor arrives without a face mask, one will be provided. Any parent/guardian picking up a student who has been placed in 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

- Consider implementing measures to increase physical distancing during school meals when students will be unmasked.

Meal Program Compliance

Breakfast and lunch, compliant with USDA guidelines, will continue to be available for all students. For the 2021-2022 school year, all students will receive meals free of charge.

Student Meals and Food Service

Plan for Students on Campus: Our students will receive a sack breakfast and lunch. These will be delivered to the classrooms.

Plan for Student Food Allergies

Students with special diets will be provided meals per their physician's recommendations. Food Services nutrition team will create a diet plan for the student.

Health Practices and Protocols

Practices and Protocols

Standard Public Health, Hygiene Practices, and Instruction

PUEENTE Charter School will promote health and hygiene practices that prioritize keeping our students

and staff safe. Posters, signs, and classroom instruction will be used to educate students and families in our new health protocols. Families will be provided with an information packet prior to the start of in-person instruction so they can practice protocols at home and acclimate students to the concepts of physical distancing, frequent hand washing, correct use of face masks 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 younger 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 Masks

- All students, staff and visitors are required to wear face masks indoors and outdoors while on District sites or being transported by a bus unless 2 years of age or younger.
- Students and staff are encouraged to bring their own face mask but will be provided with one if they do not have one.
- Wearing a face mask does not eliminate the need to physically distance or wash hands frequently.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask.

3. Physical distancing

- Physical distancing will be maximized as feasible in each setting.
- 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 restrooms will be supplied with adequate amounts of soap and paper towels.
- Hand sanitizer will be provided in strategic locations and hand sanitizer stations will be available at entrances to buildings, offices, elevators, and reception areas.
- All students and staff will be provided with a cloth or disposable face mask 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 and 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.
- Symptom screening is recommended to be 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 consultation with a health care provider should guide actions 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. They should inform the school/site if they are sick with COVID-19 related symptoms or if they 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 an infected person.

COVID-19 symptoms can vary, but symptoms may include the following if not due to a chronic condition:

- 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/workplace of their absence and that they have COVID-related symptoms.

COVID-19 exposure

If an unvaccinated student or staff member has had close contact (within 6 feet for greater than 15 cumulative minutes within a 24-hour period) with someone who is a confirmed case of COVID-19, the student or staff member must quarantine.

Fully vaccinated students and staff who have had close contact with a COVID-19 case and remain asymptomatic are not required to quarantine, but do need to monitor for symptoms closely for 10 days. It is also recommended they continue testing.

Students and staff who have recovered from laboratory-confirmed COVID-19 within the last 90 days and have had close contact with a COVID-19 case are also not required to quarantine unless they develop new onset symptoms. They are also not required to test.

Students that are quarantined due to COVID-19 exposure will be asked to quarantine for 10 days. We ask that students get a COVID-19 test after Day 8. Students will be allowed to return to school once a negative test result has been provided.

Staff members who are quarantined due to COVID-19 exposure must quarantine for the full 10 days regardless of test results, in compliance with Cal OSHA regulations.

If a student or staff member has had close contact with someone who is an unconfirmed symptomatic case of COVID-19, they may remain on campus or the worksite. If the symptomatic case subsequently tests positive for COVID-19, then the unvaccinated close contacts, who had contact with the confirmed case during the infectious period, must quarantine immediately and test after Day 5 from the date of contact. If the symptomatic case tests negative, a copy of the negative COVID-19 PCR test or medical clearance must be provided. Community Engagement will notify the close contact when they are cleared to return.

Vulnerable Employees

Vulnerable employees (those above age 65 and those with chronic health conditions that would place them at high risk if infected) may be assigned work that can be done from home when feasible. Employees in this category should discuss any concerns with their healthcare provider.

The organization will continue to support students and staff with acute or chronic health issues. Long-term absences may be evaluated if criteria are appropriate for medical leave or other potential medical accommodations under IDEA or Americans with Disabilities Act Amendment Act (ADA) guidelines. Employees will also be referred to the District's Bulletin 110108.0, 2021 COVID-19 Supplemental Paid Sick Leave Act (SPSL) Policy.

COVID-19 Daily Health Check Questions

All employees and students (or their parents or guardians) are asked to perform a self-assessment prior to leaving for school to identify fever or other COVID-19 symptoms. If the answer to the question listed below is “YES”, then employees and students must remain home and notify the school or supervisor of the absence.

PUENTE Charter School 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 a school or office 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.

A check-in area for the Daily Health Check will be established on site, including enough space to ensure privacy and physical distancing. 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 Check” signage shall 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, they will present their Parent Locker QR code for scanning. If they do not have a daily Parent Locker code, then the welcomer will ask the daily health check questions. If an employee or visitor answers “YES” to any question, they may not stay on site and are to leave the site immediately. Employees are to contact their supervisor for further instructions on COVID-19 work option guidelines.

Adult visitors and staff who are not allowed entry 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, or who experience symptoms at any point during the school day will be given a medical mask and accompanied to the designated isolation area where they can remain while arrangements are made for their return home.

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

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

Use of Face Masks and Personal Protective Equipment

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

- Anyone entering school building who has contact with students, parents or other employees is required to wear a face mask, regardless of vaccination status.
- Be prepared to provide a mask to any student or staff member who does not have one.
- Provide a medical-grade mask to any employee who cares for sick students or who has close contact with any student with a medical condition that precludes the child's use of a cloth face mask.
- All staff must wear a face mask when indoors, except when eating or drinking or when working alone in a private office with closed doors or when they are the only individual present in a larger open workspace for multiple employees.
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask.

General Expectations

PUENTE Charter School does require all students, employees, and visitors while on school property to wear a face mask indoors and outdoors and follow the our COVID-19 protocol. This includes parents who are dropping off or picking up children. A face mask will be provided to any student or employee who does not have one.



All staff will be provided training on the use of face masks and PPE.

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

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

Face masks must be worn at all times indoors and outdoors 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 mask. Students may also remove cloth face masks when eating or napping or when wearing a cloth face mask is otherwise impracticable (e.g. showering).

The following individuals are exempt from wearing a face mask per the LACDPH guidelines.

- Children that are age 2 and under.
- Anyone for whom use of a face mask would be contrary to his or her health or safety because of a medical condition.
 - All students who cannot wear a mask due to medical conditions must have written documentation provided from their physician on file with the school nurse. A Student Mask Accommodations Plan will be created and on file.
 - Employees must provide written documentation from their physician to their site administrator and should engage in the Reasonable Accommodations process outlined in [Bulletin 4569.1, Reasonable Accommodations for Individuals with Disabilities](#).

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 or a clear mask as a substitute for a cloth face mask to enable students to see their teacher's face and avoid potential barriers to 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 masks.

Face Masks: Medical grade masks will be provided to the following individuals:

- Healthcare professionals and any staff working in the Health Office areas, including the isolation and quarantine areas,
- Students or staff that are placed in isolation during the school day,
- Staff that are providing specialized healthcare services that cannot be physically distanced,
- Staff that are supervising students with disabilities who cannot physically 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 mask to provide additional protection. Face shields may 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 mask, by staff assisting students who are not able to physically distance, by staff conducting the screening procedures and by staff assisting with isolation area monitoring.

Students and staff may also wear face shields with a tucked-in drape during speech and language exercises when face masks are not appropriate for the activity, while maintaining physical distancing guidelines.

Clear Plastic Barriers: A clear plastic or solid surface barrier that may be sanitized daily may be used in areas where it may be difficult for individuals to physically distance. (E.g. reception desks or

workstations). The use of clear plastic barriers does not eliminate the requirement for face masks.

Protective gowns: Staff providing aerosol-generating procedures must wear disposable protective gowns. 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 contact with respiratory secretions or other body fluid.

Gloves: Universal 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, toileting students, 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.

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;
- Quarantine of exposed employees and/or students; and
- Access to testing for all exposed individuals with the school, regardless of vaccination status, as the basis for further control measures;
- Reporting all confirmed COVID-19 cases at the school to the Department of Public Health.

Develop a plan to immediately report a cluster of cases (3 or more cases within 14 days) to 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.

Daily Health Self-Assessment: All students and staff are to perform a daily self-health check prior to leaving home for school each day by answering the Daily Health Check questions listed in the previous section titled “Reporting Illnesses and Addressing Vulnerable Populations.”

Illness at School/Office: Any student or staff member who becomes ill at school or office with COVID-19 symptoms must be separated from others immediately.

Confidentiality of the ill individuals will be maintained in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), privacy expectations and the ADAAA. All communication will follow the District's COVID-19 Response and Communication Protocols.

Ill Student: 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.

Parent/guardian will be required to pick up their ill student within one hour. Parents/guardians should take the student to get a PCR COVID-19 test immediately, preferably at a Los Angeles Unified symptomatic testing site and should consider seeking medical advice from their health care provider. The parent/guardian will need to upload any external COVID-19 test results to the student's Daily Pass or provide a copy to the school.

Ill staff: An ill staff member will leave work immediately. If the staff member requires urgent medical care, they will be placed in the isolation area while waiting for transfer to a health care facility. Staff members should get a PCR COVID-19 test immediately.

Health Office Complex

In compliance with LACDPH, each school must have a dedicated isolation area and a dedicated quarantine area separate from the health office for suspected COVID-19 cases.

Isolation Area: Each school will identify an isolation area separate from the health office. LACDPH strongly recommends this area be located outdoors. Students who screen positive or experience COVID-19 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 medical mask, face shield, disposable gown and gloves. Physical 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 restroom will be designated for use by anyone utilizing the isolation area.

Quarantine Area: Unvaccinated students who have had close contact with an individual that has a confirmed COVID-19 case will be quarantined, in a designated area, preferably outdoors, until picked up by a parent/guardian. Students will be grouped by stable groups and not intermingled when possible in this area. Physical distancing of 6 feet or greater must 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 stable group must be quarantined, they may remain in their classroom as a group.

Students and staff who have had close contact 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, unvaccinated individuals who were close contacts during the positive case's infectious

period, must be immediately quarantined and sent home.

Containment of Infection

Confirmed COVID-19 Positive Student

When a school is notified that a student who was physically on campus is confirmed to have COVID-19, the COVID-19 Compliance Officer must complete the line list and have it available upon request by LACDPH or the CE Team. If the student was tested externally, the school will need to ensure the parent/guardian brings the results the following day. 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.

In the event of multiple COVID-19 positive cases at a school or District site, the District Superintendent may implement distance learning to allow LACDPH to investigate the COVID-19 situation and to implement further cleaning and disinfection procedures as recommended by LACDPH and CDC. PUENTE Charter School will communicate all dismissal decisions and possible COVID-19 exposure with all staff, families, students and stakeholders.

The Superintendent 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

You should 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.

For additional information regarding Families First Coronavirus Response Act (FFCRA) please see Families First Coronavirus Response Act (FFCRA) FAQ document, reference table of contents for page.

Returning to Work After Home Isolation

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

All students or staff returning from any or suspected COVID-19 illness or exposures are to adhere to the following guidelines. All students and staff will need clearance from the Community Engagement Team after safely quarantining to return to school and 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
 - Provided a negative test result from being tested day 7-8 of quarantine
2. COVID-19 with no symptoms - person may return when the following is met:
 - 10 days from the positive test date

- Provided a negative test result from being tested day 7-8 of quarantine

COVID-19 Symptoms with NO testing

Person may return when **ALL** the following are met:

- At least 10 days from when symptoms appeared or medical provider note indicating cleared to return (they must still be cleared by the Community Engagement Team)
- 24 hours of no fever without using fever reducing medications
- Symptoms such as cough and shortness of breath have improved

COVID-19 Symptoms with Negative Test Result

Person may return when all of the following are met:

- 24 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 an infected person. A person may return when the following is met:

- Fully vaccinated persons who are asymptomatic are not required to quarantine, but must closely monitor for symptoms for 14 days and continue to test.
- Unvaccinated staff may return after quarantining at home for 10 days from last exposure to positive COVID-19 case.
- Exposed students who are not vaccinated, remain asymptomatic and who have tested negative for COVID-19 after day 5 may be cleared to return by Community Engagement on Day 8. Exposed students who do not test must quarantine for the full 10 days.
- If an exposed individual becomes symptomatic, they must follow the above guideline for COVID-19 symptoms.

Exposure Management Plan

Implementing Exposure Management Plan

Planning

PUENTE Charter School 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

The procedures for managing exposures to 1, 2, and 3 or more COVID-19 cases at schools are described in [Appendix T2: COVID-19 Exposure Management Plan Guidance in TK-12 Schools](#).

One case

The COVID-19 Compliance Officer instructs the individual who tested positive (case) to follow the LACDPH COVID-19 Home Isolation instructions and informs the case that LACDPH will contact them 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 all of the close contacts to quarantine at home, regardless of vaccination status. The close contacts will also be contacted by Community Engagement and may be contacted by LACDPH directly to collect additional information and issue Health Officer Order for quarantine.

The School COVID-19 Compliance Officer must update the list of exposed individuals daily on the [COVID-19 Case and Contact Line List for the Educational Sector](#) of all laboratory confirmed COVID-19 cases and notify Community Engagement of all cases that were not tested through LAUSD. This information is maintained by Community Engagement and transmitted to LACDPH, as needed.

The Compliance Officer notifies the principal/site administrator of all positive cases. Within one business day, the Principal or Site Administrator must send a notice to all staff, their union representatives and all other employers that were at the worksite during the infectious period who may have had a COVID-19 exposure. This notice of potential exposure will 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.

The organization has a dedicated Community Engagement team who will contact each person who receives a positive test result (case) through the organization's testing program, as well as those who may have been exposed to the case. The Community Engagement team will call the individual and provide isolation instructions. In addition to the list submitted by the Compliance Officer, the 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 Community Engagement Team will report the potential cluster to the LACDPH 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 LACDPH 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 three confirmed cases within 14 days in a group that is epidemiologically linked (epi-linked). The group can be a classroom, school event, extracurricular, team, club, transportation. The infected persons must have been present in the same

setting during the same time 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 have the same babysitter 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 and the LACDPH 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 organization will use Infinite Campus messages and the District and school websites 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 organization may transition to continuity of learning under the advice of LACDPH and authorization by the CEO.

COVID-19 Response Teams and Responsibilities

COVID-19 Compliance Task Force

The Site COVID-19 Compliance Task Force Officer will:

- Monitor illness trends of student and staff absences,
- Collaborate with the Community Engagement Team and LACDPH regarding contact tracing and any other mitigation or containment procedure as directed,
- Notify the Principal/Site Administrator of suspected or confirmed COVID-19 illness,
- Provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure,
- Conduct regular COVID-19 Task Force meetings to identify no less than twice per month and address deficiencies in a timely manner.

The Attendance Monitor will:

- 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 members.

The school Principal/Site Administrator will:

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

The Director of Facilities will:

- Under direction of the VP of Administration and/or School Principal will clean and disinfect areas utilized by ill students or staff per District and LACDPH and CDC protocols.

District Response Team to COVID-19 Illness

The organization's COVID-19 Compliance Officer will:

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

The CEO will:

- Determine school dismissal and building or site closures, in collaboration with LACDPH.

The Director of Facilities will:

- Communicate with 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 as long as possible (at least several hours) before conducting this cleaning in accordance with LACDPH and CDC protocols.

The Community Engagement Team (HR & Department Leaders) will:

- 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,
- Complete the line list and notify LACDPH on all positive results and clusters.

COVID-19 Testing Program

In response to the COVID-19 pandemic, PUENTE Charter School implemented a program to provide enhanced safety measures at schools. The key components of the program include daily health checks, COVID-19 testing of students and staff, and community engagement to follow up on positive cases of COVID-19 and individuals who may have been exposed. Additionally, reporting procedures have been developed in accordance with the law to keep the school community informed of this testing and its results and of the school's continued health mitigation measures.

NO HEALTH INSURANCE? NEED COVID-19 SERVICES?



Free COVID-19 testing, treatment and vaccines.

Who can get services?

Anyone without health insurance, no matter their immigration status. A Social Security Number and/or government ID may be requested, but is **NOT** required.

What is free?

- ✓ Testing for COVID-19
- ✓ Treatment of COVID-19
- ✓ Vaccines for COVID-19

How is it free?

A federal **Uninsured Program** pays for COVID-19 services provided to anyone without health insurance.



More Information

For Patients

<https://www.hhs.gov/coronavirus/cares-act-provider-relief-fund/for-patients>

For Health Care Providers

<https://coviduninsuredclaim.linhhealth.com>

Important Details

- **Everyone is eligible for COVID-19 services, no matter their immigration status.** Testing, treatment or vaccinations paid for by the federal government **will not affect anyone's immigration status or be shared with immigration agencies.**
- If you are uninsured and receive a bill related to COVID-19 testing or treatment, ask your provider to bill the HRSA COVID-19 Uninsured Program instead of you.
- **You cannot be billed for COVID-19 services if you are uninsured and the government is paying your healthcare provider for your care.** If you receive a bill, and you already paid, you may be owed a refund and you should first speak to the person or facility that sent it. If they don't cancel the bill or give you a refund, contact the HHS Office of Inspector General Hotline at 1-800-HHS-TIPS or visit <https://TIPS.HHS.GOV> to file a complaint.
- **You do not need a Social Security Number or government ID** to receive free COVID-19 services.
- The doctor, pharmacy, or clinic may ask for this information but it is **only to help them confirm you don't have insurance** so they can get paid by the Uninsured Program.
- **You will still be treated, tested, or vaccinated for COVID-19 if you are not able to provide a Social Security Number or government ID.**
- **You cannot be billed for COVID-19 vaccinations.** If you receive a bill, you should first speak to the person or facility that sent it. If they don't cancel it, contact the HHS Office of Inspector General Hotline at 1-800-HHS-TIPS or visit <https://TIPS.HHS.GOV> to file a complaint.

COVID-19 Testing Process

COVID-19 testing of employees and students is conducted twice a week. Additionally, household members who are symptomatic or may have been exposed to a student or employee who tested positive will be contacted by the school office and offered testing.

COVID-19 testing is offered on site on Mondays and Wednesdays at no charge. PUENTE provides buccal swab tests as the primary testing method for students. Test kits have been procured from labs that are able to provide most test results within 24-36 hours.

Test results and demographic data collected during the testing process are shared with public health authorities in accordance with the law. All test results and data collected is stored in a secure database and kept private.

There are four different times when COVID-19 testing is required:

1. **Baseline** testing is the test that is conducted before the first day of school or work.
2. **Periodic** testing is tests that are conducted after the baseline at regular intervals throughout the school year. The frequency of periodic testing may vary over time, location, and population.
3. **Symptomatic** testing is for students and staff who are experiencing COVID symptoms. Household members of a confirmed positive case may also be offered testing.
4. **Exposure** testing is for students and staff who have been exposed to a confirmed COVID case.

Serving Students with Disabilities

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- 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 is prepared to provide Free Appropriate Public Education (FAPE) in the least restrictive environment 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 the District's top priority.

Every student with a disability is entitled to FAPE, and is entitled to special education services based on their individualized education program. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to physical distancing guidelines will be followed as feasible. Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing will be equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.

Timelines and Evaluations

All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. All IEP and 504 meetings will continue either virtually or in-person, as appropriate.

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, in small groups to students, a push-in model into the classroom, one-to-one, or a combination of these, as appropriate.
- Related service providers will provide services to students in the following ways, in small groups to students, a push-in model into the classroom, one-to-one, online, or a combination of these, as appropriate.
- 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, 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 will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff.
- If a student in special education is unable to wear a face mask, alternative protection strategies may be adopted. Additional PPE will be considered to mitigate COVID-19 spread. A Face Mask Accommodations Process is in place to support the needs of students who are unable to comply with wearing a face mask due to a disability, medical, or mental condition.
- 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.

Family and Student Engagement

Family Support and Communication

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

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



PUENTE Charter School is committed to the continual support of our families.

- The schools will engage and communicate with families via newsletters, messages, virtual informational sessions about health protocols, academic requirements, distance and in-person 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 may be used to facilitate the various events PUENTE Charter School hosts including, but not limited to monthly PTO meetings, board of education meetings, School Governance meetings, open houses, introductions from administrators, virtual tours and orientations.
- Staff training will be provided at the beginning of the school year to cover safety protocols, including physical 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.

COVID-19 Vaccination Support

Vaccines are an important part of our school's path to recovery. Follow the [link](#) to check out various sites in the area that offer vaccines. A local resource is Adventist Health White Memorial located at 1720 Cesar E Chavez Ave Los Angeles, CA 90033

Social and Emotional Support

Children and adults watching the news, reading content on-line and in newspapers and overhearing talk about the current coronavirus pandemic, may feel stressed, scared, confused or anxious. Some react right away; while others may show signs that they are having a difficult time later. Every person can support wellness and healing by teaching and implementing resilience strategies.

The LACDMH Help Line serves as the primary entry point for mental health services with the Los Angeles County Department of Mental Health. **Access their Toolkit [here](#).**



For 24/7 Help, Please call their help line at 800-854-7771 or visit their website <https://dmh.lacounty.gov/get-help-now/>