



**AN INDEPENDENT STUDY HIGH SCHOOL
GRADES 9-12**

COVID-19 SAFETY PLAN

MAY 2021

TABLE OF CONTENTS

PAGE 3	MESSAGE FROM THE EXECUTIVE DIRECTOR
PAGE 4	HEALTH AND SAFETY PROTOCOLS
PAGE 7	COVID TESTING AND REPORTING
PAGE 9	FACILITY CLEANING AND SANITIZATION PROTOCOLS
PAGE 11	INSTITUTIONAL PROGRAMS
PAGE 12	APPENDIX I - COVID-19 FAQs
PAGE 13	APPENDIX II – COVID-19 SCENARIO CHART
PAGE 14	APPENDIX III - COVID-19 SCREENING CHECKLIST

MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear Parents and Students,

The past year has been challenging for everyone. As we move toward reopening our campus, while also continuing to facilitate critical end of year actions, Clear Passage Educational Center (CPEC) is working diligently to deliver the best possible school environment for our students. In conjunction with key stakeholders, and with guidance from state and local health and education agencies, we have prepared a comprehensive COVID-19 Safety Plan.

This plan calls for providing high quality instructional support, while ensuring a safe environment for students, staff, families/parents, and the community. The plan is aligned with guidance for schools from the California Department of Public Health, Los Angeles County Department of Public Health, Los Angeles County Office of Education, and Long Beach Department of Health and Human Services (LBHHS). While no single action can eliminate the risk of novel coronavirus transmission, the concerted implementation of and adherence to several protocols can greatly reduce the risk.

We thank you for your continued support and look forward to receiving you and your child on our campus. Together we will get through this difficult time.

Sincerely,



Vivianna Trujillo
Executive Director

HEALTH AND SAFETY PROTOCOLS

The health and safety of our students, staff and families is of the utmost importance. This plan is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

Health and Protective Equipment

The following items are being set up:

- Messaging signs and floor stickers to reinforce social distancing.
- Hand sanitizer at entry points, common areas and in the learning center.
- Best practices posters.

The following items will be available/accessible on campus:

- Disposable mask
- Hand sanitizer
- Disposable gloves
- Cleaning wipes
- Contactless thermometers (one per entry point)

Pre-Screening for Symptoms at Home

Parents, students, and staff are strongly encouraged to monitor temperatures and symptoms prior to visiting our campus. Please check for the following symptoms:

- Fever of 100.4° F or higher
- Cough
- Shortness of breath or difficulty breathing.
- New loss of taste or smell.
- Chills, fatigue, muscle, or body aches.
- Sore throat, congestion or runny nose.
- Nausea
- Vomiting or diarrhea.
- Contact with someone diagnosed with COVID-19.

Students and Families

- Students and adults experiencing symptoms listed must not enter the campus. This includes anyone with a fever of 100.4 degrees or higher.
- Students seeking testing due to exposure or symptoms of illness must stay home until they receive their results.
- Families should contact the school office about their child's absence.

Staff

- Staff members are required to have their temperatures taken prior to beginning work.
- Staff must contact their school administrator regarding their absences.
- Staff seeking testing due to exposure/symptoms of illness must stay home until they receive their results.

Face Covering & Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance, students and staff are expected to wear face coverings. Students, staff and all visitors must use face coverings:

- While in the learning lab.
- While on school grounds.
- While entering and exiting school.

Face coverings will be made available to staff and students, but it is highly encouraged for staff and students to bring their own face covering.

Arrival at School

- Students and staff members will be required to wear face coverings and will be health screened upon arrival via contactless temperature check and screening questionnaire.
- Signage will be placed throughout the campus to remind students and staff about wearing face coverings, social distancing, and hand washing.
- Parents and visitors will have limited access to the school campus until further notice.

Other Safety Protocols

- If a student is found to have COVID-19 symptoms when entering the campus, he/she will:
 - a. Immediately be sent home.
 - b. Immediately be sent to the designated COVID Assessment, Response and Evaluation (CARE) area, while a staff member contacts the parent/guardian to pick-up the student.Staff members will complete training related to COVID-19 protocols.
- Common high touch surfaces will be cleaned and sanitized regularly (i.e., countertops, door handles, restrooms, student desks, student chairs).
- Staff and students will be expected to wash/sanitize their hands regularly.
- Students will be discouraged from sharing supplies, instructional materials, and resources.

Implementing Social Distancing

Social distancing will limit the spread of the virus. CPEC's staff will adhere to the following strategies to maintain social distancing as much as possible:

- Minimize contact with students, staff, families, and the community at all times.
- During regular school hours, restrict contact with non-essential visitors, volunteers and activities involving groups. School community members are asked to call the school office for routine business rather than visiting. Appointments will be required for non-routine school visits/meetings.
- Minimize movement of students and teachers or staff as much as practicable.
- Eliminate large gatherings such as luncheons, and award ceremonies.
- Facilitate virtual events for families instead of on-campus gatherings for key events such as Back-to-School Night and Open House.

Inside the Facility

- Learning lab and the designated teacher/student meeting areas will be arranged to allow maximum space for students and staff.
- Student desks in the learning center will be spaced six feet apart.

COVID TESTING AND REPORTING*

**As a friendly reminder, information shared by the Los Angeles County Department of Public Health was referenced when generating this section.*

Close Contact

A close contact is defined as a person who is less than 6 feet from a case for a cumulative total of 15 minutes or more over a 24-hour period.

Action Guidelines

Student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing, chills, muscle pain, sore throat, nausea, vomiting or diarrhea):

- Students with symptoms will be placed in the school site CARE location while awaiting pick-up.
- Staff with symptoms will immediately be released to go home to isolate.
- Recommend COVID-Testing
- Persons with symptoms of COVID-19 must remain isolated until:
 - At least 10 days have passed since symptom first appeared; AND
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
 - Other symptoms have improved.
- No communication is sent to the school community if there were no "close contacts" identified.

Student or staff with close contact or cohabitating with a confirmed COVID-19 case:

- Students will be placed in the CARE location while awaiting pick-up.
Staff will immediately be released to go home to isolate
- Quarantine for 10 days from last exposure.
- Recommend COVID-testing.
- Any student(s) or staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the Health Officer Order of July 23, 2020.
- Students and employees that are identified to have an exposure to a case on campus are notified by the site through a letter or other communication strategies.

Staff or student with confirmed COVID-19 case infection:

- Notify the Long Beach Health Department for >2 cases or as needed.
- Persons with COVID-19 who are symptomatic may discontinue isolation when:
 - At least 10 days have passed since symptom onset; AND

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
 - Other symptoms have improved.
- Persons with COVID-19 who are asymptomatic may discontinue isolation when:
 - At least 10 days have passed since the date of the first positive COVID-19 test.
- Medical Clearance
 - Employees will return their medical clearance to the main office.
 - Students will return their medical clearance to the school site.

Additional Measures

- Identify close contacts and quarantine; 10 days after the last date the case was present at school while infectious.
- Recommend testing of contacts.

Criteria for closing a school:

The California Department of Public Health recommends school closure based on the number of cases, the percentage of the teacher/student/staff population that are positive for COVID-19 and/or following consultation with the Local Health Officer. School closure may be appropriate when there are multiple cases at a school or when at least 5 percent of the total number of teacher/student/staff cases are infected within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer (Long Beach Health Department) may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Reopening a school for in-person learning:

Schools may typically reopen after 10 to 14 days and the following has occurred:

- Cleaning and disinfection
- Consultation with the local public health department

FACILITY CLEANING AND SANITIZATION PROTOCOLS

The safety of staff and students is our priority. Prior to students and staff returning, our learning and work areas have been deep cleaned and completely disinfected. CPEC will continue to follow all necessary safety precautions. In addition, the following protocol will be facilitated:

Cleaning is the physical process of removing dirt, germs, viruses, and bacteria, typically using soap and water. While cleaning does not necessarily kill germs, by removing them from surfaces and objects, including hands, the risk of spreading infection is reduced.

Disinfecting uses chemicals to kill germs. While disinfecting does not necessarily clean dirty surfaces or remove germs, it kills germs and can lower the risk of spreading infection.

Sanitizing is removing and lowering numbers of germs to a safe level, as judged by public health standards.

Regular Cleaning and Disinfection of the following surfaces/areas:

- Horizontal and high touch surfaces
- Door handles
- Handrails
- Restrooms
- Light switches
- Common areas

Daily Cleaning and Sanitizing of:

- Learning lab
- Offices
- Restrooms

Handwashing

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

- Wash hands thoroughly with soap and water for at least 20 seconds.
- Thoroughly dry hands.

Drinking Stations

- Students are encouraged to bring their own reusable water bottles and to use environmentally friendly alternatives to disposable water bottles.

Indoor Air Quality

Proper preventive maintenance is being performed on all heating and air conditioning units, and filters are changed on a regular basis.

- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan.
- All new heating and air conditioning systems have been designed with MERV-16 (Minimum Efficiency Reporting Value) filters. These are the most efficient filters commonly available for institutional systems.

INSTITUTIONAL PROGRAMS

Quality instruction and a commitment to equity for all students continues to be our primary focus. As an independent study school, the needs of our students and families vary, which is why we will continue to offer CPEC students a hybrid/blended instructional model.

The definition of blended learning is a formal education program in which a student learns at least in part through online learning, with some element of student control over time, place, path, and/or pace; at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience. Educators are increasingly creating blended-learning environments—where rather than doing the online learning at a distance, students learn online in an adult-supervised school environment for at least part of the time. Using Fuel Education's blended learning curriculum, Clear Passage Educational Center implements a Flex model. Using this model, students have the option to take one or more online courses with an online instructor and at the same time complete their online courses with a teacher onsite.

Focused and Self-Paced Learning: CPEC's guided independent study format permits each student to focus on few courses at a time and tailor his or her work pace to meet personal needs and goals.

Instructional Guidance and Support (Weekly): Students are afforded the opportunity to engage in instruction-related activities on-site (five days per week).

Offsite vs. Onsite Instructional Support: To ensure a high level of fidelity in the provision of our educational services, all students that complete courses onsite and offsite will continue to be provided the following:

- 24-hour access to the online curriculum, supplemental resources/course work.
- Access to progress monitoring assessments.
- Instructional support provided by onsite and online (credentialed) teachers.
- Access to laptops for completing their coursework.
- Access to CPEC's computer center/learning lab.
- Regularly scheduled meetings with CPEC's (onsite) lead teacher.

APPENDIX I - COVID-19 FAQs

What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep them home and contact their health care provider.

What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under isolation, your child should follow the guidelines from Long Beach Health and Human Services (LBHHS) on how long to quarantine and when to return to school.

What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- The student will be sent home or taken to the designated CARE location, where he/she will remain in the CARE location until they are picked up by a parent or guardian.

What happens if a positive COVID-19 case occurs at a school?

CPEC will coordinate a response with LBHHS. After receiving direction from LBHHS, CPEC will notify students, staff and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from LBHHS. A positive COVID-19 case may lead to campus closure (for a period). Any closures will be determined by CPEC's leadership team after consultations with LBHHS.

The impacted areas will receive extensive cleaning and sanitation following previously stated maintenance and operations guidelines prior to reopening.

How are others notified they were in contact with an individual who tested positive for COVID-19?

CPEC works with LBHHS to determine close contacts and low-risk contacts. Individuals identified by LBHHS are contacted and given information regarding how long individuals must quarantine, steps to mitigate contracting the coronavirus, and which symptoms are associated with the virus.

All Health Insurance Portability and Accountability Act (HIPAA) notifications and guidelines for privacy are followed.

APPENDIX II - COVID-19 SCENARIO CHART

<p><u>SCENARIO 1</u></p> <p>I am COVID-19 positive.</p>	<p><u>SCENARIO 2</u></p> <p>I have been exposed/had close contact with someone who is COVID-19 positive.</p>	<p><u>SCENARIO 3</u></p> <p>I have been exposed/had close contact with someone who was exposed to COVID-19.</p>
<ul style="list-style-type: none"> Follow Home Isolation instruction. Stay home, avoid infecting others. 	<ul style="list-style-type: none"> Follow Home Quarantine instruction. Contact health care provider. Get tested for COVID-19. Self-monitor for COVID-19 symptoms. 	<p>Practice steps to stay healthy:</p> <ul style="list-style-type: none"> Physical distance 6 feet. Wear a face covering. Wash hands often with soap and water for 20 seconds or use hand sanitizer with 60% alcohol. Avoid touching eyes, nose and mouth.
<p>May return to school when:</p> <ul style="list-style-type: none"> 24 hours with no fever (no use of fever-reducing medication). Other symptoms have improved. At least 10 days have passed since symptoms first appeared. For persons who never developed symptoms, isolation can be discontinued 10 days after date of testing positive. 	<p>If test positive for COVID-19:</p> <ul style="list-style-type: none"> Begin Home Isolation (see steps for COVID-19 positive). 	<p>May return to school immediately:</p> <ul style="list-style-type: none"> No restrictions.
	<p>May return to school when:</p> <ul style="list-style-type: none"> Home Quarantine for 10 days from the last date of exposure If test negative for COVID-19, must still complete all 10 days of quarantine. 	

APPENDIX III - COVID-19 SCREENING CHECKLIST

Before coming to school today, please answer the following self-screening questions:

Are you experiencing any of the following symptoms?

If you have one or more symptom(s) that may be related to COVID-19, or have taken a fever or cough reducing medicine, stay home and take care of yourself.

☐ Fever or Chills

☐ Cough

☐ Shortness of Breath or Difficulty Breathing

☐ Fatigue, Muscle or Body Aches

☐ New Loss of Smell or Taste

☐ Sore Throat

☐ Congestion or Runny Nose

☐ Nausea, Vomiting or Diarrhea

Have you had contact with someone diagnosed with COVID-19, with someone having COVID 19 symptoms or are you experiencing symptoms?

Staff who have been exposed due to proximity (less than 6 feet & longer than fifteen (cumulative minutes) to someone must notify their supervisor and stay home.

Students who have been exposed due to proximity (less than 6 feet & longer than fifteen (cumulative minutes) to someone must notify CPEC and stay home.

Are you awaiting the results of a COVID-19 Test?

Staff, students and other stakeholders who have tested for COVID-19, must stay home until they receive their results.