



**COVID-19 Prevention Program and  
Safety Plan for Reopening  
In-Person Instruction**

**Springs Charter Schools  
February 1, 2021  
Dr. Kathleen Hermsmeyer, Superintendent**



## **Introduction**

Springs Charter Schools is a network of schools in Southern California that include: River Springs Charter School, Empire Springs Charter School, Citrus Springs Charter School, Pacific Springs Charter School, Harbor Springs Charter School, and Vista Springs Charter School. Student Centers are located in San Bernardino, Riverside, Orange, and San Diego counties.

All guidance included in this plan is consistent with school reopening guidance provided by the Center for Disease Control (CDC), and California Department of Public Health (CDPH)<sup>1</sup>.

The Springs community understands that the ability to stay open may be unstable and full or partial facilities closures will most likely continue to occur. All individuals may be a carrier of the COVID-19 virus and are expected to adhere to the safety protocols outlined in this document. Springs Charter Schools recognizes that not all individuals can tolerate some of the restrictions imposed and will provide alternate plans on a case-by-case basis in order for all staff and all students to have equitable access.

All campus and facility administrators will ensure that staff, students, and community members are educated about the virus, are provided information about the school's plan for reducing the risk of the spread of the virus, and will ensure that all safety precaution protocols are implemented.

---

<sup>1</sup> COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, January 14, 2021, [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)  
*COVID-19 Prevention and Safety Plan | Springs Charter Schools*

<b>AUTHORITY AND RESPONSIBLE STAFF</b>	<b>5</b>
<b>MAINTENANCE AND HEALTHY OPERATIONS</b>	<b>6</b>
Employee Participation	6
Parent and Student Participation	6
Identified Leadership Staff Responsibilities	6
<b>GENERAL MEASURES</b>	<b>7</b>
Opening Based on County Tiers	7
<b>PROMOTION OF HEALTHY HYGIENE AND SAFE PRACTICES</b>	<b>9</b>
Signs and Symptoms Check	9
Daily Pre-Screening for Symptoms at Home	9
Arrival and Departure	9
Handwashing and Healthy Hygiene Practices	10
Face Coverings and Personal Protective Equipment (PPE)	10
Physical Distance	11
Non-Classroom Spaces	11
Classroom Space	11
<b>OTHER SAFETY CONSIDERATIONS</b>	<b>13</b>
Master Schedules	13
Ventilation	13
Stable Groups	13
Isolation Rooms	14
Limit Sharing	14
Staff Safety	14
<b>COHORT GUIDANCE</b>	<b>16</b>
<b>EXPOSURE - ISOLATION - QUARANTINE PROCEDURES</b>	<b>16</b>
Close Contact Definition	16
Staff or Students Displaying Symptoms of COVID-19	16
Isolation Requirements	16

Reporting Requirements	17
Staff or Student who is Cohabiting with a Person with a Confirmed Case	17
Returning to School or Work after Exclusion for Symptoms	17
<b>TESTING AND VACCINES</b>	<b>18</b>
Surveillance Testing for Staff	18
Vaccines for Staff	18
<b>SCHOOL CLEANING AND SANITATION</b>	<b>19</b>
Daily Cleaning	19
Sanitizing and Disinfecting	19
Drinking Water Stations and Fountains	19
Playgrounds	19
<b>ATHLETICS AND EXTRACURRICULAR ACTIVITIES</b>	<b>19</b>
<b>EXPOSURE AND FACILITY CLOSURE</b>	<b>20</b>
Tracing	20
Reporting Requirements for All Stakeholders	20
Immediate Response to a Reported Exposure	20
Tracing Investigation of an Individual or Cluster of Exposures	20
Authority for Partial Facility Closure	21
Authority for Full Facility Closure	21
Authority for Facility Quarantine	21
<b>REOPENING A FACILITY AFTER A CLOSURE</b>	<b>23</b>
Considerations after a Partial Closure	23
Full Facility Reopening Procedures	23
Re-opening a Campus after a Full Facility Closure	23
<b>COVID-19 TRAINING</b>	<b>24</b>

## AUTHORITY AND RESPONSIBLE STAFF

Recommendations regarding in-person school reopening and closure are based on the latest available evidence as well as state and local disease trends. Since the onset of the COVID-19 Pandemic in March 2020, guidance on the effectiveness of disease control and mitigation strategies continues to emerge regularly. Recommendations to the most recent guidance for the reopening of schools in California will continue to occur.

Springs Charter Schools operates campuses in San Bernardino, Riverside, Orange, and San Diego Counties. Authorizing entities and Charter Schools are:

Helendale Elementary School District - Empire Springs Charter School

Riverside County Office of Education - River Springs Charter School

Orange County Department of Education - Citrus Springs Charter School

California Department of Education - Vista Springs Charter School

Julian Elementary School District - Harbor Springs Charter School

San Diego County Office of Education - Pacific Springs Charter School

Local health agencies in counties where Springs Charter Schools' facilities are located:

San Bernardino Health Department

Riverside Health Department

Orange County Health Department

San Diego County Health Department

Administrative Staff Responsible to implement the COVID-19 Prevention and Safety Plan are:

Dr. Kathleen Hermsmeyer, Superintendent

Amy Podratz, Assistant Superintendent, Administrative Operations

Dr. Vivian Price, Assistant Superintendent, Education

Tanya Rogers, Assistant Superintendent, Business and Finance

Douglas House, Assistant Superintendent, Human Resources

Debbie Daniel, Assistant Superintendent, Program Improvement & COVID-19 Network Coordinator

## MAINTENANCE AND HEALTHY OPERATIONS

The school has established the following staff liaisons to be responsible for responding to staff and student COVID-19 concerns:

- **Employee's Supervisor:** Employees are required to immediately report any exposure, symptoms, or confirmed COVID-19 diagnosis or test result to their direct supervisor. The supervisor is trained on referral procedures and reporting requirements in addressing health, safety, and personnel guidance. All supervisors are required to report a confirmed COVID-19 situation to the school nurse, Risk Management, and Human Resources.
- **Facilities Administrator:** Each facility has a designated administrator or leadership staff that is responsible to ensure the safety and well-being of all individuals at that facility. Designated leadership staff may be the principal, director, or administrative designee. All facilities administrators are trained in the safety procedures of the school, including understanding and responding to slowing down the spread of COVID-19.
- **School Nurse:** The school nurse is the school's designated coordinator for all medical and reporting requirements of contagious diseases, including COVID-19.
- **COVID-19 Network Administrator:** The COVID-19 Network Administrator is the superintendent or designee assigned to be responsible to ensure that the school community is adhering to the COVID-19 Prevention Program Prevention and Safety Plan for Reopening In-Person Instruction.

### Other Maintenance Operations:

- In collaboration with the Human Resources Department, Senior Leadership staff members are responsible to monitor staff absenteeism and maintain a roster of trained substitute staff as needed.
- In collaboration with the school nurse, employee supervisors and facilities administrators are responsible for the implementation of the COVID-19 Safety Plan, including monitoring symptoms among students and staff and ensuring that people with symptoms are isolated as soon as possible.
- In collaboration with senior leadership, principals and directors of instructional programs are responsible for creating systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality as required by FERPA, HIPAA, and related confidentiality and privacy law.
- School leadership and employee supervisors will ensure that staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided virtual options.

## GENERAL MEASURES

School administrators have developed general guidelines for campuses to reopen in phases. The guidance must be in alignment with California's color code county tier system of COVID-19 transmission<sup>2</sup> and the CDC guidance on transmission risk in schools by learning modalities<sup>3</sup>.

### Phase 1: Purple (Widespread) Tier

- Lowest risk: Students and teachers engage in virtual-only classes, activities, and events.
- Campuses that have already opened may remain open.
- Some in-person instruction and services are permitted for targeted students, especially high-need students who may not be able to benefit fully from distance learning. (Cohorting Guidance<sup>4</sup>).
- Campuses that wish to reopen for in-person instruction for grades TK-6 that have not previously opened may open only after approval from both the local health agency and California Safe Schools for All.
- Academies that are open for In-Person instruction will continue to offer a Hybrid Learning Model, with some students continuing to participate through virtual-only learning options.
- In-person instruction will be open to all students and will be organized into small stable groups of students without mixing groups throughout or across days.
- Academies that reopen during the Purple Tier for in-person Instruction will limit the number of students on campus each day to 25% of the total campus capacity.

### Phase 2: Red (Substantial) Tier

- Campuses that have already opened may remain open.
- Some in-person instruction and services for targeted students may occur, especially for high-need students who may not be able to benefit fully from distance learning.
- Campuses may open for in-person instruction for all grades.
- The school will continue to offer a Hybrid Learning Model, with some students continuing to participate through virtual learning options.
- In-person instruction will be open to all students and will be organized into small stable groups of students without mixing groups throughout or across days.
- Academies that reopen during the Red Tier for in-person instruction will limit the number of students on campus each day to 50% of the total campus capacity numbers.

---

<sup>2</sup> January 29, 2021, <https://covid19.ca.gov/safer-economy/>

<sup>3</sup> January 29, 2021, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html>

<sup>4</sup> January 29, 2021, <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

### **Phase 3: Orange (Moderate Tier)**

- All campuses are opened.
- In-person and small group instruction and services for targeted students will occur, especially for high-need students.
- Campuses are open for in-person instruction for all grades.
- The school will continue to offer a Hybrid Learning Model, with some students continued participation through virtual learning options.
- In-person instruction will be open to all students and will be organized into small stable groups of students.
- There may be some scheduled mixing of groups of students and teachers throughout or across school days.
- Academies that offer in-person instruction may be limited to the number of students on campus to 75% of total campus capacity.

### **Phase 4: Yellow (Minimal) Tier**

- Hybrid Learning Model: Most students participate in In-Person learning with some students remaining on virtual learning.
- Campuses may resume to larger sized, in-person classes, activities, and events based on internal risk assessment of transmissions at the campus.
- There may be some mixing of groups of students throughout or across school days.
- Academies may return to 100% capacity of the number of students on campus.

**Note:** *It should be assumed that there will be ongoing school closures throughout the reopening phases in response to both community and internal risk assessments of exposure to COVID-19.*



## PROMOTION OF HEALTHY HYGIENE AND SAFE PRACTICES

### Introduction

A primary goal for safe school reopening is the ability of the school to reduce or eliminate in-school transmission of the virus. Careful planning and implementation of safety measures and the layering of mitigation strategies are proven methods that are most effective in decreasing the number of transmissions.

#### **Daily Pre-Screening for Symptoms at Home**

Staff and parents of students will conduct a daily pre-screening for symptoms and possible fever before entering the facility. Signage will be posted at entry points to the campus to remind everyone not to enter the campus if they are presenting symptoms or recently had a confirmed case of the virus.

- Students and adults experiencing symptoms listed must not attend school. This includes anyone with a fever of 100.4°F or higher.
- Staff, students, or other individuals that have a cough or other COVID-19 symptoms, plus an elevated fever will be sent home, instructed to self-quarantine, and seek advice from their physician.
- Trained staff will be available at each campus to provide temperature checks and COVID-19 symptom monitoring.
- Staff will conduct ongoing visual health checks and make referrals to the school health office for students that have a cough, sneeze, or other flu-like symptoms.
- Parents will be trained on COVID-19 symptoms and instructed to keep symptomatic students home for the recommended wait period, to contact their physician, and to get tested for COVID-19.
- Students or staff that have chronic allergic or asthmatic symptoms, with a change in their symptoms from baseline, would be considered an asymptomatic person.

#### **Arrival at School**

All staff, students, and visitors will follow all safety procedures when arriving on campus, including wearing a face covering, physical distancing, and self-screening for symptoms of COVID-19.

- All staff, students, and visitors will practice physical distancing upon arrival to-and-from campus.
- Common areas and physical distancing requirements will be clearly designated by signage throughout all Springs' facilities.
- Student pick-up and drop-off procedures may be staggered in order to prevent students from congregating as they transition between home and school.
- All facilities will have clearly designated common and restricted areas and designated traffic patterns to avoid cross traffic in hallways and offices.
- All facilities will post signage to direct staff, students, parents, and visitors to conduct a COVID-19 symptom self-check.
- Late arriving students will be escorted to their classroom by a staff member.

**Handwashing and Healthy Hygiene Practices**

Springs Charter Schools promote healthy hygiene practices to slow down the transmission of COVID-19 and other contagious diseases.

- In collaboration with the Facilities Department, adequate provision of handwashing stations throughout the facilities will be provided through the use of either existing stations or the provision of portable stations.
- All facilities are supplied with adequate soap, paper towels, tissues, and sanitizing stations for students and staff.
- Designated times for students to frequently wash their hands are built into each program's daily master schedule to ensure that students do not congregate during transition times that require additional hygiene practices.
- All campuses have posted age-appropriate signage with instructions about proper handwashing and cough and sneeze etiquette around the campus, at each hand washing station, and within each classroom.
- All supervisors and staff are trained and provided with instructional materials on proper handwashing, cough and sneeze etiquette, physical distancing, and wearing of face coverings as protective measures to stop the spread of the virus.
- Teachers will be provided with resources and instructional materials to teach and reinforce healthy hygienic practices, including staying home when sick, washing hands, sneeze and cough etiquette, proper wearing of face coverings, and the importance of physical distancing.
- All students and staff will be required to wash their hands when entering the classroom and encouraged to wash their hands with soap and water frequently throughout the school day.
- Students and staff may use fragrance-free hand sanitizer when handwashing is not practicable. Note: Frequent handwashing is more effective than the use of hand sanitizer. Ethyl alcohol-based hand sanitizers may be used by students under adult supervision.

**Face Coverings and Personal Protective Equipment (PPE)**

All individuals that enter a Springs campus or facility will wear face coverings in accordance with the local health department orders and California Department of Public Health guidelines.

- Campus administration has the authority to remove an individual for failure to comply with safety protocols, including the wearing of face coverings.
- Exemptions to wearing a face mask include activities such as nutrition breaks, meals, or when the covering needs to be replaced.
- During times of exemptions, staff and students must practice physical distancing of six feet or more and other safety measures.
- Staff and students are required to provide their own masks in accordance with the local county health orders. Additional, clean masks will be provided to staff and students, as needed.
- Reusable masks that are used or become dirty should be placed in a clean, safe area, clearly marked with the individual's name and date, until it needs to be put on again.
- For a select group of individuals that cannot wear a face-covering due to a confirmed medical or mental health condition or disability, such as a disability that may impair the person's ability to communicate, accommodations will be made. Considerations would include the wearing of a clear mask or shield with a

drape, as long as their condition permits.

- In some situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used, as long as the wearer maintains physical distance from others.
- Additional accommodations may be made by the campus/facility administrator as long as adequate physical distancing and all other safety protocols are enforced.
- Staff and students that are working in isolated settings, such as a designated workspace, may remove their masks as long as they remain in isolation. In these cases, staff and students must return to wearing a face-covering once they leave their designated area.
- All Springs campuses and facilities will post signage and reinforce the proper use of face coverings in accordance with local health department orders.
- Staff, students, and visitors will provide their own face coverings unless specific PPE or other restrictions apply.
- Staff supervisors and directors must provide and ensure that staff use proper face coverings and other PPE in accordance with CDPH guidelines. Employees in this category include, but are not limited to, nutrition staff, custodial and maintenance staff, health services providers, and staff that work directly with students who are unable to adhere to safety guidance of physical distancing, face coverings, etc.

**Physical Distance**

Physical distancing of six feet or more between individuals at all times is considered one of the most effective measures against spreading the virus from one person to another.

**Non-Classroom Spaces**

- Nonessential visitors, volunteers, guests, and activities outside of the cohort class groupings will be limited until the risk of transmission is minimal as determined by the local health authority.
- Campus administration will determine clearly marked traffic patterns to be used in hallways and other outdoor areas to minimize congregate movement.
- To the degree possible and weather permitting, staff will maximize the use of outdoor space for instruction.
- School lockers and common water fountains will be made unavailable until the levels of virus transmission are minimal per the county health authority.
- Outdoor activities, including recess, sports, lunch, and instruction will be scheduled in separate areas to avoid cross-contamination of the virus and interaction between stable groups of students.
- Outdoor singing and band practice is permitted, as long as precautions of physical distancing and mask-wearing are implemented to the maximum extent possible.

**Classroom Space**

- Student desks will be placed six feet apart whenever possible. In the event that six feet of distance is not possible, student desks will be placed no less than 4 feet apart, facing forward.
- Staff desks (teacher and/or ACE) will be placed at least six feet distance from student desks.
- In circumstances where the above guidelines are not possible, staff should optimize other separation techniques such as the use of partitions or added protections, such as face shields with drapes.
- The school administration will post a COVID-19 Classroom Capacity sign in each classroom to ensure that teachers and students are adhering to the classroom space protocols.
- Classroom space should be set up with materials, partitions, sneeze guards, and other equipment that can

be easily cleaned and sanitized as needed.

- Classroom materials should be organized to prohibit the sharing of instructional materials and in a manner that allows for used materials to be adequately cleaned in-between use (such as balls, toys, writing utensils, consumable instructional materials, and books).
- Each class will post health and safety signage and instructions designed for students to easily understand.
- Visual health checks and referrals to the health office will be conducted on an ongoing basis throughout the school day for staff and students.

## OTHER SAFETY CONSIDERATIONS

### Master Schedules

Principals and Instructional Program Leaders will develop a written master schedule that outlines student activities from drop-off to dismissal. The master schedule will include the following:

- Extended time for drop-off designed to limit the number of students congregating in any area.
- Drop-off times for late arriving students.
- Designated times for students to wash their hands prior to entering a classroom. Scheduled transition times for handwashing should be at the beginning of the school day and when students return to class from lunch or recess. These times would be determined based on the number of handwashing stations available and the avoidance of students congregating with one another.
- Clearly designated outdoor activities and groups to avoid cross-contamination or mixing of groups.
- Extended pick-up times that minimize congregated movements through the hallways and during the transition from school to cars

### Ventilation

Campus administrators and employee supervisors are responsible to ensure sufficient ventilation in all school classrooms and workspaces.

- Whenever possible, allow for natural ventilation through the use of outdoor spaces or open windows.
- If ventilation is a concern, contact the Facilities Department to determine if one of the following needs to be addressed:
  - Ventilation System evaluation
  - Central Air Filtration check
  - If warranted, the installation of air cleaners or upgraded air filters
- The Facilities Department will ensure that all ventilation requirements, Cal/OSHA requirements, and CDPH asthma safer cleaning methods are inspected and upgraded as required by the Healthy Schools Act.

### Stable Groups

CDPH defines stable groups as follows: “<sup>5</sup>A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.” CDC guidance references fixed membership groups as “cohort” groups, while other guidance use terms like “pods” or “bubble” groups. For the purposes of In-person instruction, these groups will be referred to as **Stable Classrooms**. Stable classes will be assigned as follows:

- Stable classroom groups will be assigned at the beginning of returning to In-Person instruction.
- Parents will be expected to elect their preference to either return to in-person instruction or remain on distance learning for the remainder of the 2020-2021 school year.
- Once a stable classroom group has been established, no new students will be added to the group.
- Stable groups will remain together throughout the day, including lunch and recess, with their assigned teacher or ACE.
- Stable groups may not interact with other groups of students or staff until a time when the risk of transmission of the virus is determined by the local health authority to be minimal (see Phases for Reopening).
- In the case where more than one stable group must share a classroom or other instructional space,

<sup>5</sup> January 14, 2021, COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year  
COVID-19 Prevention and Safety Plan | Springs Charter Schools

adequate time must be included in the master schedule for cleaning and disinfection, and the transition of instructional materials to ensure reduced chances of contamination occurs.

- In the case of a student that is assigned to both a Cohort Group (see definition) and a Stable Classroom Group, every precaution must be taken to ensure that there is minimal cross-contamination.
- Whenever possible, electives, support services, parent-teacher-student conferences, should be held in a virtual setting until the transmission levels are significantly reduced per the county health department.

### Isolation Rooms

Each facility will have an isolation room or area(s) to separate anyone who exhibits symptoms of COVID-19 while at school.

### Limit Sharing

Each facility will limit staff and student sharing of items until such time as the county health department determines that there is a minimal risk of the spread of the virus.

- Staff and students may bring a limited set of personal items into the classroom and/or workspaces. All personal items must be non-porous and able to be cleaned and sanitized.
- Cell phones, when permitted, must be sanitized or stored in a plastic bag.
- Personal belongings, food items, or other items brought from home, may not be stored overnight.
- Laptops, instructional devices and materials, art supplies, and other equipment must be, to the extent possible, cleaned and disinfected between uses.
- Staff and students will avoid sharing electronic devices, clothing, toys, books, and other learning aids as much as practicable. If sharing occurs, clean and disinfect between uses.

<b>Staff Safety</b>	Springs Charter Schools considers the safety of all individuals within the school community as its highest priority and has put safety protocols in place for all staff, students, and visitors.
---------------------	--

- Staff access to campus if not reopened for in-person instruction is permitted without students on-site while counties are not open for in-person instruction.
- Staff that are working with cohorts of students, as defined in this plan, are permitted on campus as long as there is a designated administrator and a trained health staff member on-site while students are present.
- All staff, students, and visitors will adhere to safety protocols for physical distancing and wearing of face coverings.
- All campuses/facilities will post signage to remind staff, students, and visitors to adhere to requirements for physical distancing and wearing face coverings.
- All staff will attend a mandatory COVID-19 training on the practice of physical distancing and face coverings.
- All functions of the school, including staff meetings, professional development, and other activities will include virtual options, when feasible.
- All staff meetings will be held in areas that allow room for participants to adhere to the physical distancing protocols.
- Use of communal spaces such as staff and break rooms is restricted until the threat of the spread of the virus is low as determined by local health department orders.
- Staff will be directed to stay home when they are ill and/or will be provided with the option to work

remotely when they are under self-quarantine and/or displaying symptoms of the virus.

- All campuses and facilities will provide staff health services and protocols for optional and mandatory daily temperature monitoring and symptoms check.
- Staff who are unable to return to in-person instruction or essential work should discuss their situation with their supervisor and HR to determine what accommodations can be made, such as continued distance work, returning to work in a designated area, etc.

## COHORT GUIDANCE

**Cohort:** The California Department of Public Health Cohorting Guidance provides a way for schools that are not yet permitted to reopen under state and local public health directives or by determination of the LEA, to provide in-person supervised instruction to students, especially to high need students who may not be able to benefit fully from distance learning offerings. Considerations in regards to Cohorting:

- Unless all students are offered the option to return for in-person instruction, the school is considered closed to reopening for in-person instruction.
- Cohort groups are stable groups of no more than 14 students and two supervising adults.
- Groups must remain together throughout the day, during recess and lunch breaks, and not interact in person with other individuals or groups of students outside of the cohort group.
- One-to-one specialized services can be provided to a child or youth that is not part of a cohort group. All precautions must be made to minimize the risk of transmission of the virus and cross-contamination.

## EXPOSURE - ISOLATION - QUARANTINE PROCEDURES

### Close Contact Definition

Contact with a person who is within 6 feet from a person with a confirmed case of COVID-19 for more than 15 minutes cumulative within a 24-hour period, regardless of face covering.

### Staff or Students Displaying Symptoms of COVID-19

Students or staff that are exhibiting symptoms while on campus should be referred to the Health Office for a symptoms and temperature check. If the individual is determined to be symptomatic for COVID-19 they will be sent home or required to wait for transportation home in the isolation area. Symptomatic individuals will be advised to self-quarantine for 14 days, get a COVID-19 test, and stay home until they have met the CDPH criteria to discontinue home isolation.

- At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test or a healthcare provider has provided documentation that they are cleared to return to work or class.

See additional guidance about isolation and quarantine from CDPH<sup>6</sup>.

### Staff or Student with Confirmed COVID-19 Exposure

An individual is considered to have a confirmed case of COVID-19 if they have received a positive test result or have been diagnosed with the virus by a healthcare professional based on symptoms.

### Isolation Requirements

The following action will be taken when working with an individual with a confirmed case of COVID-19:

- Immediately isolate the individual from others, either by sending them home or moving them to the school's isolation room until they can be safely transported home.

<sup>6</sup> <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Quarantine.aspx>  
COVID-19 Prevention and Safety Plan | Springs Charter Schools



- Notify the individual or the parent of the student that they should get tested, contact their primary healthcare provider, and stay home and monitor their symptoms.
- Once the area is secured, immediately conduct a tracing investigation, notify any individuals that were in contact with the individual that they may have been exposed to the virus.
- Determine if the area of exposure needs to be closed for cleaning and disinfection.
- In collaboration with the Senior Director of Academies or the Senior Director of ILP programs or other senior leadership staff, determine if a partial or full closure needs to take place.

### **Reporting Requirements**

The following notification actions will be taken when addressing a possible exposure:

- Notify all individuals that may have been exposed based on the Tracing Investigation findings.
- In order to reduce stress and respond to individual questions, it is recommended that notification to staff and parents of students be conducted by phone rather than email or text, whenever feasible.
- Notify the school nurse, who will submit the required notification to the local health authority.
- If applicable, notify the employee's supervisor of the confirmed case.
- If the confirmed individual is an employee of the school, remind them to contact HR for additional support about leave times and other benefits.

### **Staff or Student who is Cohabiting with a Person with a Confirmed Case**

- Students will be placed in the school site isolation room while awaiting pick-up.
- Staff will immediately be released to go home to isolate.
- Instruct the individual to self-quarantine for 14 days from last exposure to a positive case.
- Recommend symptoms monitoring and COVID-testing.

### **Returning to School or Work after Exclusion for Symptoms**

- At least 24 hours have passed since the resolution of fever without the use of fever-reducing medication; and
- Other symptoms have improved; and
- They have received a negative test or a healthcare provider has provided documentation that they are cleared to return; or
- At least 10 days have passed since symptom onset.

## TESTING AND VACCINES

### **Testing for Asymptomatic staff**

The school has a written process to ensure asymptomatic staff participates in surveillance testing periodically, as testing capacity permits, and as practicable, in accordance with CDPH Reopening In-Person Learning Framework.

- School staff, including teachers, para-professionals, nutrition workers, custodians, and other staff are considered essential workers under California guidelines.
- It is recommended that all essential workers, particularly those that work directly and in-person with students, participate in frequent testing, even when no COVID-19 symptoms are present.
- The recommended frequency of testing is that 25% of staff members be tested every two weeks.
- Testing locations and resources are located across Southern California.
- Information about testing locations and the importance of ongoing testing of asymptomatic individuals will be provided and strongly encouraged by all administrative staff.
- In the event of a positive test result, staff will quarantine for the expected period of time (CDC & CDPH Guidelines), and notify their supervisor of the positive test result.
- The staff that have tested positive or been diagnosed with COVID-19 are required to obtain written clearance to return to work from the school nurse.

### **Vaccines for Staff**

CDPH strongly recommends that all persons eligible to receive the COVID-19 vaccines receive them at the first opportunity.

- All staff at Springs Charter Schools will complete mandatory training on the importance of receiving the COVID-19 vaccine and its implications for the school and community at large.
- All staff will be strongly encouraged to report their level of participation in the vaccine program.
- In addition to the COVID-19 vaccine program, staff and parents of students will be encouraged to be immunized against influenza unless contradicted by personal medical conditions or advice from their primary care provider.
- The school nurse will be available to provide individual consultation and information about the vaccine program.

## SCHOOL CLEANING AND SANITATION

### Daily Cleaning

Trained custodial staff will clean frequently touched surfaces at all office and campus facilities daily and, as practicable, frequently throughout the day whenever staff and students are on campus/facility.

Frequently touched areas include:

- Sink faucet handles
- Doorknobs
- Shared tables, desks, or chairs in between use by one individual or group to another
- Shared technology
- Shared play equipment, toys, instruction material in between use by one individual or group to another.

### Sanitizing and Disinfecting

In alignment with the January 14, 2021 CDPH guidance for reopening for in-person instruction, school cleaning and sanitation will limit the use of disinfecting chemicals to specific products recommended, and only in response to a specific situation that has resulted in a confirmed exposure. Staff should:

- Be aware of the risk related to disinfectant products on individuals with asthma and other health related conditions.
- Avoid such products as bleach, acid, or ammonium compounds.
- Follow label directions for appropriate dilution rates and contact times.
- Use proper PPE when using cleaning and sanitizing products and equipment.
- Keep cleaning products away from students.

**Exposure - Cleaning & Disinfecting:** In the event of an exposure to a confirmed case of COVID-19 the area of exposure will be cleaned and disinfected prior to allowing students or staff to reenter.

### Drinking Water Stations and Fountains

Drinking fountains should be disabled and water bottle filling stations should be monitored by staff to reduce the amount of cross-contamination, if any.

### Playgrounds

Outdoor Playgrounds and natural play areas only need routine maintenance. Students should wash their hands before and after use. When hand hygiene is emphasized, cleaning of outdoor structures is not required between stable or cohort groups.

## ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Springs Charter Schools has developed a safety plan based on the county tiers of risk of transmission of COVID-19. The plan is aligned with California Interscholastic Federation (CIF) Sports Medicine Advisory and California Department of Health (CDPH), California Department of Education (CDE). The plan outlines the level and duration of a gradual return to full physical athletics and performing arts.

School administrators that wish to offer students an athletic or performing arts option should contact the school's Athletic Department or COVID-19 Network Administrator.

## EXPOSURE AND FACILITY CLOSURE

### Tracing

All staff, students, and visitors must sign in and sign out when entering any facility. In addition:

- Administrators must ensure that they know who has been on campus each day and which areas they visited.
- Staff and students that are assigned to a stable group or an isolated work area should avoid interactions with other groups.
- Tracing log sheets must be secured for two weeks in order for administrators to obtain accurate and objective records in the event of a single or cluster of exposures.

### Reporting Requirements for All Stakeholders

All individuals, whether they are accessing their work (staff) or instructional program (students) are required to report any known or suspected cases of exposure to a confirmed case.

### Immediate Response to a Reported Exposure

It is critical that school staff and administrators respond immediately to any reported case of confirmed or suspected COVID-19 situation.

- Immediately isolate the individual(s) and secure the area of suspected exposure.
- Interview the individual to determine who they have been in contact with in the past 5 days.
- Within 15 minutes of notification, conduct the Tracing Investigation to determine the scope of the possible exposure. Compile a list of persons based on the investigation process.
- Be aware of any staff and students that are at a higher risk of severe reaction to the virus and take action accordingly.
- Consult with the school nurse or local health authority as needed.
- Notify individuals, preferably by phone contact rather than email, about the possible exposure and instruct them to stay home, monitor for symptoms for the next five days, consult their medical provider as needed, and consider getting a COVID-19 test.
- Continue to follow up with possibly exposed individuals and provide guidance in alignment with CDPH and local health authority about symptoms monitoring and when they may safely return to the school or the workplace.

### Tracing Investigation of an Individual or Cluster of Exposures

Measures for investigating an individual case or an outbreak of cases:

- Once the area of suspected exposure has been secured, the facility administrator will conduct an investigation to determine the extent of possible exposure.
- Investigation steps include:
  - Ask the confirmed individual for a list of persons that they have come in contact with in the past five days.
  - Review Tracing documents, sign in/sign out sheets, schedules, and class rosters to obtain a list of persons that may have come in contact with the confirmed case.
  - Consult with the direct supervisor and the school nurse to determine the next steps in accordance

with local and state health department guidance.

- Determine if a partial or full closure is required.
- The school nurse will notify the local health department for reporting and consultation.
- Follow notification protocols to ensure that all persons that potentially came in contact with the confirmed case receive appropriate guidance.
- CDPH defines an outbreak as 3 or more confirmed or probable cases of staff or students occurring over a 14 day period.
- If there is a suspected outbreak, consult with the local health authority to determine if the facility must be closed.

### **Authority for Partial Facility Closure**

When exposure to a confirmed case of COVID-19 occurs, it may be necessary to partially close an area of the facility for a period of time to allow for cleaning and disinfection of the area.

- Once the area is secured, and the individual with a confirmed case is isolated, the facility administrator will conduct the Tracing Investigation and create a list of students and staff, and others that may have come into contact with the positive case.
- The facility administrator, in collaboration with their supervisor, has the authority to determine if a partial closure for the purpose of cleaning and disinfecting the area needs to occur.
- All potential exposed individuals will be notified of the exposure and provide next step guidance (see instructions under full facility closure, below).
- The campus administrator, in collaboration with their supervisor, will 1) notify parents and staff of the partial closure, 2) determine the data for reopening the area after cleaning and disinfection, 3) and send an internal notification to school leadership staff and the school nurse.

### **Authority for Full Facility Closure**

Once the confirmed case has been isolated and the area secured, a determination should be made about whether or not the facility should be closed.

- The new guidance allows for a facility to remain open when a confirmed case or a small cluster of cases occur while the campus is open for in-person instruction.
- Facility administrators will work with their supervisor, the school nurse, and local health authority to determine if a full campus closure is warranted.
- Facility administrators will work with their supervisor to ensure that notifications to all individuals affiliated with the campus are notified and provide “next steps” for ensuring that they watch for symptoms, self-quarantine, and seek medical assistance if needed.
- In the event of a closure, all work and instruction will be provided through distance options.
- The facility administrator will make arrangements for cleaning and sanitizing the facility before staff and students are allowed to return.
- The senior director or affiliated leadership staff will notify the school community of the closure through email or the school’s “school closure” chat and/or Titan alert system.

### **Authority for Facility Quarantine**

The local department of health has full authority in ensuring the health and safety of the local community. The school nurse is assigned as the liaison between the school and the local health department to ensure proper reporting procedures, school closures, and facility reopenings are conducted appropriately.

- All confirmed cases of COVID-19 will be immediately reported to the school nurse who will complete required health department procedures for reporting and monitoring each situation.
- School leaders and administrators will provide the school nurse with needed information to assist in the reporting process, including a line list of close contacts at the school.

**Reporting an Exposure:** All staff, supervisors, and parents will be trained on school protocols to report any possible exposure to COVID-19.

- All staff, parents, students, and visitors to any school facility must report to the facility administrator or other school official when they or their student has been exposed to or has a confirmed or suspected case of COVID-19.
- Employees must report any suspected or confirmed case of COVID-19 to their supervisor and remain home.
- Return to work or school criteria is set forth by the CDPH guidance and the local health authority. Staff must contact the school nurse to obtain clearance to return to work. In addition, staff will consult with the school nurse or CDPH guidance to determine when a student may return to the classroom
- All confirmed cases of COVID-19 must be reported by the employee's supervisor and facility administrator to the school nurse. Reported information is highly confidential and protected information under FERPA and HIPAA. The school nurse will notify Risk Management/Workers Compensation.
- All administrative staff will work closely with the school nurse's office to ensure that all local health department report requirements are completed in an efficient and timely manner.

## REOPENING A FACILITY AFTER A CLOSURE

### Considerations after a Partial Closure

In the event of a confirmed case of COVID-19 at any of the Springs' facilities, the facility administrator, either the principal or assigned administrator on-site, will consult with their supervisor to determine if a partial closure is needed:

- Partial closures may occur when a stable or isolated group has been exposed to a positive case, but no other individuals or groups have been exposed.
- Partial closure may occur when a designated area of the facility has been exposed and there is no evidence of cross-contamination or exposure with other designated areas of the facility.
- Partial closures are for the purpose of isolating the area to conduct a deep cleaning and sanitation and typically last a few days.
- A partial closure may occur when there have been several suspected cases of exposure on campus and the facility administrator determines that deep cleaning and sanitation is needed as part of the mitigation of the spread of the virus process.
- All individuals, staff, students, parents, and administration must be notified of the partial closure and the rationale for why the administration made the determination.
- All staff and students will be provided with virtual work and learning options during a partial closure.

### Full Facility Reopening Procedures

In the event that closure of exposures occurs or that an entire facility has been compromised, the following procedures must be followed:

- Secure the facility to the extent necessary, to ensure that all staff and students are removed from possible exposure and contaminated areas.
- Complete the Tracing Investigation as described in this Plan.
- In consultation with the school nurse, the local health department, and the administrator's supervisor determine if the facility meets the health department's criteria for closure.
- In the event of a full facility closure, the campus will be closed for 14 days, as determined by the local health authority.
- If a school is closed, it may reopen after 14 days as long as there has been sufficient cleaning and disinfection, a public health investigation, and in consultation with the local health authority.

### Re-opening a Campus after a Full Facility Closure

Prior to reopening a facility or campus after a full facility closure, the facility administrator must schedule a Reopening Meeting with senior leadership staff from HR, Health Services, and Academy or ILP, and the school nurse.

The purpose of the meeting is to confirm that the facility meets the local health department's requirements to reopen, that all essential employees are available to maintain the health operations of the campus, and that all internal notifications and communications have occurred.

This meeting will be scheduled to occur during the 14 day period that the campus is closed.

## COVID-19 TRAINING

Mandatory Training and Education for Families will occur prior to allowing any In-Person instruction. Below is a list of content that is included in the training.

COVID-19 Training Topic	Supervisor	Staff	Parent
<b>General Information:</b>			
COVID-19 symptoms, transmission, and compromising conditions	X	X	X
Prevention: How to prevent the spread of COVID-19	X	X	X
Confidentiality: HIPAA and California confidentiality law for staff and students	X	X	X
Student Health Services: monitoring of symptoms and temperature Checks	X	X	X
Physical Distancing	X	X	X
Healthy Hygiene	X	X	X
Temperature & Symptom Screening: COVID-19 temperature monitoring and symptom screening procedures	X	X	X
Medical Assistance: The importance of seeking medical attention	X	X	X
<b>Springs' Policies &amp; Protocols</b>			
SIGN UP - SIGN IN - SIGN OUT contact tracing and investigation procedures	X	X	X
Student Health Screening: How to conduct prior to drop-off at school	X	X	X
Staff Health Services and Screening: Protocols and resources for sending symptomatic staff w/ fever home	X	X	n/a
Contacts: When and how to contact COVID-19 liaisons	X	X	X
Face Coverings: Proper use, exemptions, accommodations	X	X	X
Campus/facility closure and reopening procedures	X	X	X
Emergency Procedures: School policy on when to call 911	X	X	X
Visual Health Checks: Staff and Students	X	X	X
Health Services Dismissals: Plan and procedures to follow when someone becomes sick as school	X	X	X
Staff and Student Return to School/Work Protocols: monitoring for temperature and symptoms	X	X	X
Tracing Investigation: How to conduct a Tracing Investigation	X	X	X
Campus/facility Closures: Partial or full school closures and Reopening Procedures	X	X	X
Health Services: Stay home when sick policy	X	X	X



Board Policy (new): COVID-19	X	X	X
Board Policy (new): Addressing the needs of Staff with Compromised Conditions or Other Circumstances	X	X	n/a
Board Policy (new): Addressing the needs of students with Compromised Conditions or Other Circumstances	X	X	X
Board Policy (revised): Visitors & Guests	X	X	X