



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

**Springs Charter Schools  
Revised August 22, 2021  
Dr. Kathleen Hermsmeyer, Superintendent**



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Safety Plan for Reopening  
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## **Introduction**

Springs Charter Schools is a network of schools in Southern California that includes: 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. Springs Charter Schools' student centers are located in San Bernardino, Riverside, Orange, and San Diego counties.

All guidance included in this plan is consistent with the July 12, 2021 updated COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year provided by the California Department of Public Health (CDPH)<sup>1</sup> and the Center for Disease Control (CDC).

The Springs' community understands that the ability to stay open may be unstable and that 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.

*NOTE: As Local Educational Agencies (LEA) are required to adhere to local county health and safety guidelines, the Safe Return to In-Person Instruction and Continuity of Services plan will be continuously reviewed and as appropriate, updated when there are changes to local health and safety guidelines. CDPH is expected to determine no later than November 1, 2021, whether to update mask requirements or recommendations.*

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<sup>1</sup> COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year, July 12, 2021, <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx#>  
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## 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 include:

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.

## 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 had a recent exposure to a confirmed positive case.

- Students and adults experiencing symptoms listed must not attend school. The list below has been compiled by the CDC as common symptoms of COVID-19 but is not intended to be an exhaustive list:
  - Fever of 100.4°F or higher or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Staff members and students with symptoms of COVID-19 infection should *not return* for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
  - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - ii. Other symptoms have improved; and
  - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
- Staff, students, or other individuals that have a cough or other COVID-19 symptoms, plus an elevated fever will be sent home, and follow the above CDPH criteria to return to school.
- 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 from in-person instruction and follow the above CDPH criteria to return to school.

- Students or staff that have chronic allergic or asthmatic symptoms that are experiencing atypical symptoms should have a symptoms check by the school nurse to determine if a recommendation for the individual to isolate is required.
- Contact tracing and close contact exposure screening. Students who have tested positive for COVID-19 and/or who are placed on quarantine/extended illness will receive independent study assignments.

**Arrival and Departure**

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

- Daily symptom and temperature screening of students and staff, requiring parents/students and staff to indicate they are symptom-free and fever-free each day of attendance.
- Face coverings while indoors at school sites are required. At this time, CDPH has stated that all students, staff, and visitors will need to wear masks while indoors. This is regardless of vaccination status. Per CDPH, face coverings will not be required when outdoors for all students, staff, and visitors.
- When student programs are not in session, vaccinated staff and visitors on school sites are not required to wear facial coverings.
  - Students or staff who forget to bring a face covering will be provided one by the school.
  - School staff will provide students and their parents/guardians with courteous reminders about indoor mask wearing guidelines when needed.
  - For medical exemptions and alternative face covering options, families should first contact their school site for support, followed by additional support when needed by our school nurse and Springs Health Services Staff [school.nurse@springscs.org](mailto:school.nurse@springscs.org).
  - If wearing a mask is a deterrent to your children attending programming on campus, we have programming to support families for the 2021/2022 school year. We offer a full continuum of programs, including a virtual academy. Feel free to contact our enrollment team at [enrollment@springscs.org](mailto:enrollment@springscs.org) or 951-252-8888 to discuss if this would be a fit for your family.

**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 are 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 are provided with resources and instructional materials to teach and reinforce healthy hygienic practices, including staying home when sick, washing hands, sneezing and cough etiquette, and the proper wearing of face coverings.
- All students and staff will be required to wash their hands or use hand sanitizer when entering the classroom and are encouraged to continue this practice frequently throughout the school day.

<b>Face Coverings and Personal Protective Equipment (PPE)</b>	All individuals that enter a Springs K-12 campus will wear face coverings when indoors and students and staff are both present. This is in accordance with the most current California Department of Public Health guidelines.
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- Campus administration has the authority to remove an individual for failure to comply with safety protocols, including the wearing of face coverings.
- Masks are optional outdoors for all in K-12 settings.
- 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 bag, 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.
- 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.

Staff that are providing therapeutic services such as speech, occupational therapy, or individual counseling, to students that are unable to progress in these areas through virtual means **and** are unable to wear a mask, will be provided face shields. Physical distancing will be practiced during therapeutic sessions and additional barriers such as a clear plastic partition will be provided. Staff providing these services to students will be provided with PPE, including a single-use surgical mask, face shield with drape, gown, and gloves.

In cases where the student is unable to wear a mask due to mental health or other identified disabilities, the student will be provided with a face shield and a seating assignment that is 6 feet or further from other students and staff. Staff within the classroom will be trained in de-escalation and redirection intervention strategies to support the student. In the event that these strategies are unsuccessful, the student will be removed from the classroom to an area where they will be provided with 1:1 support from staff. Mental health staff, teachers, and paraeducators will be trained on addressing these situations and additional PPE will be provided to staff in the event that the student needs to be escorted from the classroom.

- Staff and students that are working alone in a room may remove their masks. If an individual enters the room, they must put the face-covering back on.
- All Springs campuses and facilities will post signage and reinforce the proper use of face coverings in accordance with local health department orders.
- 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 and wearing a face covering.

- 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.

### **Classroom Space**

- Unless otherwise determined by the local health authority, the placement of student desks within each classroom will maximize the available space.
- Classroom space should be set up with materials and other equipment that can be easily cleaned and sanitized as needed.
- Classroom materials should be organized to limit the sharing of instructional materials and in a manner that allows for used materials to be adequately cleaned frequently (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.
- Daily cleaning and sanitizing of classrooms and common spaces.
- Air filters will be replaced on a schedule, per manufacturer instructions.

## OTHER SAFETY CONSIDERATIONS

### Master Schedule

Facility Administrators 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 or use hand sanitizer 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.
- Extended pick-up times that minimize congregated movements through the hallways and during the transition from school to cars

### Contact Tracing and Close Contacts

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

- Facility Administrators must ensure that they know who has been on campus each day and which areas they visited.
- Staff, students, and visitors are advised to limit interactions with other groups in order to lower the risk of possible close contact with COVID-19.
  - Close Contact: A close contact is defined by CDC as “someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for [discontinuing home isolation](#).
- 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.

### 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.

**Staff Safety**

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.

- All staff, students, and visitors will adhere to safety protocols outlined in this plan
- All campuses/facilities will post signage to remind staff, students, and visitors to adhere to requirements for wearing face coverings when indoors, symptom checks, and hand hygiene.
- All staff will complete a mandatory COVID-19 training.
- Staff members with symptoms of COVID-19 infection are not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
  - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - ii. Other symptoms have improved; and
  - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
- All campuses and facilities will provide staff health services and protocols including daily optional 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.

**Visitors/Volunteers/  
External Groups**

Visitors, volunteers, and external groups during the school day will be limited to essential functions only.

- Due to current levels of community transmission of COVID-19, volunteers, visitors, and external groups will be limited and virtual options should be considered first.
- When determined by school administration that visitors, volunteers, and/or external groups may participate in school functions onsite, upon proof of vaccination status or verification of a negative test within a week of the activity to school administration.
  - [CDPH health order](#) from August 11, 2021

## SCHOOL CLEANING AND SANITATION

### Daily Cleaning

Trained custodial staff will clean frequently touched surfaces at all office and campus facilities daily 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 July 12, 2021 CDPH guidance for reopening for in-person instruction, school disinfection 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.

Disinfecting will only be done during times when students are not on campus

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

### Drinking-Water Stations and Fountains

Drinking fountains should be disabled and water bottle filling stations for staff and student use.

- Staff and students will bring their own water bottles from home.
- Each campus will be stocked with additional single-use or reusable water bottles for students and staff.

### 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.

## TESTING AND VACCINES

### COVID-19 Testing for Staff and Students

The school has a written process to ensure staff and students participate in all required testing based on CDPH guidance. Testing requirements apply to all staff working directly with students.

#### Options for Testing:

- Staff and families will be supported by Springs Health Services to find local COVID-19 testing centers or with an individual's health care providers.
- Staff may access testing through their family insurance plans.
- Link to state testing assistance: [COVID-19 Testing Sites in California](#)
- Springs is actively working with CDPH to establish additional testing locations for staff and students; updates to be provided.

#### Staff Responsible: Facility Administrator, employee supervisor, school nurse, COVID-19 network administrator

- All staff will be allowed to get tested for COVID-19 before, during, or after work hours. Staff must notify their supervisor in advance to make arrangements for coverage while they are absent from campus.
- All staff who have tested positive for COVID-19 will contact their supervisor, the facility administrator, and the school nurse immediately.
- All staff who have tested positive for COVID-19 will contact the school nurse for additional guidance on isolation, and return to work procedures and timelines.
- In the event of exposure within the workplace, principals and supervisors will increase their efforts to ensure that all staff who are working with students are actively involved in surveillance testing.

### Vaccines for Staff

CDPH strongly recommends that all persons eligible to receive the COVID-19 vaccines receive them at the first opportunity. Springs will also be in compliance with the recent CDPH order requiring school workers to be vaccinated or comply with weekly diagnostic testing.

#### Vaccination Verification

In compliance with the recent [CDPH health order](#) from August 11, 2021, all vaccinated employees will need to submit proof of vaccination to Springs Health Services. This may be submitted as:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); or
- A photo of a Vaccination Record Card as a separate document; or
- A photo of the Vaccination Record Card stored on a phone or electronic device; or
- Documentation of COVID-19 vaccination from a health care provider; or
- Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; or
- Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

It is important to note that employees whose vaccination status is unknown or for whom documentation is not provided must be considered unvaccinated and will be required to undergo diagnostic screening testing weekly. This information will only be available to Springs Health Services and an employee's direct supervisor.

### **Testing Requirements**

As outlined in the health order, asymptomatic unvaccinated, incompletely vaccinated, or employees who do not have verification of vaccination are required to undergo weekly diagnostic screening testing. More information regarding Springs' testing plan will be provided in the coming weeks.

Springs Charter School will be in full compliance with the order by the given deadline of October 15, 2021.

All staff at Springs Charter Schools will receive information on the importance of receiving the COVID-19 vaccine and its implications for the school and community at large.

- 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 info about the vaccine program.

## EXPOSURE - ISOLATION - QUARANTINE PROCEDURES

### Close Contact Definition

Contact within 6 feet of a person with a confirmed case of COVID-19 for more than 15 minutes cumulative within a 24-hour period. Through contact tracing procedures developed from guidance from the CDPH and the CDC, considerations will be given with relation to: masks being worn properly, indoor/outdoor, and vaccination status.

### 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.

Guidance for staff and students that have either recovered from a positive case of COVID-19 or who have received both doses of the COVID-19 vaccine are required to 1) report the exposure to the facility administrator and supervisor, 2) quarantine under the Staff or Student with Confirmed COVID-19 Exposure guidance (see below).

### Quarantine Recommendations for Close Contacts

1. Quarantine recommendations for vaccinated close contacts
  - a. For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.
2. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the [CDC K-12 guidance](#) and [CDC definition of a close contact](#).
  - a. When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
    - i. Are asymptomatic;
    - ii. Continue to appropriately mask, as required;
    - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
    - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

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

Staff members and students with symptoms of COVID-19 infection are not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

- i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- ii. Other symptoms have improved; and
- iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

### 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.



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.
- **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.
- **Immediately conduct a contact tracing investigation**, notify any individuals that were in contact with the individual that they may have been exposed to the virus.
- **Evacuate the area of the exposure** until such time as custodial staff can disinfect.
- In collaboration with the Senior Director of Academies or the Senior Director of Independent Learning Program (independent study) 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 contact 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 local county health department.
- Notify the school nurse.
- 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.

## FACILITY CLOSURE PROCEDURES

### 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.

- When an on-campus exposure has been reported, **remove all individuals from the exposed area.**
- Interview the individual to determine who they have been in contact with in the past 2 days.
- **Within 15 minutes of notification, conduct the contact tracing investigation** to determine the scope of the possible exposure. Compile a list of persons who were in close contact to the confirmed positive case 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 **Springs Health Services or local health authority** as needed.
- **Notify individuals, preferably by phone contact rather than email**, about the possible exposure.
- **Continue to follow up with possibly exposed individuals and provide guidance** in alignment with CDPH and local health authority about symptoms monitoring, possible quarantine, testing, 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 Springs Health Services 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.
- The school nurse will report all COVID-19 cases and contacts to the local health authority.

### 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 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 disinfecting the area or addressing staffing is warranted.
- Any close contacts 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 date for reopening the area after disinfection, 3) and send an internal notification to school leadership staff and the school nurse.

### **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 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 A CONFIRMED CASE OF COVID-19

**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.
- 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

### **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 Independent Learning Program (independent study), 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.

## 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.

## COVID-19 TRAINING

Mandatory Training and Education for Staff and Families will continue to occur. 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
Healthy Hygiene	X	X	X
Temperature & Symptom Screening: COVID-19 temperature monitoring & 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 & Screening: Protocols & 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

## Appendix A

Quarantine Guidelines for Close Contacts as identified after contact tracing is completed by school administration and Springs Health Services staff. The table below is designed to be general guidelines. In the event of a positive COVID case, close contacts and recommendations will be evaluated on a case-by-case basis.

<b>Close Contact - Students</b>			
Vaccination Status	Masks Worn?	Indoors or Outdoors	Recommendation
<b>Fully Vaccinated</b>	Yes	Indoors	<b>No quarantine, monitor for symptoms for 14 days</b>
<b>Fully Vaccinated</b>	No	Indoors	<b>No quarantine, monitor for symptoms for 14 days</b>
<b>Fully Vaccinated</b>	Yes	Outdoors	<b>No quarantine, monitor for symptoms for 14 days</b>
<b>Fully Vaccinated</b>	No	Outdoors	<b>No quarantine, monitor for symptoms for 14 days</b>
<b>Unvaccinated</b>	Yes	Indoors	<b>Modified 10-day quarantine, may continue with in person instruction if they:</b> <ol style="list-style-type: none"> <li><b>1. Are asymptomatic;</b></li> <li><b>2. Continue to appropriately mask, as required;</b></li> <li><b>3. Undergo at least twice weekly testing during the 10-day quarantine; and</b></li> <li><b>4. Continue to quarantine for all extracurricular activities at school, including sports during the 10-day quarantine</b></li> </ol>
<b>Unvaccinated</b>	No	Indoors	<b>For those contacts that remain asymptomatic, they may discontinue self-quarantine under the following conditions:</b> <ol style="list-style-type: none"> <li><b>1. Quarantine can end after Day 10 from the date of last exposure without testing; OR</b></li> <li><b>2. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</b></li> </ol> <b>They still must continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure. If symptoms develop – immediately isolate and get tested.</b>
<b>Unvaccinated</b>	Yes	Outdoors	<b>Modified 10-day quarantine, may continue with in person instruction if they:</b> <ol style="list-style-type: none"> <li><b>1. Are asymptomatic;</b></li> <li><b>2. Continue to appropriately mask, as required;</b></li> <li><b>3. Undergo at least twice weekly testing during the 10-day quarantine; and</b></li> <li><b>4. Continue to quarantine for all extracurricular activities at school, including sports during the 10-day quarantine</b></li> </ol>

<b>Unvaccinated</b>	No	Outdoors	<p><b>For those contacts that remain asymptomatic, they may discontinue self-quarantine under the following conditions:</b></p> <ol style="list-style-type: none"> <li>1. Quarantine can end after Day 10 from the date of last exposure without testing; OR</li> <li>2. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</li> </ol> <p><b>**They still must continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure. If symptoms develop – immediately isolate and get tested.</b></p>
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<b>Close Contact - Staff</b>			
<b>Vaccination Status</b>	<b>Masks Worn?</b>	<b>Indoors or Outdoors</b>	<b>Recommendation</b>
Fully Vaccinated	Yes	Indoors	No quarantine, monitor for symptoms for 14 days
Fully Vaccinated	No	Indoors	No quarantine, monitor for symptoms for 14 days
Fully Vaccinated	Yes	Outdoors	No quarantine, monitor for symptoms for 14 days
Fully Vaccinated	No	Outdoors	No quarantine, monitor for symptoms for 14 days
Unvaccinated	Yes	Indoors	<p><b>For those contacts that remain asymptomatic, they may discontinue self-quarantine under the following conditions:</b></p> <ol style="list-style-type: none"> <li>1. Quarantine can end after Day 10 from the date of last exposure without testing; OR</li> <li>2. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</li> </ol> <p><b>***They still must continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure. If symptoms develop – immediately isolate and get tested.</b></p>

Unvaccinated	No	Indoors	<p>For those contacts that remain asymptomatic, they may discontinue self-quarantine under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Quarantine can end after Day 10 from the date of last exposure without testing; OR</li> <li>2. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</li> </ol> <p><b>**They still must continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure. If symptoms develop – immediately isolate and get tested.</b></p>
Unvaccinated	Yes	Outdoors	<p>For those contacts that remain asymptomatic, they may discontinue self-quarantine under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Quarantine can end after Day 10 from the date of last exposure without testing; OR</li> <li>2. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</li> </ol> <p><b>**They still must continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure. If symptoms develop – immediately isolate and get tested.</b></p>
Unvaccinated	No	Outdoors	<p>For those contacts that remain asymptomatic, they may discontinue self-quarantine under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Quarantine can end after Day 10 from the date of last exposure without testing; OR</li> <li>2. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</li> </ol> <p><b>**They still must continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure. If symptoms develop – immediately isolate and get tested.</b></p>




## Appendix B

Quarantine Guidelines for Domestic and International Travel will follow recommendations from the CDC. Any testing verification to shorten quarantine length will be completed by Springs Health Services.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>


# Domestic Travel Guidelines

CORONAVIRUS DISEASE 2019 (COVID-19)		
Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
	Get tested 1-3 days before travel	✓
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) CS323515-A 04/02/2021

# International Travel Guidelines

CORONAVIRUS DISEASE 2019 (COVID-19)		
International Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
	Get tested 1-3 days before traveling out of the US	✓
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) CS323515-A 04/02/2021