



Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates – (Changes highlighted in yellow)

2/18/21:

- Describes permitted indoor student activities when adjusted daily COVID-19 case rate is less than 25 per 100,000 population to include full grade in-person instruction for all students in grades TK-6.

2/11/21:

- Updated school reopening threshold to align with [State Consolidated Framework and Guidance](#).
- Clarified that schools should continue to offer distance learning alternatives to students who prefer it.
- Revised maximum size of small, stable cohorts to 14 students and two supervising adults.
- Included content regarding use of substitute teachers and “floaters” in small, stable cohorts and clarified that supervising adults may be assigned to work with no more than two different cohorts.
- Students returning for full-grade in person instruction for grades TK-2 in schools with an approved waiver must be assigned to stable groups but are not limited to 14 students maximum. Maximum number of students in stable group depends on maintaining proper physical distancing between students and staff within the available instructional space.
- Provided updated link for on-line reporting of COVID-19 cases and clusters to DPH.
- Provided new guidance on COVID-19 testing and information on available state resources.
- Clarified that minimum 6 feet of physical distance between all students and staff remains the strong recommendation, and appropriate physical barriers should be used where 6 feet of distancing is not possible, but under no circumstances should distance between student seating be less than 4 feet.
- Permits campus tours for prospective students under strict limitations.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control

- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

Special guidance for the TK-12 setting

When Adjusted Daily COVID-19 Case Rate is greater than 25 per 100,000 population:

TK-12 schools in Los Angeles County may open for remote learning. Schools in California may not reopen for in-person instruction for grades 7-12 if the county is in Tier 1 (Purple Widespread). Schools serving students in grades TK-6 may not reopen for in-person instruction in counties with an adjusted daily case rate above 25 per 100,000. Limited exceptions to this prohibition are described below. Aside from these exceptions, TK-12 schools in Los Angeles County may open only for remote learning. During this period, employees, and staff, as defined below, may report to school campus for work in order to support essential operations, implement remote learning or conduct one of the permitted exceptions for on-campus student services or instruction. Schools offering on campus learning opportunities should also continue to offer 100% distance learning opportunities to families that prefer it. Student activities permitted on campus are:

- **Day care for school-aged children and/or child care programs located in schools.**
 - LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for [Programs Providing Day Care for School-Aged Children](#) or the [Guidance for ECE Providers](#). Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing [Regional Office](#) to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see [PIN 20-22-CCP](#).
 - Schools that provide child care programs for school-aged children on their campus must file the notification for [Child Care Services for School-aged Children on K-12 School sites](#) with LAC DPH.
- **Specialized services for defined subgroups of children who need in person services and supports.**
 - LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. An exception to this 25% rule is schools that have received a waiver to return students in grades TK – 2 for in person instruction. Schools that have received a waiver are permitted to bring all students in grades TK – 2 back to campus including high need students in those grades. In that situation, the school may also bring up to 25% of total student enrollment in grades 3 and above at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
 - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans, and other required assessments.
 - No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people.
 - Schools must agree to cooperate with DPH with regard to screening, monitoring and

documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.

- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If a school has already been approved for a waiver to reopen for students in grades TK – 2, the school still is required to file a notification to provide services to students with special needs if the school intends to bring students back to campus in addition to those in grades TK – 2. A reporting form can be found at [Small Group Instruction Notification Form](#).
- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).
- **Supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
 - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 14 students in each classroom with a distance of at least 6 feet between students and between students and teachers).
 - All students and staff are wearing face masks for the entire time on campus, infection control directives are in place.
 - There is no gathering at arrival and dismissal times or during test breaks.
- **On-site instruction of children in grades TK-6 by schools that have been opened for full grade in-person instruction at any point when the adjusted daily case rate was less than 25 per 100,000 population.**
 - Any school that has been approved by the State Safe Schools for All Team and LACDPH, whether through automatic expansion of an existing elementary school waiver, or through the full COVID-19 Safety Plan submission and review process, AND has actually opened for full grade in person instruction for students in any grade TK-6 when the adjusted daily case rate was below 25 per 100,000 population, may remain open for grades TK-6 even if the case rate subsequently rises above 25 per 100,000 population again.
 - Students in grades TK-6 returning for general in-person instruction must be assigned to stable groups that maintain stable membership of students and instructors day to day and do not mix with other stable groups. The size of these stable groups is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of 6 feet between all students and staff.

When Adjusted Daily COVID-19 Case Rate has been less than 25 per 100,000 population for at least 5 consecutive days:

- Schools may open for full grade in-person instruction for students in grades TK-6 when the adjusted daily case rate has been less than 25 per 100,000 population for 5 consecutive days and the school has met all state and county requirements for opening.
 - Students in grades TK-6 returning for general in-person instruction must be assigned to stable groups that maintain stable membership of students and instructors day-to-day and do not mix with other stable groups. The size of these stable groups is not limited to a specific maximum number but is dependent on utilization of the available classroom space to allow physical distancing of 6 feet between all students and staff.
- The other student services described above, namely day care for school-aged children and/or child care programs; specialized services for defined subgroups of children; and supervised administration

of college admissions tests, are also permitted when the adjusted daily case rate is less than 25 per 100,000 population, subject to the same parameters and limitations described above for each service.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment. Additional resources for K-12 Schools can be found in the [TK-12 School COVID-19 Toolkit](#).

COHORTING

For the three types of on-site programming that are permitted at all schools (day care for school-aged children, specialized services for defined subgroups of children, and administration of college admission tests), students must be organized and proceed through the day within small cohorts, defined as stable groups of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Note that if a cohort has fewer than 14 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 14, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 14. Part-time members cannot “share” their slot with other part-time students. Other children cannot be added in order to reach the maximum of 14 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 16 individuals who can be included in a cohort.
- Supervising adults may be assigned to work with two different cohorts if the two cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignment to more than two cohorts is not permitted.
- Deployment of substitute providers who are covering for short-term absences is allowed, but they must work with no more than 2 cohorts of children per day. Essentially, the substitute will adopt the assignment of the absent employee for whom they are covering and work exclusively with the same cohort(s) to which the permanent employee is assigned.
- “Floaters,” who cover for supervising adults during the day for employee breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during a day and should be spending limited time with any one cohort as needed to provide coverage for the permanently assigned supervising adults.

Important additional details for implementation of cohorts are available from the CA Department of Public Health [Guidance Related to Cohorts](#).

For instruction of children in grades TK-6 where permitted, instruction must be provided in stable groups, however the size of such groups are not limited to 14 students and 2 supervising adults. The size of the stable group must be set to allow for appropriate physical distancing between all students and staff at all times in the available instructional space.

LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to

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students in grades TK - 2 returning after granting of a school waiver. Schools that have been granted a waiver to return students in grades TK - 2 may bring additional students onto campus for specialized services in grades above grade 2 but not up to 25% of total student enrollment. If the school has been granted a waiver for grades TK – 2, schools may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of student enrollment in grades 3 and above, as long as the school can adhere to distancing, infection control, and cohorting requirements.

SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

TK to Grade 12 Reopening Checklist

Institution name: Whittier Friends School

Address: 6726 Washington Ave. Whittier, 90601

Maximum Occupancy, per Fire Code: 100

Approximate total square footage of space open to faculty and/or students: 5,352 square feet

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

5

Estimated total number of students that will return per grade (if none, enter 0):

TK: 0 K: 1 1: 4 2: 2 3: 0 4: 0 5: 3
6: 1 7: 0 8: 1 9: 0 10: 0 11: 0 12: 0

NOTE: The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to

students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS (CHECK ALL THAT APPLY)

The school has a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19. The plan addresses:
 - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
 - Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- A plan or protocol to initiate a [School Exposure Management Plan](#) consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Immediate quarantine of exposed employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
 - Notification of DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school’s notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport> or by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov.
- A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online at <http://www.redcap.link/lacdph.educationsector.covidreport> or (2) completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and emailing it to ACDC-Education@ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- A plan or protocol for incorporating COVID-19 testing into regular school operations.
 - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
 - In addition, the school may consider a strategy for periodic testing for asymptomatic

individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's [Safe Schools for All hub](#).

- ✗ The plan must provide that all testing results will be reported to the Department of Public Health
- ☑ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☑ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ☑ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ☑ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding [employer or government sponsored leave benefits](#), including their right to paid sick leave as guaranteed by the [Families First Coronavirus Response Act](#).
- ☑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- ☑ [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are also a recommended part of the screening.
- ☑ These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
- ☑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents, or other employees) is required to wear a face **mask**.
 - ✗ Employees who have contact with others are offered, at no cost, an appropriate face **mask** that covers the nose and mouth. The **mask** must be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face **mask** must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
 - ✗ All staff must wear a face **mask** at all times, except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for staff working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
 - ✗ A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face **mask**.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face **mask**.

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- Employees are instructed to wash or replace their face **masks** daily. Parents are instructed to ensure that children have clean face **masks**.
- All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher’s desk and the nearest student(s).
- To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is preferred but eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.
- Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This can be achieved by:
 - o Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - o Placing tables six feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face **masks** when around others.
- Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:

<input checked="" type="checkbox"/> Break rooms	<u>daily</u>
<input checked="" type="checkbox"/> Restrooms	<u>daily</u>
<input checked="" type="checkbox"/> Classrooms	<u>daily</u>
o Laboratories	<u>n/a</u>
o Nurse’s office	<u>n/a</u>
<input checked="" type="checkbox"/> Counseling and other student support areas	<u>daily</u>
<input checked="" type="checkbox"/> Front office	<u>daily</u>
<input checked="" type="checkbox"/> Other offices	<u>if used</u>
o Other (auditorium, gymnasium, library if in use)	<u>n/a</u>
o _____	_____
- High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- Disinfectant and related supplies are available to employees at the following location(s):
staff kitchen, main office
- Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
 - Building entrance/s, exit/s

- Central office
- Stairway entrances N/A
- Elevator entry (if applicable) N/A
- Classrooms
- Faculty breakroom N/A
- Faculty offices: N/A

Soap and water are available to all employees at the following location(s):
staff restrooms, main office, classrooms

- Employees are offered frequent opportunities to wash their hands.
- Each employee is assigned their own tools, supplies, equipment, and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:
n/a

**B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS
(CHECK ALL THAT APPLY)**

- Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 3 per room.
- Maximum number of students permitted in facility to ensure physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible (under no circumstances should distance between student seating be less than 4 feet), is: 12 per room.

- Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
 - A maximum of one child per bus seat. ***We do not utilize buses***
 - Face **masks** required at all times.
 - Use of alternating rows (strongly recommended but not required).
 - Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).

- Additional measures in use to ensure physical distancing (Check all that apply):
 - Staggered school start times to permit more than one trip per bus at school start and close. ~~N/A~~
 - Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
 - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming. N/A
 - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face **masks**.
 - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for

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bike storage is increased if possible. N/A

o Other: _____

Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):

Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.

School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.

o Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear face masks. N/A

o The following Measures are in place to avoid crowding on stairways:

▪ Designation of up and down stairways N/A

▪ Staggering of breaks between classes yes

▪ Monitoring of stairways by school staff N/A

▪ Other: _____

Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. (A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.) The only exception to the rule of 16-person maximum size cohorts, is for full-grade in person instruction where the maximum size for stable groups will be the number that allows appropriate physical distancing within the available instructional space.

In-person class size has been limited to 12 students in elementary grades.

o In-person class size has been limited to N/A students in middle and high school grades.

o The school day has been divided into shifts to permit fewer students per class.

o Attendance is staggered to reduce the overall number of students in classrooms on a given day.

o Some classes have been moved entirely online.

Online class attendance and participation is offered as an option for all students for all classes.

Alternative spaces are used to reduce the number of students within classrooms. These may include:

▪ School library Yes

▪ Auditorium N/A

▪ Cafeteria N/A

▪ Gymnasium N/A

▪ Other: Office

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- Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts. Under no circumstances should distance between student seating be less than 4 feet.
 - Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
 - Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
 - Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
 - Other:
-
- Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.
 - School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:
 - Offering access to locker rooms only when staff supervision is possible Staggering locker room access. *N/A*
 - Creating alternative options for storage of student clothing, books, and other items. *N/A*
 - Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):
 - Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
 - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
 - Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
 - If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria. *N/A*
 - If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible. *N/A*
 - Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
 - Measures are in place to permit physical distancing in school areas used for student support services.
 - Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
 - Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
 - Where feasible and appropriate, therapeutic and support activities are conducted virtually.
 - Sharing of equipment and supplies is avoided where possible. Should equipment need to be

shared, it must be sanitized before and after each use by a different student and/or employee

- Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- Measures are in place to permit physical distancing in administrative areas of the school.
 - Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
 - Tape or other markings are used to define a 6-foot radius around reception desks or counters.
 - Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer at entry is recommended as part of the screening, especially for visitors who may not be part of a systematic at-home screening process.
 - Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day will be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on [Symptom and Exposure Screening Pathways](#) at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
 - Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order
- Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
 - Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
 - Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child. *N/A*
- Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):

- Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible. Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours (evening or weekend) when enrolled students and staff are not present; and all social distancing strategies are observed including proper physical distancing, face masks worn by all parties at all times, and other infection control measures as applicable.
- Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- Visitors arriving at the school are reminded to wear a face mask at all times while in the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
 - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
 - The school HVAC system is in good, working order.
 - HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
 - Portable, high-efficiency air cleaners have been installed if feasible.
 - Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
 - Air filters have been upgraded to the highest efficiency possible.
 - Other:

- Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces, and objects throughout the school. These may include (check all that apply):
 - A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
 - Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and

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- disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route. N/A
- ☒ Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products (see below).
- ☒ Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- ☒ Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- ☒ Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list “N”) are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- ☒ Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer’s directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- ☒ Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- ☒ All cleaning products are kept out of children’s reach and stored in a space with restricted access.
- ☒ Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ☒ Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- ☒ Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.
- ☒ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
 - Restrooms: Daily
 - Lobbies/entry areas: Daily
 - Teacher/staff break rooms: N/A
 - Class rooms Daily
 - Cafeteria dining area: N/A
 - Cafeteria food preparation area: Daily
 - Front office: Daily
 - Other offices: as used

- Other areas: N/A

- Measures are in place to ensure use of appropriate face **masks** by all staff, students, and visitors at all times. These must include (check all that apply):
- Staff, parents, and students are informed of the requirement for face **masks** prior to the start of school and on a regular basis throughout the school year.
 - All students over age 2 are required to wear face **masks** at all times while on school property except while eating, drinking, or carrying out other activities that preclude use of face **masks**.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face **masks**. *N/A*
 - Information is provided to staff, parents and students concerning proper use of face **masks** including the need to wash face **masks** after each day's use.
 - Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face masks.
 - As feasible, two face **masks** are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face **masks**.
 - Parents of younger children are encouraged to provide a second face **mask** for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
 - Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of face **masks**.
 - Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
 - Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

NOTE: Staff and students who are alone in closed offices are not required to wear face **masks**. Students may also remove face **masks** when eating or napping or when wearing a face **mask** is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face **mask** to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- Measures are in place to ensure frequent hand washing by staff, students, and visitors. These must include (check all that apply):
- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom; a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
 - Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
 - Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

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- Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. *N/A*
- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
 - Buffet and family style meals have been eliminated.
 - Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
 - Physical barriers are in place where needed to limit contact between cafeteria staff and students. *N/A*
 - Optional-Describe other measures:
Food is prepared and served by an adult within cohort

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

- Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply): *See attached*
 - Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 _____
 - Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 _____
 - Who to contact at the school if student has symptoms or may have been exposed
School Director Cassie Caringella
 - How to conduct a symptom check before student leaves home _____
 - Required use of face **masks** _____
 - Importance of student compliance with physical distancing and infection control policies _____
 - Changes in academic and extracurricular programming in order to avert risk _____
 - Changes in school meals in order to avert risk _____
 - School policies concerning parent visits to school and advisability of contact the school remotely _____

- ⊗ Importance or providing the school with up-to-date emergency contact information including multiple parent contact options _____
- Other: _____
- A copy of this protocol is posted at all public entrances to the school.
- Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face **masks**, and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face **masks**, physical distancing, and hand washing.
- Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
 - ⊗ This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
 - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning. N/A
 - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law. N/A
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact

Name:

Cassie Caringella

Phone number:

office: 562-945-1654 cell: 562-500-9665

Date Last Revised:

3/10/21

Whittier Friends School COVID-19 Parent Reference Sheet -- March 2021

Upon the reopening of Whittier Friends School campus to in-person learning, Los Angeles Dept of Public Health requires the following information to be communicated. These procedures may be changed at the discretion of Public Health or Whittier Friends School.

o **Isolation and quarantine policies** as they apply to students who have symptoms or may have been exposed to COVID-19: We strictly follow Public Health's guidelines. The following is a short summary. See Public Health (link at end of this document) for additional details

If a student has been exposed:

- Isolate at home for 10 days, and look for possible symptoms for 4 extra days
- If symptoms develop during those 14 days, do the following

If a student has symptoms:

- Isolate at home
- Arrange for a COVID-19 test

If positive, follow Public Health's Isolation guidelines

If negative, complete your quarantine period and stay home until at least 24 hours have passed since you have been fever-free without using fever reducing medications.

--If you don't get tested, isolate for at least 10 days from when your symptoms first started and at least 24 hours have passed since you have been feverfree without using fever reducing medications.

o **Options for COVID-19 testing** if the student or a family member has symptoms or has been exposed to COVID-19

- Contact your health provider
- Visit <https://covid19.lacounty.gov/testing/> for nearby testing

o **Who to contact at school if your student has symptoms / has been exposed**

--Director Cassie Caringella, 562-500-9665 cassie.wfs@gmail.com

Or

--general school phone/email, 562-945-1654 whittierfriendsschool@gmail.com

o How to conduct a **symptom check** before student leaves home

Upon arrival at school, you will sign a health check form for your child. Check for these health symptoms before leaving the house, and do not bring your child if any of these new symptoms are present: temperature of 100.4 or higher (without fever-reducing medicine), Dry cough, Sore throat, Trouble breathing, shortness of breath, Severe wheezing, Chills or repeated shaking with chills, Muscle aches, Loss of smell or taste, or a change in taste, Nausea, vomiting, or diarrhea, Headache.

Whittier Friends School COVID-19 Parent Reference Sheet, cont. -- March 2021

o Required Use Of Facemasks

-- Anyone on our school campus over 2 years old must wear a CLEAN face mask. While maintaining distances of 6 feet, it may be removed while eating or sleeping.

o Importance of student compliance with physical distancing and infection control policies

--Children will need to be sent home if they are unwilling or unable to stay physically distant, keep a face mask on correctly, or wash hands when asked.

--Children and their families must be in compliance with physical distancing processes when outside of our school campus as well. This includes wearing masks, no close proximity with people outside of the home, and not traveling farther than 150 miles (see travel advisory from public health at the end of this document)

o Changes in academic and extracurricular programming in order to avert risk

--Field Trips will not be scheduled for the foreseeable future

--Family Community Events will be conducted in ways that do not encourage crowds to gather in person

--There may be other changes not listed

o Processes in school meals in order to avert risk

--When weather allows, students will eat meals outside, maintaining distance

--Otherwise, students will eat inside at their assigned seat

--Staff will wear gloves when helping a child with their food

o School policies concerning parent visits to school and advisability of remote contact

--Parents should only be present on campus for the 5 minutes it takes to sign their child in/out, make payments, or attend to quick school business

--If parents need to speak to their child's teacher or conduct longer business, contact via phone or request a zoom mini-conference

o Emergency contact information

--Make sure emergency contact information for your child is up-to-date

--We need multiple parent contact options whenever possible

--If you are receiving a call from WFS, make sure to answer!

Isolation Protocols (if you have COVID-19)

<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>

Quarantine Protocols (If you've been exposed to COVID-19)

<http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>

Travel Advisory from Public Health

<http://publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm>

WHITTIER FRIENDS SCHOOL'S 12 STEP PLAN FOR REOPENING

Whittier Friends School has developed and instituted the following plan for reopening its doors for Preschool and Elementary, while staff and students are on campus. This plan has been created by Director Cassie Caringella through the support of other staff members and the Whittier Friends School Committee, its governing body.

The following summarizes our current plan for school reopening based on the available evidence as well as expert opinion, organized into the categories below:

1. Screening to prevent symptomatic individuals from entering the school
2. Hand hygiene
3. Facial Coverings for people entering our campus
4. Physical Distancing
5. Cohorting
6. Environmental Cleaning
7. Ventilation
8. Mitigation of Risk for Students at Higher Risk for Severe Disease
9. Special Considerations for Children and Youth with Medical and/or Behavioral Complexities
10. Mental Health Awareness and Support for Children
11. Protection of Staff and at-risk Persons or Families
12. Communicating about COVID-19 to Children, Youth and Parents/Caregivers
13. Establishment of a COVID-19 Compliance Team
14. School Exposure Management Plan / Contact Tracing / Testing

1. SCREENING TO PREVENT SYMPTOMATIC INDIVIDUALS FROM ENTERING THE SCHOOL

In order to prevent the spread of infection, students, teachers and other employees who have signs/ symptoms of COVID-19 (according to CDC, California DPH and local Public Health guidance) should stay home and decisions about testing and return to school should be guided by CDC and California DPH in consultation with local Public Health protocols. In addition, return to school decisions for those who have had an exposure to SARS-CoV-2 should be in accordance with local Public Health recommendations.

Whittier Friends School hereby states and implements a strict exclusion policy for symptomatic students and employees. Teachers and administrators will be provided with

information on signs and symptoms of COVID-19 in children so that appropriate action can be taken if children develop symptoms during the day.

Parents and caregivers are ultimately responsible for the screening of their children, daily, at home, prior to entering campus. A checklist will be provided for them to do daily screening before arriving at school to clear for entry. This daily health screening will check if someone has taken fever-reducing medication within the last 12 hours, has had new symptoms in the last 48 hours, and whether someone has been exposed to a person who has COVID-19 in the past 14 days. Temperatures will be checked upon arrival for children and staff members by one of our staff members. Temperatures must not exceed 100.4°.

Age-appropriate signage is placed at Whittier Friends School to remind students and families that only essential people should be on campus, and to report acute respiratory illness to staff.

Virtual learning or other forms of structured learning may be implemented on an as-needed basis for children who are required to stay home because they are sick or in isolation due to SARS-CoV-2 infection or exposure. Whittier Friends School will identify and implement available options for students who have limited internet availability or other barriers to online learning.

2. HAND HYGIENE

SARS-CoV-2 and other respiratory viruses are almost exclusively spread by respiratory droplet transmission. As a result, and because virus shedding may occur prior to symptom onset or in the absence of symptoms, routine, frequent and proper hand hygiene (soap and water or hand sanitizer) is critical to limit transmission. In fact, proper hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including SARS-CoV-2, particularly during the pre-symptomatic phase of illness.

Students should be taught how to clean their hands properly (with age appropriate material) and to try and avoid touching their face, eyes, nose and mouth as much as possible. This should be done in a non-judgmental and positive manner. Students who have symptoms of a respiratory tract infection should stay home and students should be reminded to sneeze or cough into their elbow/sleeve.

Age-appropriate signage is placed at Whittier Friends School to remind students to perform hand hygiene and cough/sneezing etiquette. A regular schedule for routine hand hygiene, above and beyond what is usually recommended (before eating food, after using the washroom etc.) will be encouraged. Possible options would be to have regularly scheduled hand hygiene breaks based on a pre-specified schedule (for example, scheduling a minimum of 5 times

during the day). These extra hand washing moments will occur in the classroom, where staff can monitor, and where staff can routinely clean sinks.

Access to hand hygiene facilities (hand sanitizer dispensers and sinks/soap) is critical with consideration for ensuring accessibility for those with disabilities or other accommodation needs. Hand sanitizer (60-90% USP grade alcohol, not technical grade alcohol) will be available at the entry point for each classroom. Adequate resources and a replenishment process will be implemented to ensure supplies are available to perform hand hygiene frequently. Liquid soap and hand sanitizer will be replenished and tissues available for drying. No-touch waste receptacles will be available for disposal of materials. Disposable disinfectant wipes will be readily available so that commonly used surfaces can be wiped down by individuals before each use (teachers, older students).

3. FACIAL COVERINGS FOR PEOPLE ENTERING OUR CAMPUS

Non-medical facial coverings may reduce transmission from individuals who may have the virus. The extent of this benefit is unknown (especially in children) though would be potentially beneficial if worn properly.

After great consideration, facial masks are recommended for all people entering Whittier Friends School Campus: children, staff, and other adults.

We recognize there is continued research being conducted regarding facial coverings and the success of preventing SARS-CoV-2 transmission. Because of the unreliable and conflicting data, along with fluctuations in recommendations at the state and county level, our policy on mask requirement may fluctuate. While at Whittier Friends School, staff, parents, students of a certain age, and at certain times, may be required to wear a mask. Pay attention to written school communication, including school signage to note what the current policies are.

4. PHYSICAL DISTANCING

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely used strategy during the pandemic.

When students are in the classroom, to the extent possible, Whittier Friends School will arrange the classroom furniture to leave as much space as possible between students. Smaller class sizes, including 10 or fewer preschool children in a room, will aid in physical distancing.

When weather permits, consideration will be given to having classes outside.

Large gatherings/assemblies will not take place for the immediate future. Singing practices/performances may pose a higher level of risk and special consideration will be given to how they are held, the room ventilation and the distance between performers.

Hand hygiene will be performed prior to and after lunch breaks, and as weather permits, lunch breaks for Elementary students will take place outside. Preschoolers will have lunch in their classroom, spaced for Social Distancing.

Students will be required to perform hand hygiene prior to sports activities/outdoor play/playground use. Sports and physical education classes will take place as per past Whittier Friends School practice. Sports equipment (e.g. balls, hockey sticks etc.) will be cleaned at the conclusion of the activity. Whittier Friends School will endeavor to offer as many of their usual sports, clubs and activities as possible.

5. COHORTING

The purpose of cohorting is to limit the mixing of students and staff so that if a child or employee develops infection, the number of exposures would be reduced. However, cohorting should not be done in a manner that compromises daily school attendance or alters the curriculum options available to children.

Whittier Friends School is already organized in a “cohort” style, with the children from the preschool room and the children from the elementary room staying distant from each other. These will continue to be our practices.

6. ENVIRONMENTAL CLEANING

Detailed policies are beyond the scope of this document. In brief, SARS-CoV-2 has been detected on a variety of surfaces, and it is possible that infection can be transmitted by touching contaminated surfaces and then touching mucous membranes (i.e. mouth, nose, eyes). Whittier Friends School is paying particular attention to cleaning and sanitizing of the school immediately prior to the first day of school, and to thereafter regularly sanitize the school to mitigate the possibility of transmission infection on school surfaces.

A regular cleaning schedule will be used throughout the school year with emphasis on high touch surfaces. Maximum efforts will be made to reduce the need to touch objects/doors (no-touch waste containers, prop doors open), and teachers and staff will regularly reinforce “no sharing” of food, water bottles or cutlery policies. To the greatest extent possible, classroom

materials and equipment will be made of materials that can be cleaned and disinfected. In addition, class materials will not be shared, but will rather be regularly used by individual students.

7. VENTILATION

Detailed recommendations are beyond the scope of this document. In brief, it is expected that environmental conditions and airflow influence the transmissibility of SARS-CoV-2. Adequately ventilated classroom environments (e.g. open windows with air flow, and improved airflow through ventilation systems) are expected to be associated with less likelihood of transmission compared with poorly ventilated settings. Whittier Friends School will, prior to the first day of school, engage professionals to provide a comprehensive inspection of ventilation systems, and make recommendations for improvement to maximum safety guidelines, and to improve and optimize classroom ventilation. Whittier Friends School is committed to increasing the proportion of outside air brought in through these systems, where possible, and to the use of outdoors or environments with improved ventilation (e.g. keeping windows open, weather permitting).

8. MITIGATION OF RISK FOR STUDENTS AT HIGHER RISK FOR SEVERE DISEASE

Some children may be at higher risk of adverse outcome from COVID-19 due to underlying medical conditions such as immunocompromised states or chronic medical conditions such as cardiac and lung disorders. Children and youth who are medically complex, particularly those with medical technological supports associated with developmental disabilities and/or genetic anomalies, are also in a potentially higher risk category. However, at the present time, there is no convincing evidence to suggest the level of medical risk to these children from SARS-CoV-2 is different from that posed by other respiratory viruses, such as influenza. As a result, given the unintended consequences associated with not attending school, attending school is recommended for the majority of these children. (For more details pertaining specifically to medically and behaviorally complex children and youth, see section 9 below)

Students with underlying conditions may attend school as they would per usual. However, it is important for parents to work with their child's health-care providers so that an informed decision can be made. This is particularly relevant for children with newly diagnosed illnesses requiring the first-time use of new or augmented immunosuppression. In the event that such children have a documented exposure to the virus, in addition to involvement of the local public health unit, it is recommended that the child's parent/caregiver(s) contact the child's health-care provider for further management.

9. SPECIAL CONSIDERATIONS FOR CHILDREN & YOUTH WITH MEDICAL AND/OR BEHAVIORAL COMPLEXITIES

Return to school will present unique challenges to children and youth with medical and/or behavioral complexities (e.g. a child with cerebral palsy that requires feeding and respiratory supports in the classroom) and their families. Many of these families have had a prolonged period of time in home isolation compounded by a lack of respite and/or homecare supports. Transitioning medically and behaviorally complex children back to school requires specific focus and will be extremely important as many families are already in crisis mode.

Whittier Friends School will liaise with parents to accommodate a more individualized return to school to ensure smoother transitions to ensure that those families who choose to not send their children to school receive remote learning opportunities and do not lose access to home care and respite supports. Whittier Friends School will make accommodation where reasonable and appropriate to ensure that students continue to receive access to therapy and nursing services while in the school.

10. MENTAL HEALTH AWARENESS AND SUPPORT FOR CHILDREN

Whittier Friends School will make efforts to address known sources of distress and extend flexibility within existing administrative processes. It can be anticipated that rigidity would likely lead to increased stress, anxiety, depression and school refusal that could be otherwise avoided. Similarly, children can be anticipated to return to school at diverse academic levels even within a classroom. It will be critical to provide opportunities for early identification of learning needs and academic support to ensure that children neither become overwhelmed nor bored in the school setting, as these are frequent antecedents to school refusal and mental health problems. For children who may find the new school environment particularly challenging, such as some children with developmental disabilities, extra supports will be needed. Consultation with their parents and families to better understand their individual circumstances and needs is recommended. It can be anticipated that children and youth may experience increased stress and anxiety related to the COVID-19 pandemic. In addition, children and youth may have mental health conditions, such as anxiety, depression, and substance abuse, which may have been exacerbated by social distancing, including school closures, and may experience symptom escalation on return to school.

Whittier Friends School will make an effort to be flexible throughout the 2020-2021 school year in program and/or school enrollment to provide for children and youth who have transitioned to a new program or school for the 2020/2021 school year. Increased in-school educational support may be provided to students and classroom teachers to enable early identification and remediation of learning gaps that some students will have incurred during the school closures.

11. PROTECTION OF STAFF AND AT-RISK PERSONS OR FAMILIES

While detailed recommendations are beyond the scope of this document, the safety of the school staff is an important consideration. Risk mitigation for teachers and other staff will be similar to those recommended for other public settings. With regards to children's home environment, it would be appropriate to consider that the risk posed by potentially infected children to other household members likely varies in relation to socioeconomic status, household overcrowding and the presence of children and adults at increased risk of severe COVID-19 at home.

Physical distancing of school staff from children and other staff will be emphasized and practiced as much as reasonably possible. If close prolonged contact with others cannot be avoided, wearing a mask is a reasonable option. However, if used in the classroom, the teacher should explain the rationale to the children. It is acknowledged that some teachers and other school staff may choose to regularly wear masks. This is a personal choice and should not be discouraged. Further guidance should be developed to mitigate risk in home situations where an affected child resides (in the same home) with siblings or adults with underlying conditions that put them at increased risk for more severe disease.

12. COMMUNICATING ABOUT COVID-19 TO CHILDREN, YOUTH AND PARENTS/CAREGIVERS

A detailed communication strategy is beyond the scope of this document. However, it is acknowledged that clear, age-appropriate communication about COVID-19 and what to expect when children and youth return to school should occur in advance of school reopening. In addition, it will be important that regular updates be provided to children and their parents/caregivers throughout the school year.

Parents, children, youth and the community at large should be educated that SARS-CoV-2 is likely to persist and circulate like other respiratory viruses. They should be made aware that in general, SARS- CoV-2 causes mild disease in the majority of children and young adults and that the best overall strategy for these cohorts and the population at large, taking into account the massive secondary adverse health and well-being implication of the lockdown, and return to school with care.

13. ESTABLISHMENT OF A COVID-19 COMPLIANCE TEAM

WFS's COVID-19 Compliance Team will be composed of the School Director, and volunteers from the School Committee and interested Staff members. This compliance team, headed by School Director, will create documents such as this, and stay up to date on current recommendations and instructions from entities such as Los Angeles County Dept. of Public Health, California Dept. of Public Health, Los Angeles County Office of Education, Center for Disease Control, and more. This compliance team will also oversee procedures on WFS campus, ensuring that these procedures are being followed successfully. Finally, the School Director will act as Liaison with the Department of Public Health.

14. SCHOOL EXPOSURE MANAGEMENT PLAN / CONTACT TRACING / TESTING

In the situation that there is a suspected case of COVID-19 on campus, the individual will be separated from the group. Weather permitting, the separation will occur outside in the school yard, while staff wait for the ill child to be picked up outside. Whittier Friends School will follow Appendix T2: Protocol for COVID-19 Exposure Management Plan in TK-12 Schools. The School Director will lead in the following of these procedures.

To keep track of all who enter our campus, we will conduct contact tracing. Those who enter our campus who are usually part of our community will have a daily health check and their attendance recorded on a daily sheet. Visitors who are on campus longer than 10 minutes will record their attendance on a visitor sheet.

Individuals who have been exposed or who demonstrate COVID-19 symptoms, according to LA County Dept Public Health criteria, should be tested. See covid19.lacounty.gov/testing for current available testing sites.

A FINAL NOTE:

In the event that our elementary students will need to learn “remotely” due to a shelter-at-home mandate by Los Angeles County, State of California, or other governing body, Whittier Friends School will continue to provide curriculum, learning opportunities, and Progress Reports documenting each elementary child’s educational progress, through virtual/online and/or printed out materials. We also will offer optional curriculum and learning opportunities for children in prekindergarten/preschool, who wish to continue structured learning, if we are mandated to shelter-at-home.

The same 12 Step Reopening Plan would be utilized to reopen again, should our school be closed temporarily due to a governing body mandate.

REFERENCES (partial):

- *County of Los Angeles Public Health*
- *California State Licensing (Child Care Centers)*
- *Los Angeles County Office of Education*
- *California Department of Education*
- *Association of Christian Schools International*
- *American Academy of Pediatrics*
- *University of Toronto, Hospital for Sick Kids*
- *ChurchWest Insurance Services*
- *Brotherhood Mutual Insurance Company*
- *Church & Tax Law*
- *National Association of Independent Schools*
- *Western Association of School and Colleges*
- *California State Department of Education*
- *California State Department of Public Health*
- *Center for Disease Control*

Appendix T2: Protocol for COVID-19 Exposure Management Plan in TK-12 Schools

Recent Updates: (Changes highlighted in yellow)

3/11/2021:

- Removed universal quarantine requirement for all individuals in the same cohort or classroom as an infected person during their infectious period.
- Updated criteria for quarantine exemption for vaccinated individuals to align with CDC guidance.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

Primary and Secondary Schools serving students from Transitional Kindergarten through Grade 12 (TK-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP). Immediate implementation of an EMP when a single case of COVID-19 is identified at a school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at TK-12 Schools are described below and summarized in Appendix A. Because TK-12 Schools will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where school resources are sufficient. The requirements and recommendations presented are specific to TK-12 instructional and non-instructional facilities serving TK-12 Schools. For the purposes of this plan, the word “School” applies to both TK-12 instructional and non-instructional facilities. Additional resources for TK-12 Schools can be located in the [TK-12 School COVID-19 Toolkit](#).

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

- ❑ *Required:* A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH for sharing site-level information to facilitate public health action.
- ❑ *Required:* The School must follow DPH guidance on [Decision Pathways](#) for persons who have not been tested yet for COVID-19 but screen positive for symptoms prior to school entry or while at school and their contacts at school.
- ❑ *Required:* A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19 infection.

Exposure Management for 1 COVID-19 Case at School

- ❑ *Required:* After identifying 1 confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19

(ph.lacounty.gov/covidisolation). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.

- **Required:** School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation. **Required:** School Compliance Officer must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.
 - A case is considered to be infectious from 2 days before their symptoms first appeared until the time, they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered infectious from 2 days before their test was taken until 10 days after their test. A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:
 - Being within 6 feet of the infected person for 15 minutes or more over a 24-hour period;
 - Having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
 - **NOTE: Exposures will be reviewed to assess which persons need quarantine including the possibility of quarantining all individuals in the same cohort or classroom as an infected person if exposures cannot be ruled out for the entire group.**
 - Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov. All case notifications should be submitted within 1 business day of being notified of the case.
- **Required:** Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
 - Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
 - Exposed students and employees should self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative

test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14. Note: a person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: ph.lacounty.gov/covidquarantine.

- NOTE: Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.
 - DPH will contact exposed students and employees who meet the quarantine requirement through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- Recommended:** School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

- Required:** After identifying 2 confirmed cases (students and/or employees) within a 14-day period, the school follows the *required* steps for 1 confirmed case.
- Recommended:** School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.*

**A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community.
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

Exposure Management for ≥ 3 COVID-19 Cases at School within a 14-day Period

- **Required:** If the school identifies a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
 - Report the cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov.
 - DPH will review the submitted information to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps. Outbreak Criteria: At least 3 -confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. *School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.
 - If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.
 - If outbreak criteria are met, DPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.

Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

1 Case	<ol style="list-style-type: none">1) <i>Required:</i> School instructs the case to follow COVID-19 Home Isolation Instructions.2) <i>Required:</i> School informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation.3) <i>Required:</i> School works with the case to identify school contacts.4) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19. NOTE: Vaccinated persons who have an exposure but meet specific criteria outlined in the Exposure Management Plan are not required to quarantine and test for COVID-19.5) <i>Required:</i> School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine.6) <i>Required:</i> School submits a report to DPH within 1 business day with information on the confirmed case and persons who were exposed to the case at the site.7) <i>Recommended:</i> School sends general notification* to inform the school community of the school exposure and precautions taken to prevent spread. <p>*Templates for contact notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.</p>
2 Cases	<ol style="list-style-type: none">1) <i>Required:</i> Follow required steps for 1 confirmed case.2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school works with DPH to determine whether the cases have epidemiological (epi) links. If epi links exist, school implements additional infection control measures.
3+ Cases	<ol style="list-style-type: none">1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school immediately notifies DPH.2) <i>Required:</i> DPH determines if the outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated, and a public health investigator will contact the School to coordinate the outbreak investigation.