



Wayfinder Family Services Special Education School

School Reopening Safety Plan

Rev. May 5, 2021

Part one: Family Reopening Handbook

*Part two: Wayfinder Family Services SES staff addendum to the
Wayfinder Safe at Work Playbook*

Special Education School Family Handbook

Guide to Return to In-person Learning

Dear Wayfinder Families,

Thank you for working with us through this very challenging year. Your dedication and perseverance in supporting your children has been inspirational. It is very exciting to think about returning to on-site learning. I have missed your children this year. With the goal of shifting to in-person learning, the following Family Handbook is intended share information about the Special Education School's Covid 19 policies and protocols. These protocols are aligned with the Center for Disease Control (CDC) and Los Angeles County protocols to the greatest extent possible. While all in-person contact carries some risk, the objective of these protocols is to protect the health and safety of our families, students and staff, and to minimize the risks of Covid 19 exposure as we offer a rich, live school experience. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

Parents and community partners, please feel free to contact me any time regarding any school matters – including our safe return to on site learning.

Thank you!

Nancy Berger, MA
Principal
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Guiding Principles:

Health and Safety of staff and students is our highest priority. To this end we will implement:

Stable Cohorts – Staff and students on site will remain in cohorts throughout out their day, including transportation, to mitigate exposure. Whenever possible staff and students will maintain social distancing within their cohort.

New Health and Safety Procedures and Protocols – specific protocols including daily health screening, temperature checks, restroom procedures, paths of travel, substitute staffing procedures, will be carefully planned, implemented, monitored and updated on a regular basis.

High Quality and Individualized Education: With live instruction, we aim to offer high quality and individualized educational interventions for any instructional settings or strategies.

Social Emotional Support – Relationships fuel growth and a sense of safety. Our Staff, students and families all benefit from trauma informed care and collaboration.

Families will play a vital role in helping the Wayfinder Family Services Special Education School maintain the safest environment possible. For on-site learning families will be required to:

1. Participate in a Daily Health Pass – relaying health screening information –before admittance to school
2. Pick up or arrange transportation home for your child if he/ she becomes ill at school and upon the request of school administration.
3. Access and monitor reliable communication systems – texts, emails or calls to convey or receive and respond to information in a timely manner.

Instructional Models some definitions:

Online only (for families who opt for continued learning at home)

Hybrid is likely (for us this may look like on site most hours and days, with some therapies and asynchronous learning online-from home)

Full time on campus/ On site learning (Please be advised that some of our Related Service provision may remain virtual).

Possible shifts to and from virtual/ on site/ hybrid

Stable Cohorts

To minimize the risk of cross exposure, we are committed to keeping the students and their assigned staff members in clearly defined consistent pods or cohorts throughout each day and through the week.

The same group of students spends their day with the same group of staff throughout the day. No cohort will exceed the room capacity for their assigned area. Most of our classrooms will be Six to eight students and/ or staff for a total of 15 people per area.

Transportation staff will be part of the same cohort with their own students.

Students and staff do not change from one cohort to another unless there is an emergency situation

Each cohort will be in separate rooms, have access to separate bathrooms, have a separate outside seating area and not mix with other cohorts.

Teachers and staff remain within their cohort.

Health and Safety Protocols-Staff Protocols

Staff will be Covid tested per regulatory agency requirements.

Staff will be required to use Personal Protective Equipment, to be provided by school, and trained in their usage.

Staff working with students will maintain as much social distance as possible and use barriers such as sneeze guards on desks and face shields on staff to decrease risks.

Health and Safety checks – staff and student are screened for symptoms daily.

Health and Safety Protocols-Facility Protocols

Use of specific facilities will be defined for each cohort – entrances, exits, restrooms, outside areas etc)

Each class will be assigned their own restrooms for students and staff (at least two)

Regular cleaning and disinfection (with school safe chemicals) will be scheduled throughout the day. This includes vans.

Personal Protective Equipment, hand sanitizer, gloves and hand wipes will be available outside of the classrooms, restrooms, on vans and activity areas.

Within the classrooms students and staff will have their own areas and materials. Items will not be shared.

Health and Safety Protocols-Student/ Family Protocols

Daily Health and Safety Screening APP

Parents must screen for health and safety for their children EVERY DAY before coming to school/ van. This includes temp checks and answering questions regarding exposure of others in the household (wellness, exposure, travel). Parents will receive training on this procedure. Additionally, temperatures will be taken before entering our vehicles, site, our classrooms, then again at dismissal for students.

Students will follow a hand washing / hand sanitation schedule daily.

This includes: upon arrival , upon entering and exiting vans, upon entering and exiting classrooms, before using any new materials, before and after any feeding/ eating or hygiene tasks and at regular intervals throughout the day.

- Only very limited materials will be allowed to go from home to school or school to home (ie: Backpacks).
- Family will wash hands and wear face masks when bringing student to van or accepting student from the van or when dropping off/ picking up student from school.
- Family will cooperate and assist, if appropriate, with temp check and hand sanitation of student prior to entering van.
- There will be a change to the meal plan at school (see below.)

Revised Illness Policies

Staff and parents will both received training on a revised illness policy, to follow.

EXPOSURE MANAGEMENT PLAN

- Should a student (or staff member) exhibit signs of illness, administration will be notified, student will be isolated (but also supervised).
- Parent will be called to transport home. Rapid testing will be offered to student at this time (with family permission) .
- A designated staff with special training will monitor any ill students awaiting transportation.
- SES administration will consult with Wayfinder Family Services medical staff and will notify other cohort family members. A determination will be made as to whether the entire cohort should also go home early that day and whether the entire cohort will be able to continue on-site learning.
- In the event that an entire cohort is shut down immediately and students must be sent home, students must be picked up by parents. PLEASE NOTE: No student will be allowed to begin on site learning without a clear plan for safe transportation home, arranged for by the family, should the student become ill during the day, or any member of the cohort become ill.

Transportation

- Transportation will be for students and staff within one cohort. Students will be on the van for no more than one hour.
- We will attempt to keep to two students max on the vans. Parents will be encouraged to transport students to decrease time and opportunities for exposure on vans.
- All vans will be sanitized following every trip.
- Masks (and optional face shield) will be worn by WFS staff and by families or any providers (bus driver) at arrival and dismissal periods (including arrival and dismissal from the van)

- **All students will have to pass the health screening prior to boarding the vans.**

Arrival and Dismissal

- We may stagger arrival and dismissal to ensure that cohort staff are available to bring in students to and from class.
- Parents will be encouraged to transport students to decrease time and opportunities for exposure on vans.
- **Classes/ Cohorts will have assigned entrances and exits.**

Important Changes to Food Policy

- Breakfast will be sent home for the following day and snack will be sent home for consumption at home.
- Lunch will be eaten in assigned area outside or in alternative indoor area but not the café.

COVID-19 PROTOCOLS AND PROCEDURES

STUDENTS WHO SHOW SYMPTOMS AT SCHOOL

- Students who screen positive or display symptoms of COVID-19 will be given a medical-grade mask (if they will wear) and accompanied by a designated staff member to the designated isolation space where they can remain while arrangements are made for their return home. Face shields or barriers might also be utilized.
- The student will be supervised by a staff member until they are picked up by a parent/guardian, emergency contact provided by parent, or released to another healthcare facility. It is essential the school have up-to-date contact information for every student

ISOLATION AREA

- Each school will identify an isolation area separate from the health office
- Students who may have COVID-19 symptoms will wait in this area until picked up by parent/ guardian, emergency contact provided by parent, or released to another healthcare facility
- All students in the isolation area will be supervised by a staff member
- Social distancing of six feet or greater will be maintained in the isolation area

- A separate bathroom will be designated for use by anyone in the isolation area

QUARANTINE AREA

- Each school will identify a quarantine area separate from the isolation area and health office
- Students who have close contact with an individual who has tested positive for COVID-19 case or are a part of a cohort that had contact with the individual will be quarantined in a designated area until picked up by a parent/guardian or emergency contact provided by parent
- All students in the quarantine area will be supervised by a staff member
- Social distancing of six feet or greater will be maintained by all in the quarantine area
- A separate bathroom will be designated for use by anyone in the quarantine area
- If an entire cohort must be quarantined, they may remain in their classroom as a group

STUDENTS RETURNING TO SCHOOL AFTER A COVID-19 DIAGNOSIS

- If a student who has been physically on campus receives a confirmed diagnosis of COVID-19, the Los Angeles County Department of Public Health will be notified immediately
- Those in close contact with the student will be notified and will be encouraged to get a COVID-19 test and quarantine at home until the test results are received
- A student who tests positive for COVID-19 will isolate at home and be excluded from school for at least 10 days from the date of symptom onset or test date Parents and guardians are encouraged to make an appointment for their child to get a COVID-19 test.

Covid Safety Special Education School Staff Handbook
An ADDENDUM FOR THE SAFE AT WORK PLAYBOOK

(Adhering to guidelines from the CDE STRONGER TOGETHER document, CDC and public health directives).

Guide to Return to In-person Learning

Dear Wayfinder Family Services SES Staff,

Thank you for working with us through this very challenging year. Your dedication and perseverance is inspirational. The Special Education School's Covid 19 policies and protocols are aligned with the California Department of Education, Center for Disease Control (CDC) and Los Angeles County protocols to the greatest extent possible. While all in-person contact carries some risk, the objective of these protocols is to protect the health and safety of our SES community and to minimize the risks of Covid 19 exposure as we offer a rich, live school experience. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

Please feel free to contact me if you need clarification on any of our policies or protocols!

Nancy Berger, MA
Principal
310 981- 7013
nberger@wayfinderfamily.org

Guiding Principles:

Health and Safety of staff and students is our highest priority. To this end we will implement:

Stable Cohorts – Staff and students on site will remain in cohorts throughout out their day, including transportation, to mitigate exposure. Whenever possible staff and students will maintain social distancing within their cohort.

New Health and Safety Procedures and Protocols – specific protocols including daily health screening, temperature checks, restroom procedures, paths of travel, substitute staffing procedures, will be carefully planned, implemented, monitored and updated on a regular basis.

High Quality and Individualized Education: We aim to offer high quality and individualized educational interventions for any instructional settings or strategies.

Social Emotional Support – Relationships fuel growth and a sense of safety. Our Staff, students and families all benefit from trauma informed care and collaboration.

School Covid 19 Compliance Task Force

| Name | Title | Role |
|-----------------|--|--|
| Nancy Berger | Principal | <p>Compliance with all CDE/ CDC/ DPH policies Signage</p> <p>Parent communication</p> <p>Parent Covid 19 safety procedures and policy training related to onsite learning.</p> <p>Oversite and data collection of Covid 19 safety policies and protocol compliance</p> <p>Monitor Isolation and quarantine areas</p> <p>Notify districts, families, staff of any suspected or confirmed cases of Covid 19 on site.</p> <p>Notify HR of any staff exposure</p> <p>Liaison with CDE and DPH regarding exposures or illness pre directives.</p> <p>Contact tracing if applicable.</p> |
| Cindy Gualpa | Orientation and Mobility Instructor | <p>Assists with Data collection and policy compliance</p> <p>Monitor Isolation and quarantine when needed</p> <p>Ensure that staff and students receive training and education on Covid 19 safety procedures and protocols</p> |
| Allison Burdett | Ass. VP of Visual Impairments and Dev. Disabilities Services | Liaison with Wayfinder Family Services Covid response team |
| Jackie Prophet | Wayfinder Family Services Medical Director | Staff trainings regarding student and staff safety AND Covid 19 safety protocols |
| Carmen Garcia | Wayfinder Family Services Director of Human Resources | Compliance with Osha Guidelines |

Wayfinder Family Services Medical director will be designated liaison with DPH in the event of an outbreak on site. The Compliance Task force team member Nancy Berger will be responsible for communications with families, students and stakeholders (not media communications) to answer questions and give information regarding school Covid 19 safety and procedures. Ms. Berger will also be responsible for notifying families/ staff and stakeholders of any updates to Covid 19 policies and procedures as State, Federal and local mandates change. These communications will be via phone, text, email or Zoom sessions.

Isolation and Quarantine Set up and staffing

| | Indoor/ Outdoor | Location | Staff Person | Alternate |
|------------|-----------------|-----------|--------------|------------------------------|
| Isolation | Indoor | Room 112a | Nancy Berger | Cindy Gualpa Or staff sub |
| Quarantine | indoor | Room 113 | Nancy Berger | Cindy Gualpa Or staff sub |

School Communication

Information to be sent to parents prior to school reopening:

| | |
|--|---|
| <p>Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed.</p> | <p>Covid 19 testing for staff and options for students with symptoms.</p> |
| <p>Importance of providing up to date contact and medical information and documentation / materials:</p> <ul style="list-style-type: none"> ___ new contact sheet ___ clear plan for family pick up from school if needed ___ new medical form with ___ new prescriptions for meds which might be needed at school (diastat) ___ New medication and medial materials provided to health office if applicable. | <p>Requirements for face coverings at arrival and dismissal and during transportation (families, district drivers will wear face covering when picking up and dropping off students from school or from school vans).</p> |
| <p>How to conduct a symptom check before students leave home for school or school transportation.</p> | <p>Changes in our daily school activities/ routines and schedules to mitigate risks. Including changes to school meals to avert risk.</p> |
| <p>Policies for social distancing and PPE for students and staff.</p> | <p>How to contact school Principal and Transportation coordinator if students have symptoms or may have been exposed (daily health check procedures)</p> |
| <p>Communication and response procedures for early dismissal, illness, cohorts reverting to virtual learning unexpectedly.</p> | <p>School NO VISITORS policy.</p> |

CAMPUS ACCESS

SES will adhere to Wayfinder Family Services Safe at Work procedures – no guests on campus and all staff have a health screen at arrival. Staff will have weekly Covid tests. All staff will be tested just prior to the onset of their assigned Cohort's on site learning.

CHECKLIST FOR OPENING SCHOOL SAFELY

Local Conditions: All the following local conditions must be in place:

Flexibility or Lifting of State Stay-Home Order. The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

Flexibility or Lifting of County Stay-Home Order. The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

Local Public Health Clearance . Local public health officials have made determinations, including, but not limited to, the following:

Testing Availability . Tests and tracking/tracing resources will be in place prior to school re opening . Employees have access to COVID-19 testing at regular and ongoing intervals . Surveillance testing results will be report to DPH.

Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths .

Sufficient surge capacity exists in local hospitals .

Equipment Availability : Sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements will be provided

No-touch thermal scan thermometers for symptom screenings will be utilized

Cleaning Supply Availability: Sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels will be provided.

CLEANING AND DISINFECTING: In accordance with CDC guidance . . .

Avoid sharing of electronic devices, toys, books, and other games or learning aids

Limit stuffed animals and any other toys that are difficult to clean and sanitize .

In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials . . .

Disinfecting surfaces between uses, such as:

Desks and tables

Chairs

Seats on bus

Keyboards, phones, headsets, copy machines

Disinfecting frequently at least daily—high-touch surfaces, such as:

Door handle

Handrails

Drinking fountains

Sink handles

Restroom surfaces

Toys, games, art supplies, instructional materials

Playground equipment - High touch playground equipment will be cleaned at the start of each day and when each cohort exits the area.

Close off areas used by any sick person until cleaning and disinfection . To reduce risk of exposure, wait 24 hours before cleaning and disinfecting . If it is not possible to wait 24 hours, wait as long as possible. (Housekeeping would do this sort of deep cleaning for us)

Each students' belongings will be kept separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned .

CLEANING AND DISINFECTING – VENTILATION

All of the HVAC units in the education building have recently been upgraded and replaced.

All HVAC system on campus are routinely serviced/maintained on a monthly basis.

During servicing, the operation of the units may be interrupted momentarily for the safety of the service personnel; but only for a few minutes.

Filters have been upgraded to MERV 13 and are replaced on a quarterly basis (every 90 days).

Units are set to factory standard air exchange rate(s) based upon the California/EPA code.

COHORTS

To minimize the risk of cross exposure, we are committed to keeping the students and their assigned staff members in clearly defined consistent pods or cohorts throughout each day and through the week.

Cohorts are defined as groups 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. Cohort size should be as small as feasible. Six feet of distance between students in these cohorts is recommended however at no time may students be seated less than 3 feet apart. Distance between students and staff desks, and between staff desks must be at least 6 feet. The maximum size of these stable cohorts is based on the number of students that can be seated within the available program space while adhering to minimum distancing requirements.

Social Distancing will be maintained to the greatest extent possible within classrooms and class areas. All classrooms have been reconfigured to maximize space between students. Based upon the recommendation of the CDC and DPH guidance, student workstations are spaced to provide a distance of 6 feet apart. Physical barriers will also be used to mitigate risk and reduce the chance of close contact.

Instructional Materials and classroom materials – to the greatest extent possible students will not share materials and staff will not share materials. Materials such as art/ work supplies will be assigned to each student / staff and stored accordingly. Materials will be disinfected/ sanitized after each use. If Materials do need to be shared they will be cleaned/ disinfected/ sanitized before being used by another student/ staff. No materials will go from one classroom to another.

Transportation staff will be part of the same cohort with their own students.

Students and staff do not change from one cohort to another unless there is an emergency situation.

Each cohort will be in separate rooms, have access to separate bathrooms, have a separate outside seating area and not mix with other cohorts.

Teachers and staff remain within their cohort.

Daily Logistics

Every adult entering a classroom will sign into the class at least one time per day. This information is vital should contact tracing be required.

Only very limited materials will be allowed to go from home to school or school to home (ie: Backpacks).

Within the classrooms students and staff will have their own area and materials, Items will not be shared.

Signage regarding health and safety protocols, entering classroom , class area protocols, on the floor outside of school rooms will be posted to prevent congestion.

Signage will also be posted throughout the school area regarding all Covid 19 safety protocols. These safety protocols will include use of masks by all staff at all times, social distancing in classrooms, hallways and outside areas, handwashing and sanitation reminders/ procedures and sanitation routines.

Each class will be assigned their own restrooms for students and staff (at least two), two classroom type rooms set up for student social distancing and with sneeze guards and one outside area for recreation as well as one outside area for eating and / or lessons – table, chairs, awning.

Lunch will be eaten in assigned area outside or in alternative to classroom/ café. Breakfast and snack will be sent home for consumption at home.

FOOT TRAFFIC REGULATED TO MINIMIZE CONTACT BETWEEN COHORTS

Specific facilities will be defined for each cohort – entrances, exits, restrooms, outside areas etc)

Elementary/ Middle school – Hallway for entry/ exit, side SES door for Entry (near van loading area) Exit at activity room, classroom, Life skills room. Restrooms: Classroom or Life skills.

Middle School/ High School – Entry/ Exit at main SES door, Activity room. Restrooms: Hallway rooms, Apartment living (when area not used as isolation)

High School B : Entry / exit through classroom outside doors, extra room- High School A classroom; classroom restrooms and HS A restrooms.

Students will transition to and from school/ to and from activities areas and at arrival and dismissal only with their cohorts.

HANDWASHING: In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, SES plan for handwashing that includes

Wash or sanitize hands when: arriving and leaving home; entering van, entering a room, arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods/ drink .

Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses.

Proper handwashing techniques and PPE use, including the following: Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels to dry hands thoroughly.

HEALTH SCREENINGS- STAFF:

Staff will be tested per regulatory requirements.

Staff will be tested before the onset of on site learning.

Daily health screening will be completed by staff prior to reporting to work and upon arrival to site.

HEALTH SCREENS THROUGHOUT THE DAY: Monitor students for signs of illness - visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit)

Students:

1. At home screen: Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100 .4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19 .
2. Transportation Screen
3. Arrival Screen
4. Before Lunch
5. End of day screening

HYGIENE PROTOCOLS:

When toileting students –

Staff will wear a mask, gloves and face shield. Gowns may also be worn. Face shield must be sanitized as soon as staff has completed tasks with student. Only one student is to be in the restroom at a time. Staff will assist student to toilet or change as needed. Staff will wash hands, student will wash hands and once student has been exited from restroom, staff will sanitize and/or dispose of PPE according to training. Toilet will be flushed after student exits restroom and at a time when staff is able to minimize any of their exposure to aerosols. Staff will then the restroom is sanitized (another staff can be tagged in for this) by a staff wearing gloves. Another student may use this restroom after the prescribed time has passed.

All restrooms will be fully cleaned at least one time daily. All student used restrooms will additionally be cleaned and sanitized (high touch areas) after each student's use. Students and staff will be given multiple opportunities to wash hands throughout the day and will receive training/ education on effective hand washing procedures.

PERSONAL PROTECTIVE EQUIPMENT: According to CDC guidance:

Training and information will be provided to staff and students on proper use, removal, and washing of cloth face coverings

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms) . Cloth face coverings are not surgical masks, respirators, or personal protective equipment .

As recommended by the CDC, all staff must wear face coverings at all times while on Wayfinder Family Services campus and when working with student (IE: during transportation).

Further protocols for Protective equipment:

For employees engaging in symptom screening: masks, face shields, and disposable gloves

For front office and food service employees: face coverings and disposable gloves

For staff who are cleaning or disinfecting areas PPE includes: gloves

Face Shields: Face shields protect the eyes, nose and mouth from contamination from respiratory droplets. Along with masks, face shields are worn in addition to a face covering to provide additional protections. Face shields will be used by staff who are involved in procedures that may produce aerosols or with students who are not able to wear a mask.

Gowns may be worn for the same reasons. For additional protection while staff is working with a student who can not wear a mask and maintain social distance and who needs assistance with hygiene or feeding tasks.

PHYSICAL DISTANCING: in school facilities

The number of people in all campus spaces will be limited to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals . (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations)

PHYSICAL DISTANCING: PLAYGROUND AND OUTSIDE SPACES:

Physical education (PE) will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials

PHYSICAL DISTANCING : CLASSROOM

People in classroom (including students) will be limited to a number determined to ensure that guidelines for social distancing can be followed.

In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart Arrange desks in a way that minimizes face-to-face contact

Physical distance will be maintained in the hallway and in common areas by assigning foot traffic routes and transition times/ areas for all cohorts.

PHYSICAL DISTANCING : FOOD SERVICE:

Limit physical interaction during meal preparation and meal service: each class will have two meal areas – one outside and one inside. Cohorts must remain separated and classes must maintain social distancing between students during meal periods.

With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort

If providing meal service inside, plan sanitation and trash removal will occur as soon as meal is over.

Staff assisting students to consume meals will wear face masks, face shields, gloves and gowns.

PHYSICAL DISTANCING - STAFF:

Workspaces will be arranged to incorporate a minimum of 6 feet between employees and students where/ whenever possible.

If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces .

Staff is encouraged to refrain from eating in the staff lounge. Staff are not allowed to eat in a shared inside area when anyone else is present or likely to be in the area. Staff is encouraged to eat in outside areas while maintaining social distance from others.

COVID 19 SCHOOL EXPOSURE MANAGEMENT : Developed in accordance with DPH and CDC guidelines

Students on site with suspected Covid 19 symptoms will immediately be isolated.

Staff on site with suspected Covid 19 symptoms will end their day and consult with their health care provider.

Identification of staff or students exposed to the person with symptoms will occur

Immediate quarantine of exposed staff and students will be implemented.

Access to testing for all exposed individuals will be offered.

Wayfinder Family Services representative will report all COVID 19 clusters (3 or more cases within 14 days) to the DPH. DPH will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

PROTOCOL FOR POSTIVE COVID RESULTS IN STUDENT, STAFF OR HOUSEHOLD:

Based on public health guidance and in coordination with local public health officials .

In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps

In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community

In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate .

Additional close contacts at school outside of a classroom should also isolate at home .

Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection .

ILLNESS POLICY – Stay at home guidelines

Any students displaying signs of illness must stay at home.

Families may work with school principal and Wayfinder Family Services medial staff
To determine if on going health symptoms require Stay at Home (such as allergies)

Any student or staff with new symptoms and exposure to Covid 19 must stay at home.

Exposure to Covid 19 is defined as being within 6 feet of a person who has tested positive for greater than 15 cumulative minutes within a 24 hour period or unprotected exposure to bodily fluid of a person who has tested positive for Covid 19.

If a student or staff experiences any Covid 19 symptoms they must stay home and should contact their health care provider for further instruction. They must also notify the school of their absence and any COVID 19 symptoms.

ILLNESS POLICY - COVID 19 SYMPTOMS:

The presence of any of the symptoms below generally suggests a student, teacher, or staff member has an infectious illness and must not attend school, regardless of whether the illness is COVID-19. For students, staff, and teachers with chronic conditions, symptom presence should represent a change from their typical health status to warrant exclusion from school. Occurrence of any of the [symptoms](#) below while a student, teacher, or staff member is at school suggests the person may be referred for diagnostic testing.

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New loss of taste or smell
- New onset of severe headache, especially with a fever

Students and staff must not attend school in-person if they or a household member presents with new [development](#) of any of the symptoms above.

COVID-19 PROTOCOLS AND PROCEDURES

STUDENTS WHO SHOW SYMPTOMS AT SCHOOL

- Students who screen positive or display symptoms of COVID-19 will be given a medical-grade mask (if they will wear) and accompanied by a designated staff member to the designated isolation space where they can remain while arrangements are made for their return home
- The student will be supervised by a staff member until they are picked up by a parent/guardian, emergency contact provided by parent, or released to another healthcare facility. It is essential the school have up-to-date contact information for every student

ISOLATION AREA

- School isolation areas will be the apartment living area and room 113.
- Students who may have COVID-19 symptoms will wait in this area until picked up by parent/ guardian, emergency contact provided by parent, or released to another healthcare facility
- All students in the isolation area will be supervised by a staff member
- Social distancing of six feet or greater will be maintained in the isolation area
- A separate bathroom will be designated for use by anyone in the isolation area

QUARANTINE AREA

- Each school will identify a quarantine area separate from the isolation area and health office
- Students who have close contact with an individual who has tested positive for COVID-19 case or are a part of a cohort that had contact with the individual will be quarantined in a designated area until picked up by a parent/guardian or emergency contact provided by parent (This will likely be the class' second inside room)
- All students in the quarantine area will be supervised by a staff member
- Social distancing of six feet or greater will be maintained by all in the quarantine area
- A separate bathroom will be designated for use by anyone in the quarantine area
- If an entire cohort must be quarantined, they may remain in their classroom as a group

STUDENTS RETURNING TO SCHOOL AFTER A COVID-19 DIAGNOSIS

- If a student who has been physically on campus receives a confirmed diagnosis of COVID-19, the Los Angeles County Department of Public Health will be notified immediately
- Those in close contact with the student will be notified and will be encouraged to get a COVID-19 test and quarantine at home until the test results are received
- A student who tests positive for COVID-19 will isolate at home and be excluded from school for at least 10 days from the date of symptom onset or test date Parents and guardians are encouraged to make an appointment for their child to get a COVID-19 test.

TRANSPORTATION AND ARRIVAL PROCEDURES:

SETTING UP WAYFINDER VAN ROUTES:

Transportation will be for students and staff within one cohort. Students should be on the van for no more than one hour. We will attempt to keep to two students max on the vans. Classes will have assigned entrances and exits. Parents will be encouraged to transport students to decrease time and opportunities for exposure on vans. We may stagger arrival and dismissal to ensure that cohort staff are available to bring in non LAUSD/ Van students to and from class.

Vans : Determine maximum capacity for students of each vehicle (do we need 6 ‘ distancing?)

If needed we will:

Mark or block seats that must be left vacant

Sample seating options:

Option 1: Seat one student to a bench on both sides of the bus, skipping every other row .

Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus .

Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading .

Seat students from the rear of the bus forward to prevent students from walking past each other .

To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off . (Students who get off first should board last and sit in the front .)

Staff wears a mask at all times.

When safe to do so staff will open some windows to a safe extent to increase ventilation.

WAYFINDER VANS: Staff will gather their Transportation Pack – no touch thermometer, gloves, Face shields, masks, Hand sanitizer, extra masks. Staff will confirm that students on their route have passed their at home screening (text/ call/app/ notice from principal). Arrival at the home- care provider will be masked. Van aide will confirm with care provider – no symptoms, no exposures, temp will be taken. Student will have hands sanitized. Students will be seated on the van in a way that increases social distancing. If possible students will not face each other. Upon arrival to school please park van, ensure van sanitized and escort students in to school according to your classroom’s arrival/ dismissal plan and adhering to all signage.

WAYFINDER FAMILY SERVICES RECEPTION STAFF WILL NOT BE ASSISTING WITH ARRIVAL AND DISMISSAL PROCEDURES. DISTRICT STAFF AND FAMILIES TRANSPORTING STUDENTS WILL ARRIVE TO SITE (the guest parking lot) AT THE ALLOTTED TIME AND WILL COMMUNICATE WITH THEIR COHORT OR SCHOOL ADMINISTRATION VIA PHONE OR TEXT.

DISTRICT ARRIVALS: Families will confirm students were health screened before loading on District transportation. District staff will be masked. Staff receiving student will also be masked and visually check students for illness, take temp before student disembarks. Student will have hands sanitized. Student will be escorted to class.

PARENT DROP OFFS AND PICK UPS: Families will confirm students were health screened before transporting their child to school. Caregivers will be masked. Staff receiving student will also be masked and visually check students for illness, take temp before student disembarks. Student will have hands sanitized. Student will be escorted to class.

SYMPTOMS AND SCREEN QUESTIONS:

The presence of any of the symptoms below generally suggests a student, teacher, or staff member has an

infectious illness and must not attend school, regardless of whether the illness is COVID-19. For students, staff, and teachers with chronic conditions, symptom presence should represent a change from their typical health status to warrant exclusion from school. Occurrence of any of the [symptoms](#) below while a student, teacher, or staff member is at school suggests the person may be referred for diagnostic testing.

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New loss of taste or smell
- New onset of severe headache, especially with a fever

Students and staff must not attend school in-person if they or a household member presents with new [development](#) of any of the symptoms above.

Covid 19 Safety and policy adherence inspection

Nancy Berger

Date:

Name of person conducting the inspection:

Work location evaluated: Special Education School

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Engineering | | | |
| Barriers/partitions | | | |
| Ventilation (amount of fresh air and filtration maximized) | | | |
| Additional room air filtration | | | |
| | | | |
| | | | |
| Administrative | | | |
| Physical distancing | | | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | | | |
| Hand washing facilities (adequate numbers and supplies) | | | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | | | |
| | | | |
| | | | |
| PPE (not shared, available and being worn) | | | |
| Face coverings (cleaned sufficiently often) | | | |
| Gloves | | | |
| Face shields/goggles | | | |
| | | | |
| | | | |

Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

| | | | |
|---|--|---|--|
| Employee (or non-employee*) name: | | Occupation (if non-employee, why they were in the workplace): | |
| Location where employee worked (or non-employee was present in the workplace): | | Date investigation was initiated: | |
| Was COVID-19 test offered? | | Name(s) of staff involved in the investigation: | |
| Date and time the COVID-19 case was last present in the workplace: | | Date of the positive or negative test and/or diagnosis: | |
| Date the case first had one or more COVID-19 symptoms: | | Information received regarding COVID-19 test results and onset of symptoms (attach documentation): | |

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

| Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to: | | | |
|---|---|---|--|
| All employees who may have had COVID-19 exposure and their authorized representatives. | Date: | | |
| | Names of employees that were notified: | | |
| Independent contractors and other employers present at the workplace during the high-risk exposure period. | Date: | | |
| | Names of individuals that were notified: | | |
| What were the workplace conditions that could have contributed to the risk of COVID-19 exposure? | | What could be done to reduce exposure to COVID-19? | |
| Was local health department notified? | | Date: | |

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

| Employee Name | Signature |
|---------------|-----------|
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