

Larchmont Charter School

Reopening & Safety Plan



PREFACE

This guidance is based on the information the Los Angeles County Department of Public Health (LACDPH) and the California Department of Public Health (CDPH) shares with schools about COVID transmission and mitigation.

It is Larchmont's hope that this plan will provide our community with the latest information and transparent planning that is aligned with the ever-evolving guidance that is received from the Public Health Department's for school reopening.

TABLE OF CONTENTS

PREFACE	1
TABLE OF CONTENTS	2
MESSAGE FROM OUR EXECUTIVE DIRECTOR	3
COVID-19 COMPLIANCE TEAM	4
HEALTH AND SAFETY PROTOCOLS	5
FACE COVERINGS	5
HEALTHY HAND HYGIENE	5
PHYSICAL DISTANCING	6
PERSONAL PROTECTIVE EQUIPMENT (PPE) & SUPPLIES	6
DAILY HOME SCREENING FOR SYMPTOMS	6
ISOLATION ROOMS	8
BECOMING ILL AT SCHOOL	8
COVID-19 SYMPTOM DECISION PATHWAY	9
RETURN TO SCHOOL AFTER EXCLUSION FOR SYMPTOMS	10
EXPOSURE MANAGEMENT PLAN	11
CONFIRMED COVID-19 CASE GUIDANCE	12
CLOSE CONTACT GUIDANCE	13
CLEANING AND DISINFECTING PROTOCOLS	13
DAILY CLEANING AND HIGH TOUCH AREAS	14
DISINFECTING	14
AIR VENTILATION	14

MESSAGE FROM OUR EXECUTIVE DIRECTOR

Dear Larchmont Charter Community,

This has been a year like no other and I know it's impacted each of us differently. Through it all, our community has lived out its mission to improve the world we inhabit. Our staff stepped forward willing to do whatever was needed to reach every child and family – pivoting to teach online, serving up delicious meals, helping to get each kid a Chromebook, connecting families with resources like counseling, and support with housing, food and more.

The health and safety of our students and staff is our first priority and we have been making extensive preparations to reopen. First, I want to assure folks that:

- We are going to be thoughtful and careful and work to ensure everyone's safety in reopening.
- We are not aiming to be first and will move in tandem with other schools (not necessarily LAUSD but with other smaller districts, charters, and independent schools).
- We are going to move incrementally – taking small steps (1:1 assessments, then small hubs, then more hubs, then broader reopening once permitted).
- We are going to include all voices in the planning and decision making (biweekly community updates/Q&A open to all, surveys, task force, and reopening workgroups).

We know this topic of reopening can be anxiety-producing for many. Here is the most up to date information we have:

- Our team has purchased PPE supplies for all students and staff, additional handwashing stations and sanitizer, facilities upgrades to filtration at all sites, outdoor furniture and canopies to support outdoor classrooms, sneeze guards for offices and transparent carrels for student/staff desks, signage has been placed and much more.
- We have submitted and posted the required documents to be eligible for the Governor's reopening proposal whenever/if it's approved. This would provide \$450-700 per pupil to support safely reopening TK-2 within 2 weeks of the case count falling below 25 per 100,000 residents and 3rd-6th grades within 4 weeks of cases falling below 25 per 100,000. 7th-12th grades must wait until the case count falls below 7/100,000 and everyone must wait until the positivity falls below 8% to reopen.
- Policies and protocols have been drafted and are being continually updated, all the County public health calls and trainings are being attended and staff have been working in reopening workgroups.

I want to thank you all so much for all that you're doing to partner with your child's teacher to support his/her learning through this time. With my parent hat on, I know how challenging this time has been and I'm grateful for your patience and support as this has gone on much longer than any of us anticipated. Thank you for all that you do to make Larchmont great.

Warmly,
Amy Held

COVID-19 COMPLIANCE TEAM

Larchmont Charter has established the COVID-19 Compliance Team, which aligns with the LACDPH guidance, that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.

The LCS COVID-19 Compliance Team includes:

Compliance Officer & Liaison to the Department of Public Health

Esmeralda Sandoval, *Director of Compliance & Operations*

Network Office Representatives

Amy Held, *Executive Director*

Jennifer Gonzalez, *Director of Human Resources*

Marline Plata-Velasquez, *Human Resources Associate*

Myra Salinas, *Director of Student Support Services*

Angelica Sammons, *Director of Operations*

School Representatives

Mersedeh Emrani, *Fairfax Principal*

Maritess Trillo, *Fairfax Office Manager*

Eva Orozco, *Hollygrove Co-Principal*

Solace Pineo-Cavanaugh, *Hollygrove Office Manager*

Sarah Perkins, *Selma Principal*

Danielle Lovel-Walsh, *Selma Office Manager*

Mike Kang, *LFP Principal*

Lissette Rivas, *LFP Office Manager*

**When finished, please acknowledge you have read
Larchmont's Reopening & Safety Plan by filling out this quick form.**

HEALTH AND SAFETY PROTOCOLS

The health and safety of our students, staff and families is of the utmost importance. When students return to campus, the school will look much different from previous years due to the new health and safety measures that must be implemented. The plan to open schools is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

FACE COVERINGS

In accordance with the California Department of Public Health's (CDPH) Guidance, everyone entering the school property is required to wear a face covering.

- Face coverings must cover the nose and mouth and fit snugly around the face.
- Staff are required to wear disposable surgical/medical masks, which are available in the main office.
- Surgical/medical masks are to be replaced daily.
- Cloth face coverings must be of a minimum of 2 layers.
- Bandanas will not be allowed to be worn as a face covering.
- Gators will only be allowed if they are 2-layers.
- Cloth face coverings must be washed daily.
- Face coverings are to be worn at all times except when eating or drinking.
- If face covering becomes soiled or torn during the school day then replacements are available in the main office.
- Students are able to bring their own face covering from home but LCS will also be providing some as well.
- Personal face coverings will be allowed in compliance with dress code policies.
- Students are encouraged to bring an extra face covering in case one gets soiled.
- Signage has been placed at various locations on campus to remind everyone of the face covering requirement.

If a student or staff has a medical issue that precludes them from wearing a face covering, then the healthcare provider must be consulted.

For guidance on the use of face coverings, please refer to:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

HEALTHY HAND HYGIENE

Students and staff should wash their hands frequently throughout the day or use hand sanitizer when handwashing is not practicable to help prevent the spread of COVID-19.

- Students and staff should wash their hands for at least 20 seconds with soap, rubbing hands thoroughly or use hand sanitizer that contains a minimum of 60% alcohol (ethyl alcohol-based).

- Students and staff should wash their hands:
 - Before and after eating
 - After coughing or sneezing
 - After using the restroom
 - Before and after any group activities
 - After outdoor play
- Multiple hand sanitizing stations are available throughout the campus, including the front entrance of the school, in each classroom, main office, and anywhere else where people have direct interactions with others.
- Hand sanitizer use is only allowed with adult supervision for children under age 9.

PHYSICAL DISTANCING

Maximizing the physical distance between others inside and outside of the classroom is another important strategy to help mitigate the spread of COVID-19.

- A minimum of six (6) feet should be maintained between others.
- Floor markers have been placed in specific areas like the main entrance, office, bathrooms and water dispensing machines to support with distancing.
- Classrooms have been measured to maximize the space between students and staff.
- When it is not possible for a staff member to maintain six (6) feet of distance between another staff member or a student, both parties will ensure they are properly wearing their protective face covering and limit their exposure time to less than 15 minutes.
- Signage has been placed around the campus to remind everyone on campus to maintain a 6-foot distance from one another.

PERSONAL PROTECTIVE EQUIPMENT (PPE) & SUPPLIES

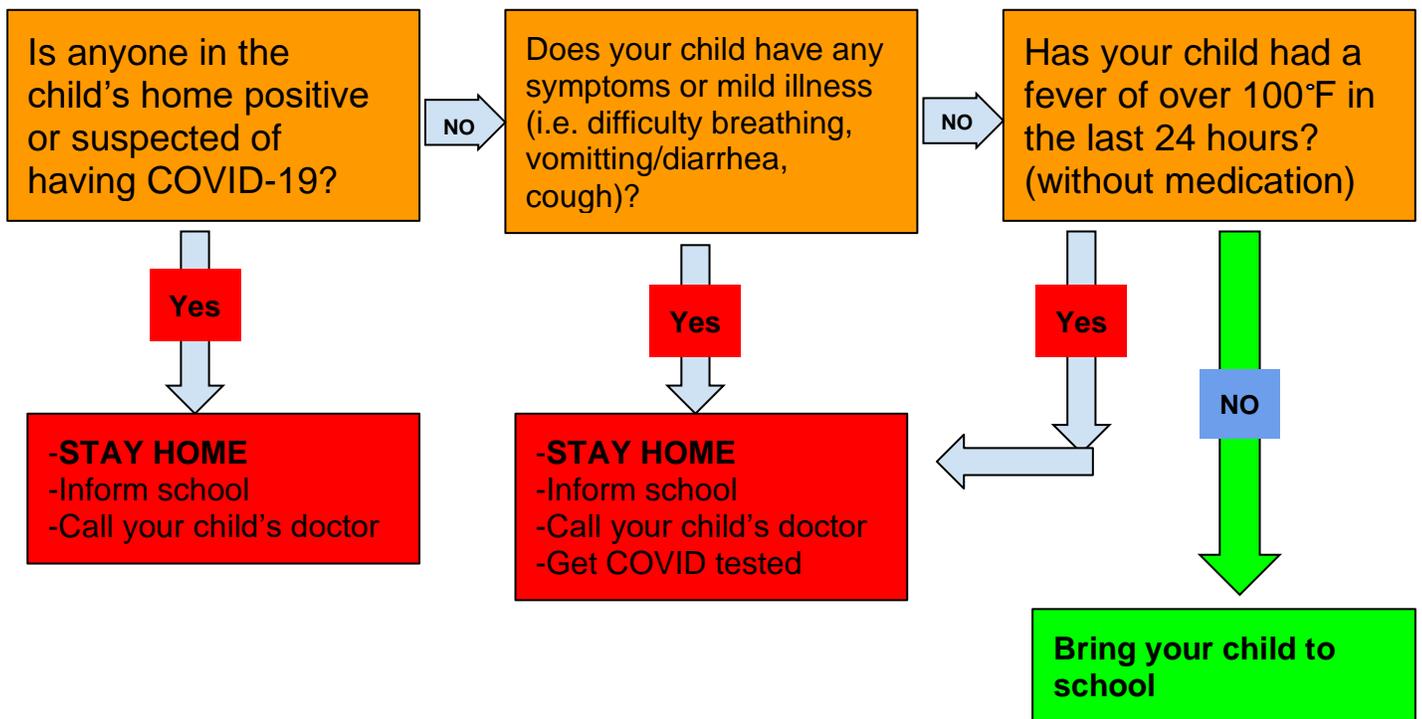
- For staff that is unable to maintain six feet of distance from others must also wear a face shield or goggles.
- Face shields will be given to each staff member.
- Plexiglass barriers have been placed in the main office and in other offices where staff may be meeting with a student or parent.
- Nitrile gloves and disposable surgical/medical masks are available in the main office.
- Staff who work with students who receive specialized services will have access to additional personal protective equipment such as face shields, gloves, gowns, and plexiglass barriers.

DAILY HOME SCREENING FOR SYMPTOMS

Everyone who will be on campus must complete the Daily Symptoms Screening Checklist prior to leaving home as part of our strategy to limit the spread of COVID-19 at the school site. Studies show that people with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The health screening asks about recent contact with individuals who confirmed COVID-19 or COVID-19 symptoms and requires a check for the following symptoms:

- Fever of 100°F or higher
 - New cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Chills, muscle or body aches
 - Diarrhea or vomiting
- ❖ Students and staff experiencing symptoms listed **MUST NOT** attend school.
 - ❖ Student absences related to personal illness, quarantine and COVID19 illness or symptoms will be excused.
 - ❖ Students and staff seeking COVID-19 testing due to exposure or symptoms of illness **MUST stay home until they receive their results.**

Can my child go to school today?



ISOLATION ROOMS

- Every campus will have a designated isolation room for sick students when schools reopen.
- Staff in the isolation room will wear appropriate PPE, such as a medical grade mask, face shield or goggles, disposable gloves, and a gown, if needed.
- If a student is found to have COVID-19 symptoms during the school day, he/she will be sent to the isolation room.
- The office staff will contact the parent/guardian to come pick up the student immediately (within 1 hour).
- The isolation room will be disinfected between uses.

BECOMING ILL AT SCHOOL

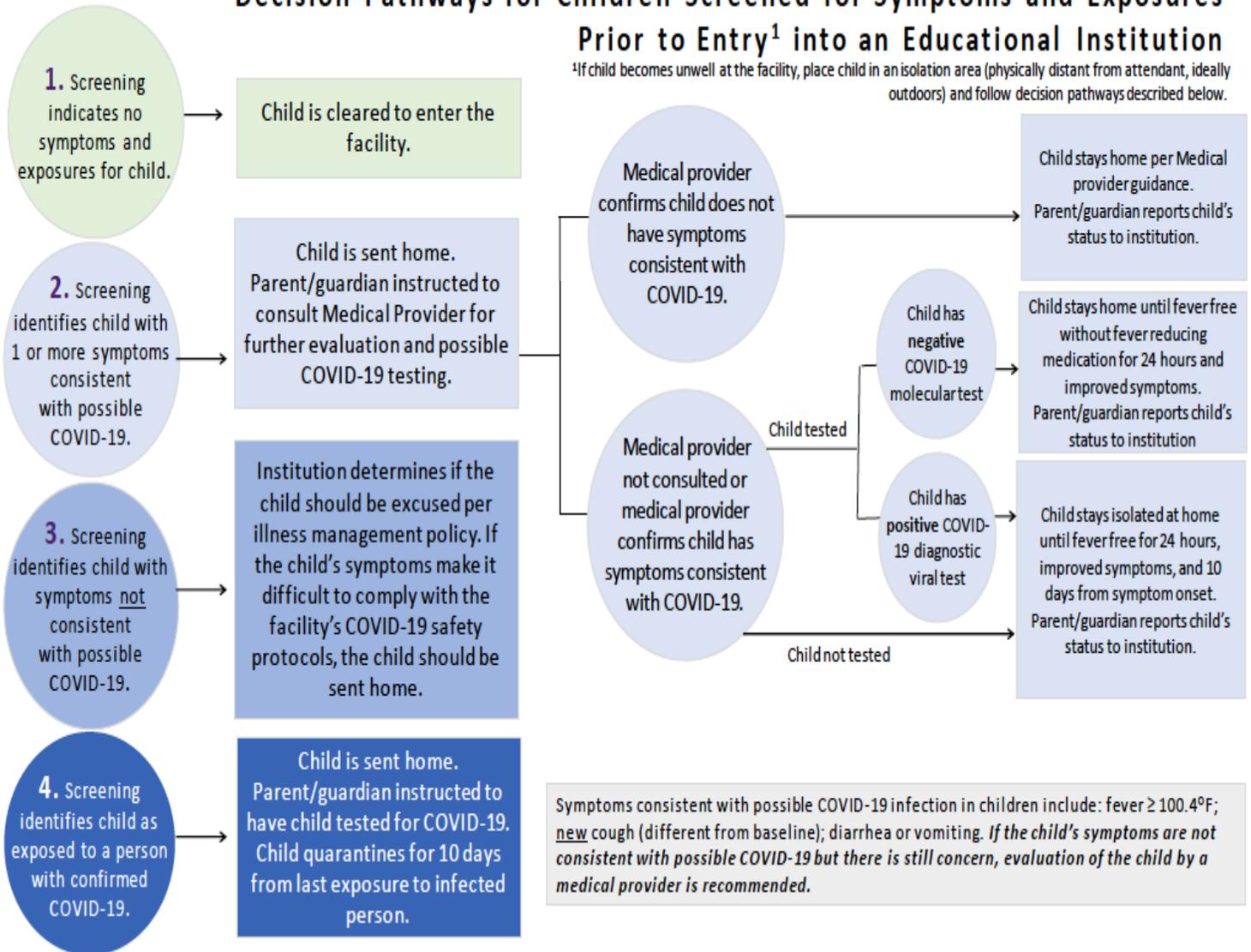
Students and staff should self-monitor throughout the day for signs of illness. Staff should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.

- Any student showing 1 or more symptoms should be sent to the isolation area.
- Staff showing 1 or more symptoms will be sent home immediately.
- Parents are given isolation orders and should get their student COVID tested by calling their child's healthcare provider, visiting <https://covid19.lacounty.gov/testing/>, or by calling 2-1-1 if assistance is needed in finding a medical provider. COVID test results are to be shared with the school.
- Staff are given isolation orders and must get COVID tested and share results with the Human Resources (HR) Department.
- Unless the LACDPH recommends otherwise, there is no need to exclude asymptomatic contacts (students and staff) of the symptomatic individual from school until test results for the symptomatic individual are known.
- If COVID test results come back positive, then close contacts will be identified and will be given quarantine orders.
- COVID-19 testing sites around Los Angeles County can be found: <https://covid19.lacounty.gov/testing/>

COVID-19 SYMPTOM DECISION PATHWAY

Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

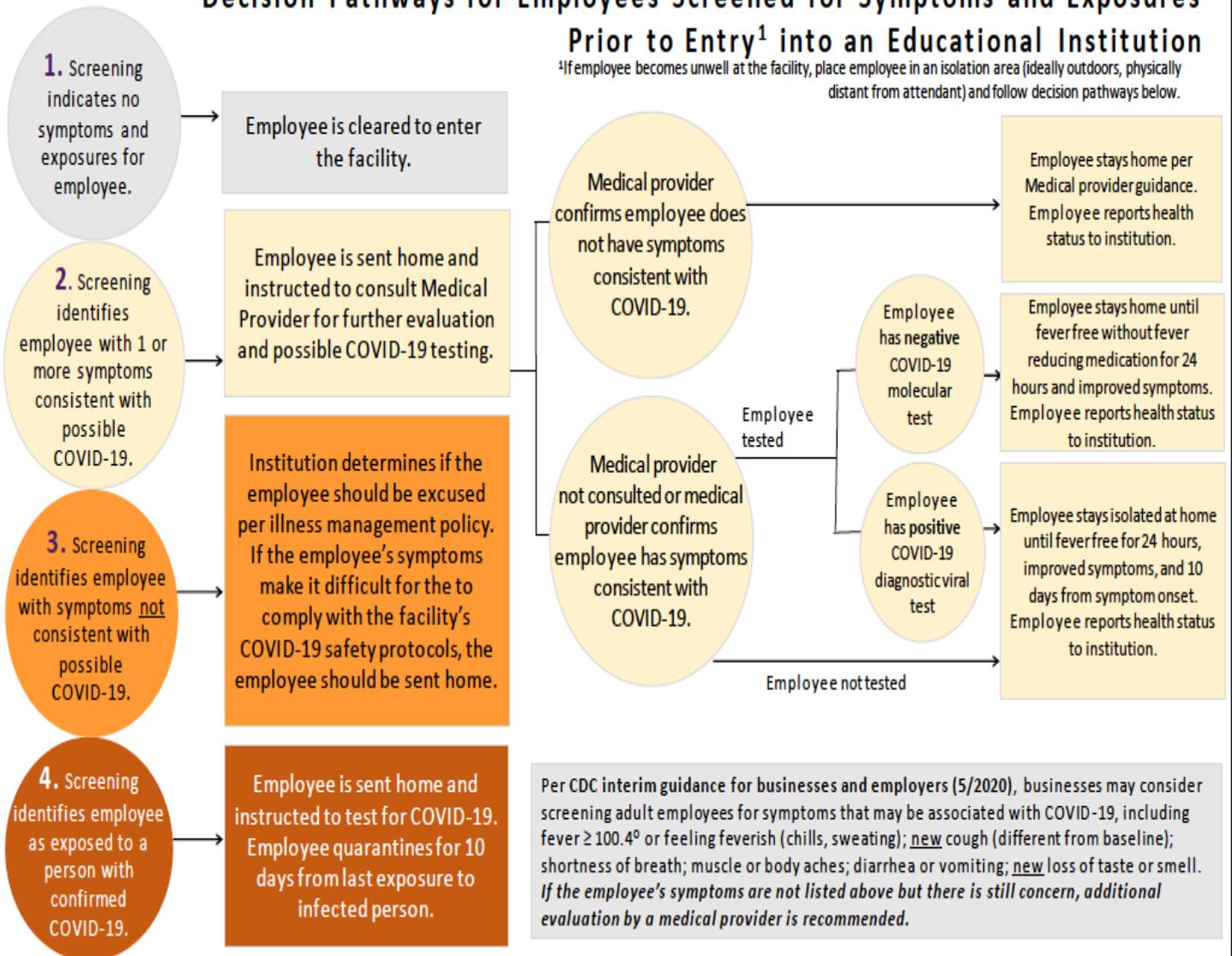
¹If child becomes unwell at the facility, place child in an isolation area (physically distant from attendant, ideally outdoors) and follow decision pathways described below.



Symptoms consistent with possible COVID-19 infection in children include: fever $\geq 100.4^{\circ}\text{F}$; new cough (different from baseline); diarrhea or vomiting. *If the child's symptoms are not consistent with possible COVID-19 but there is still concern, evaluation of the child by a medical provider is recommended.*

Decision Pathways for Employees Screened for Symptoms and Exposures Prior to Entry¹ into an Educational Institution

¹If employee becomes unwell at the facility, place employee in an isolation area (ideally outdoors, physically distant from attendant) and follow decision pathways below.



RETURN TO SCHOOL AFTER EXCLUSION FOR SYMPTOMS

- Students who are on isolation orders will have access to instruction when out of class, as required by federal and state guidelines.
- Staff and students with symptoms of COVID-19 infection are not able to return for in-person instruction until they have met the CDPH criteria to discontinue home isolation for those with symptoms:
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - Other symptoms have improved; and
 - They have a negative test for COVID-19, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition

(i.e. asthma or allergies) OR a healthcare provider has confirmed an alternative named diagnosis, OR at least 10 days have passed since symptom onset.

EXPOSURE MANAGEMENT PLAN

Managing the exposure of COVID-19 at school can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring and supports the Department of Public Health with timeliness and initiation of a rapid response. Below is the plan that Larchmont Charter will initiate to support the management of exposure, which aligns to the Los Angeles County Department of Public Health's Exposure Management Plan for TK-12 schools:

http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf.

1 Confirmed COVID-19 Case at School

- The COVID Compliance Team informs parents of the positive case or staff to follow the Home Isolation Orders:
<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>
- *Contact Tracing* is conducted to determine possible close contacts and appropriate notification is given.
- 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).
 - Being present in the same cohort or classroom as the infected person.
- If close contacts are identified, then they will be instructed to self-quarantine and follow the Home Quarantine Orders (<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>) for 10 days and then monitor their symptoms through days 11-14 from date of exposure.

***Please Note:**

- If the confirmed COVID-19 case was part of a cohort, it could lead to the cohort transitioning to distance learning for the quarantine period.
- The Compliance Officer will notify Public Health of any confirmed COVID-19 cases at school and Public Health will be contacting the confirmed case.

2 Confirmed COVID-19 Cases at School Within a 14-Day Period

- After identifying 2 confirmed COVID-19 cases within a 14-day period, the COVID Compliance Team will follow all the steps for 1 confirmed case as written above.

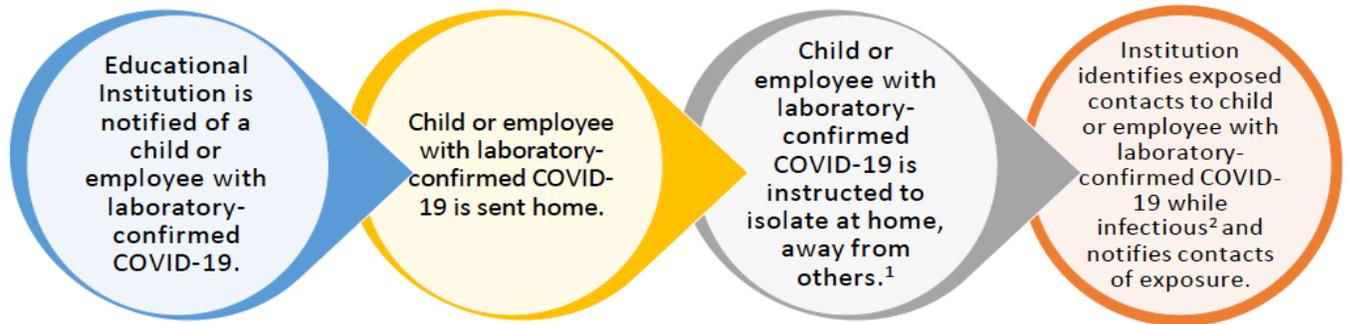
- The team will conduct contact tracing to determine if the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.

3 or More Confirmed COVID-19 Cases at School Within a 14-Day Period

- If the school identifies a cluster of 3 or more COVID-19 cases within a 14-day period then, follow the above and:
 - The Compliance Officer must report the cluster immediately to the Department of Public Health (DPH).
- The Department of Public Health will determine if the outbreak criteria has been met and will notify the school within 1 business day.
- 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.
- 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.

CONFIRMED COVID-19 CASE GUIDANCE

Guidance for Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution



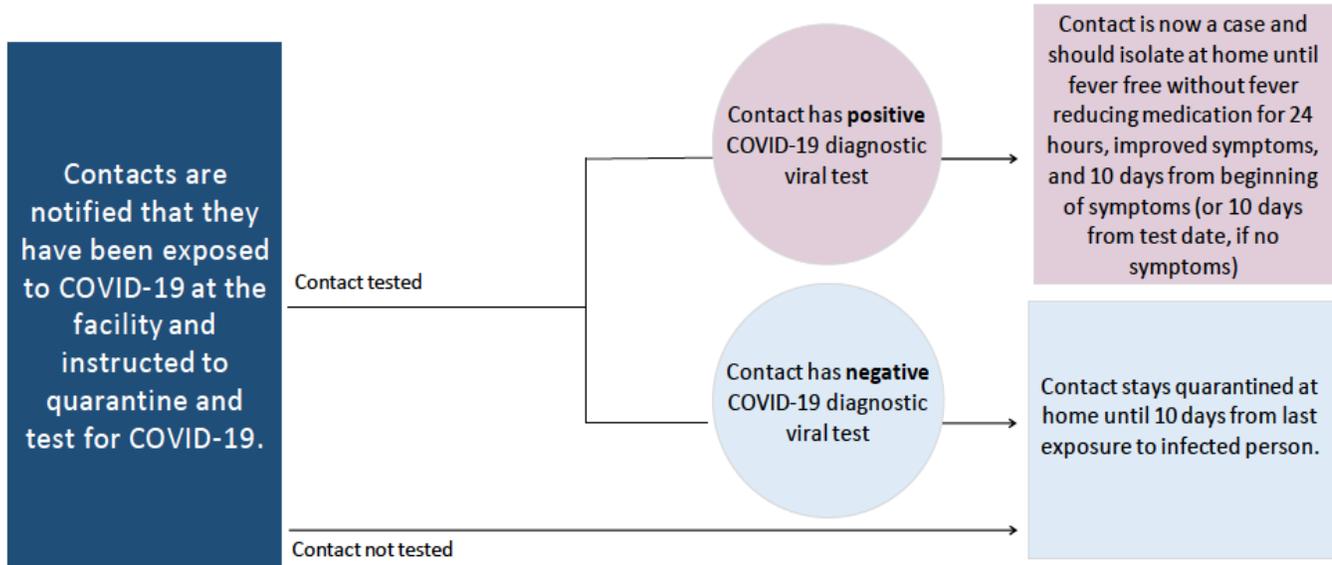
¹ Persons with laboratory-confirmed COVID-19 should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).

²The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated

CLOSE CONTACT GUIDANCE

Decision Pathways for Contacts¹ of a Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution.

¹A contact of a child or employee with laboratory-confirmed COVID-19 is defined as a child or employee at the facility that was within 6 feet of an individual with laboratory-confirmed COVID-19 for a total of 15 or more minutes over a 24-hour period; had unprotected direct contact with bodily fluids/secretions from a person with laboratory-confirmed COVID-19; or is a member of a classroom or cohort with exposure to a person with laboratory-confirmed infection.



CLEANING AND DISINFECTING PROTOCOLS

The safety employees and students at Larchmont Charter is our first priority. All sites are continually being cleaned and will be disinfected prior to students returning. LCS will continue to follow all necessary safety precautions when students return to school.

Cleaning is the physical process of removing dirt, germs, viruses and bacteria from surfaces. While cleaning doesn't necessarily kill germs, by removing them from surfaces and objects, including hands, the risk of spreading infection is reduced.

Disinfecting uses chemicals to kill germs. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

DAILY CLEANING AND HIGH TOUCH AREAS

- Staff will be cleaning frequently-touched surfaces at school, including, but not limited to:
 - Classrooms
 - Offices
 - Handrails
 - Door handles
 - Light switches
 - Elevators
 - Sink handles
 - Shared tables, desks, or chairs

- Outdoor playgrounds only need routine maintenance. Children are to wash or sanitize their hands before and after using these spaces. When hygiene is emphasized, cleaning of outdoor play structures is not required between cohorts.

DISINFECTING

Frequent disinfection can pose a health risk to students and staff due to the strong chemicals often used and so it's not recommended in the school setting unless a COVID-19 case has been identified. When disinfection is needed, schools are to use the disinfection products approved for use against COVID-19 on the Environmental Protection Agency (EPA) - approved list "N". We also have a contracted cleaning crew that will clean and disinfect nightly.

AIR VENTILATION

The facilities team is ensuring that proper preventative maintenance is being performed on all air conditioning units and is changing filters on a regular basis. Merv-13 grade filters have been installed in the appropriate areas.

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