



HAYNES FAMILY OF PROGRAMS SCHOOL REOPENING PLAN

I. Workplace Policies and Practices to protect staff and students

Haynes has an established 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. 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 COVID19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- B. 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, or has symptoms consistent with COVID-19. The plan addresses:
 - 1) 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 allows 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 student) covering regulations governing self-isolation and links to sites with further information.
 - 2) A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance (posted at K-12 Exposure Management Plan). See Attached Exhibit A.
 - 3) If an outbreak should occur in the school or community, Haynes will re-establish distance learning for full or partial closure of in-person school operations as necessary.
 - 4) A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
 - i. Haynes Family of Programs has identified two vendors for surveillance testing purposes that will be onsite once instructed by DPH.
 - ii. The plan will provide that all surveillance testing results will be reported to the Department of Public Health
 - 5) In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing when possible.
 - 6) 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. Human Resources 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](#).
 - 7) Employee Screens are conducted before employees may enter the workspace. Checks include a check-in concerning COVID-19 related symptoms and whether the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
 - 8) 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 covering.
 - i. Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to 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 covering should 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 should not be used. Employees need not wear a face covering when the employee is alone in a private office.

- ii. A medical grade mask and a face shield is provided to any employee who supervise for sick student or who has close contact with any student with a medical condition that precludes the student's use of a cloth face covering.
 - iii. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings
- 9) Employees are instructed to wash or replace their face coverings regular. Parents are instructed to ensure that students have clean face coverings.
- 10) 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) when possible.
- 11) 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. When eating or drinking, it is preferred to do so outdoors and away from other, including visitors. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between staff.
- 12) Occupancy is reduced and space between employees is maximized in any room or area used by staff for meals and/or breaks. This has been achieved by:
 - i. In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms
 - ii. 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
- 13) All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- 14) Common areas such as break rooms, restrooms, classrooms, health services, front office, other offices and the gymnasium and other areas visited by staff are disinfected frequently, at least twice a day.
- 15) 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.
- 16) Disinfectant and related supplies are available to employees at the following location(s):
 - i. Classrooms
 - ii. Cottages
 - iii. School Office Administration
 - iv. Main Administration Office
- 17) Hand sanitizer effective against COVID-19 is available to all employees in or near building entrance/s, exit/s
- 18) Soap and water are available to all employees.
- 19) Employees are offered frequent opportunities to wash their hands.
- 20) 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.
- 21) Copies of this Protocol have been distributed to all school employees.

II. Physical Distancing Measures

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 has been determined based on each facility size and posted within each individual facility.

A. Additional measures in use to ensure physical distancing:

- 1) Staggered school start times to ensure drop off and pick up areas assure safe movement of students and physical distancing is maintained.
- 2) Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building.
- 3) Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.

- 4) School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
- B. Measures are in place to ensure physical distancing within classrooms. These include the following requirements:
- 1) A cohort approach has been adopted school-wide, maintaining a stable group of no more than 12 students and no more than two supervising adults in a supervised environment in which supervising adults and students stay together for all activities.
 - 2) In-person class size has been limited to 6 students in elementary grades.
 - 3) In-person class size has been limited to 6 students in middle and high school grades.
 - 4) Online class attendance and participation is offered as an option for all students for all classes.
 - 5) 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.
 - 6) Any gym class activities are offered outdoors and are selected to permit physical distancing
- C. Measures are in place to maintain physical distancing during school meals. These include:
- 1) Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
 - 2) If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
 - 3) Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
 - 4) 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.
- D. Measures are in place to permit physical distancing in school areas used for student support services.
- 1) 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.
 - 2) 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
 - 3) Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
 - 4) Where feasible and appropriate, therapeutic and support activities are conducted virtually.
- E. Measures are in place to permit physical distancing in administrative areas of the school.
- 1) Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
 - 2) Tape or other markings are used to define a 6-foot radius around reception desks or counters.
 - 3) 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.

III. Infection Control Measures

Screening is conducted before students, visitors and staff may enter the school. Screening must include symptoms consistent with possible COVID-19. These checks are conducted in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.

- A. 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. 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.
- B. 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 COVID19 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
- C. 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.
 - 1) 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.
 - 2) 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 student.

- D. Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These include:
- 1) 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.
 - 2) 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 preregistered 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.
 - 3) Visitors arriving at the school with non-enrolled students (e.g. younger siblings of students) must ensure that these students 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.
 - 4) 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
 - 5) Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to students 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- E. Measures are in place to promote optimal ventilation in the school. These may include:
- 1) At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
 - 2) 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.
 - 3) Portable, high-efficiency air cleaners have been installed if feasible.
 - 4) Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate
- F. Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These include:
- 1) A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
 - 2) 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.
 - 3) 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.
 - 4) 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.
 - 5) All cleaning products are kept out of students' reach and stored in a space with restricted access.
 - 6) 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.
 - 7) 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.
 - 8) Restrooms, lobbies/entry areas, staff break rooms, classrooms, dining areas, food preparation areas, front office, other offices and other areas and other common areas are being disinfected frequently, at least twice a day.
- G. Measures are in place to ensure use of appropriate face coverings by all staff, students, and visitors at all times. These may include:
- 1) Staff, parents, and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
 - 2) All students over age 2 are required to wear cloth face coverings at all times while on school

property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.

- 3) Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
 - 4) Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
 - 5) Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.
 - 6) As feasible, two cloth face coverings 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 cloth face coverings.
 - 7) Parents of younger students are encouraged to provide a second face-covering for school each day in case the one a student is wearing gets soiled; this would allow for a change of the face covering during the day.
 - 8) 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 cloth face coverings.
 - 9) 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.
 - 10) Staff supervising sick students 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.
- H. Measures are in place to ensure frequent hand washing by staff, students, and visitors. These include:
- 1) 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.
 - 2) 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.
 - 3) 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.
 - 4) Ethyl alcohol-based, hand sanitizer is made available to 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 is preferred and should be used when there is the potential of unsupervised use by students. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
 - 5) Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of students 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.
 - 6) 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.
 - 7) Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
 - 8) Buffet and family style meals have been eliminated.
 - 9) Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
 - 10) Physical barriers are in place where needed to limit contact between cafeteria staff and students.

IV. Communication to the Campus Community and Public Measures

- A. Information was sent to parents and students prior to the start of school concerning school policies related to:
- 1) Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19
 - 2) Who to contact at the school if student has symptoms or may have been exposed
 - 3) How to conduct a symptom check before student leaves home
 - 4) Required use of face coverings
 - 5) School policies concerning parent visits to school and advisability of contact the school remotely

- 6) Importance or providing the school with up-to-date emergency contact information including multiple parent contact options
- 7) A copy of this protocol is posted at all public entrances to the school.
- 8) Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- 9) 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.
- 10) 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

V. Measures that ensure equitable access to critical services

- A. 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.
- B. 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 student’s education and safety are being addressed.
- C. 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.
- D. Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- E. 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:

Haynes Family of Programs

Phone number:

909-593-2581

Date Last Revised:

02/02/2021

EXHIBIT A

A designated isolation room will be used in the event of a student exhibiting symptoms during the school day. The assigned staff will escort the student to the isolation room.

A. STEPS FOR 1 CASE

- 1) Designated Covid-19 Task Force Compliance Officer will contact parents immediately and informed them their child is exhibiting symptoms and must be picked up immediately. In the event the parent does not answer the call, the emergency contacts will be called to pick up the student.
- 2) Compliance Officer will give parent a copy of Home Isolation Instructions per LA County Department of Public Health.
- 3) Compliance Officer will inform parents that the school is required to report the case to DPH and DPH will follow up with parents to collect additional information.
- 4) Task Force will work with the case to generate a list of students and/or employees with exposure to the case while infectious.
- 5) A case is considered to be infectious from 2 days before the symptoms first appeared until the time they are no longer required to be isolated (i.e. no fever for at least 24 hours, AND without the use of medication that reduces 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 to be infectious from 2 days before their test was taken until 10 days after their test.
- 6) A person is considered to have been exposed if they are one of the following:
 - i. A person who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn.
 - ii. A person who had unprotected contact with the infected person's body fluids and/or secretions or a person with confirmed or suspected Covid-19 (e.g.: being coughed/sneezed on, sharing utensils or saliva, or providing care without appropriate protective equipment)
- 7) Task force will notify students that are identified to have had exposure to the case through a letter or other communication strategies. The notification of exposure will include:
 - i. Students with an exposure to the case should test for Covid-19, whether or not they have symptoms, and inform the school of the test results. This will determine the extent of disease spread at the school and serve for a basis for further control measures.
 - ii. Exposed students should quarantine for 10 days since their last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who test negatively may subsequently develop the disease with or without symptoms, if tested during the incubation period (i.e. time period between exposure and disease onset.)
 - iii. DPH will contract exposed students directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine. See Appendix C and D.
- 8) Isolation ends and students may return to school:
 - i. After at least 10 days have passed since symptoms first started and student has not had a fever for at least 24 hours (without the use of medication to reduce fevers.)
 1. Symptoms have improved (i.e. cough and shortness of breath)
 - a. If student tested positive for Covid-19, but never had any symptoms, student must remain home for at least 10 days after the test was taken. If student develops symptoms, they must follow the instructions above.
 - b. If student has a condition that severely weakens their immune system, they may need to stay home for longer than 10 days. Talk to their healthcare provider for more information.

B. STEPS FOR 2 CASES

- 1) Follow the steps for 1 Case
- 2) If the two cases occurred within 14 days of each other, the school task force will determine whether the cases have epidemiological links.

- i. If yes, the school task force will implement additional infection control measures including an 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.
- ii. Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space, indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community.
 1. If epidemiological link exists, the Compliance Coordinator will reinforce messages to students and staff on precautions to take to prevent spread at school.
 2. Compliance Coordinator will fill out the Covid-19 Exposure Investigation Worksheet for the Education Sector.
 3. If the task force finds that epidemiological links do not exist, they will then continue with the routine exposure management.
- 3) If 2 or more students are infected from one class, the task force will close that classroom until further notice and provide students in that class with distance learning.

C. STEPS FOR 3 OR MORE CASES

- 1) Repeat Steps for 1 Cases.
- 2) If a cluster of 3 or more cases occur within 14 days of each other, Compliance Coordinator will notify DPH within 1 business day via email at ACDC-Education@ph.lacounty.gov or by phone 888-397-9339.
 - i. Prior to informing DPH, task force will investigate if at least 3 cases have EPI links. If EPI links do not exist, the school will continue with routine exposure management.
- 3) Compliance Coordinator will investigate if multiple classrooms have infections.
 - i. If yes, the school will close in person instruction and distance learning will take place until further notice.
- 4) Compliance Coordinator will work with school HR team to complete the Covid-19 Case and Contact Line List for Educational Sector and determine if outbreak criteria have been met.
 - i. If outbreak criteria are met, the DPH outbreak management branch is activated, and an OMB investigator will contact Compliance Coordinator to investigate the outbreak.
- 5) School HR team will provide updates to the OMB investigator until the outbreak is resolved.