

# **FOREST RANCH CHARTER SCHOOL COVID-19 HEALTH AND SAFETY POLICY**

## **PURPOSE:**

It is the policy of Forest Ranch Charter School (the “Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School is temporarily implementing health and safety measures to mitigate the spread of COVID-19. This policy recognizes that these measures are each designed to provide some protection against COVID-19. When certain measures are not feasible, the Charter School reserves the right to implement alternative measures in their place. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

## **SCOPE:**

This Policy is based on guidance provided by the United States Centers for Disease Control and Prevention, the California Department of Education, the California Department of Public Health, and the Butte County Public Health Department. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The Charter School will, as necessary, consult with its county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

## **GENERAL POLICY STATEMENT:**

This policy constitutes the COVID-19 Infection Control Plan for the Charter School. The following staff member is the COVID-19 Compliance Officer and is responsible for implementing this Policy at the Charter School:

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The Charter School will offer an independent study learning program (as capacity permits) for students whose families have opted not to participate in the classroom-based program.

## **POLICY DETAILS:**

### **1. Limited Campus Access:**

- 1.1 The Charter School may limit access to campus to necessary and/or scheduled visitors and volunteers and may limit the number of students and staff with whom they come into contact, based on factors such as the current levels of community transmission, the vaccination status of the visitor, and the relative importance of the visit’s purpose to school functions.
- 1.2 The Charter School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass any Wellness and Temperature Screening requested by the Charter School.
- 1.3 Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with short-term independent study opportunities to support their academic success to the greatest extent possible during exclusion.

- 1.4 Signage will be posted at all public entrances to the Charter School warning visitors not to enter if they have symptoms of COVID-19.
- 1.5 If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- 1.6 Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.
- 1.7 Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the Charter School's COVID-19 Compliance Officer, who will consult with other Charter School staff to determine whether the student or staff member can continue coming to school with a modified quarantine in light of current guidance and this Policy.
- 1.8 To the extent that non-parent visitors are required to enter the Charter School campus, the following precautions shall be taken:
  - 1.8.1 Non-parental visitors will be allowed on campus by appointment only.
  - 1.8.2 Non-parental visitors will must pre-register in a visitor's log, which will include name, email address, and phone number for contact tracing purposes.
  - 1.8.3 Non parental visitors will only be allowed to enter the specific areas necessary to conduct their business.
- 1.9 All vendors' employees who regularly enter the Charter School campus must comply with this entire policy, including any and all COVID-19 testing and screening requirements. For purposes of this policy, vendors include the Charter School's contracted partners who provide limited and specialized services on Charter School campuses. Any vendor's employee who either refuses to test for COVID-19 or refuses to provide COVID-19 testing results to the Charter School on demand shall be excluded from the Charter School campus. Similarly, if any vendor's employee screens or tests positive for COVID-19 prior to campus entry must follow all exposure control protocol in this policy, including but not limited to campus exclusion, testing requirements, quarantine/isolation, as well as any other measures required by public health guidance.

## **2. Wellness Checks and Temperature Screenings:**

- 2.1 While no longer required to do so by public health guidance, the Charter School may employ temperature and symptom screening checks as necessary throughout the school year. Regardless of vaccination status or recent testing results, all students and staff may be required to submit to symptom screening questioning and/or a no-touch thermometer temperature screening at the discretion of the COVID-19 Compliance Officer or a designee thereof.
- 2.2 Symptom and temperature checks will confirm that the subject is not experiencing or has not experienced in the last 24 hours: fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or a temperature above 99.5 degrees.
- 2.3 Any student or staff member who refuses to submit to symptom screening questioning or a temperature check may be excluded from campus.
- 2.4 The COVID-19 Compliance Officer shall routinely conduct passive observation of the student body and staff to detect the prevalence of symptoms of COVID-19 to the greatest degree feasible.
- 2.5 Employees shall self-screen for COVID-19 symptoms, including elevated temperature, every day before arriving to the Charter School campus.
- 2.6 Any student found to be experiencing symptoms of COVID-19 will be directed to wear a medical grade face covering (unless exempted from wearing a face covering) and will be escorted to an isolation area until he or she can be picked up by a parent or guardian.

- 2.7 Any employee found to be experiencing symptoms of COVID-19 will be directed to wear a medical grade face covering (unless exempted from wearing a face covering) and will be instructed to leave the Charter School campus and seek medical care and testing for COVID-19.
- 2.8 If any student or staff is found to be exhibiting COVID-19 symptoms on campus, the Charter School shall implement the procedures outlined in Section 5 of this policy, as necessary.

### **3. COVID-19 Compliance Officer:**

- 3.1 The Charter School will designate a COVID-19 Compliance Officer(s) to act as a liaison between the Charter School and state and local health departments, for the purposes of reporting positive cases, in the event of a cluster or outbreak of positive cases at the Charter School, and to coordinate further as required by public health guidance.
- 3.2 The COVID-19 Compliance Officer shall monitor the prevalence of symptoms and illnesses among students and staff on campus and help isolate any students suspected of being infected with COVID-19.
- 3.3 The COVID-19 Compliance Officer shall be the point of contact for public health agencies for sharing information on positive cases, close contacts with positive cases, and any further information or assistance with contact tracing identification and investigation.
- 3.4 The COVID-19 Compliance Officer is the individual named on page 1 of this Policy.

### **4. COVID-19 Testing and Reporting:**

- 4.1 Consistent with CDPH Guidance, the Charter School will implement surveillance testing based on local disease trends periodically, as testing capacity permits, and as practicable, and if directed by the local public health order.
- 4.2 The Charter School will adhere, at a minimum, to all state and local public health orders and guidance requiring testing on symptomatic, response, and asymptomatic/surveillance bases, which are described as follows:
  - 4.2.1 Symptomatic testing is used for individuals presenting with symptoms of COVID-19, either at home or at school. This testing is used to determine if a student with symptoms is infected with COVID-19. This is required before a symptomatic individual is permitted back on campus. If testing is refused, the individual will be deemed a confirmed case and excluded from campus pursuant to **Section 5.4.1** of this policy.
  - 4.2.2 Response testing is used to identify positive individuals once a confirmed case has been identified in a given stable group, school, or community. Response-based testing is provided to symptomatic and asymptomatic individuals who are known to have been exposed to a confirmed case in order to determine the extent of any spread of infection associated with the confirmed case. All individuals determined to be close contacts or otherwise exposed to COVID-19 are required to submit to response testing before being permitted back on campus. If testing is refused, the individual will be deemed a confirmed case and excluded from campus pursuant to **Section 5.4.1** of this policy.
  - 4.2.3 Asymptomatic/surveillance testing can be used for surveillance, usually at a cadence of at least every two weeks or more frequently, to understand whether schools have higher or lower rates of COVID-19 than the community, to guide decisions about safety for schools and school administrators, and to inform local health departments about district-level in-school rates of infection. Asymptomatic/surveillance testing can also be used for screening purposes, usually at a more frequent cadence than surveillance testing (so, weekly or twice weekly) and is used to identify asymptomatic or pre-symptomatic cases that might otherwise contribute to in-school transmission. Asymptomatic/surveillance testing will be implemented at the discretion of the Charter

School or as required by state and local health orders. If asymptomatic/surveillance testing is required by the school, any individual who refuses to be tested and does not have a valid exemption on file, may be excluded from campus or subject to discipline as the school deems reasonable and appropriate.

- 4.3 The COVID-19 Compliance Officer must be made aware of all positive tests among students and employees of the Charter School. The COVID-19 Compliance Officer shall report those results to the appropriate state and/or local public health department.
- 4.4 Student consent for testing is required as follows:
  - 4.4.1 Students aged 12 and younger will require parental consent for COVID-19 testing.
  - 4.4.2 Students aged 13-17 may consent to COVID-19 testing on their own, pursuant to California Family Code Section 6926 and CDPH guidance.
  - 4.4.3 Students aged 18 and older do not need parental consent for COVID-19 testing.
- 4.5 Students who do not consent to or refuse to participate in any COVID-19 testing program or to report the results of any test to the Charter School will not be allowed to return to in-person instruction or otherwise enter the Charter School campus. Both the testing and the reporting are required under applicable public health guidance and legal authority. Alternative learning opportunities will be provided to the greatest degree possible.
- 4.6 Staff who refuse to participate in COVID-19 testing programs or to report the results to the Charter School, where such testing is required, may be disciplined for such non-compliance, up to and including termination from at-will employment.
- 4.7 Consistent with applicable law, the Charter School will consider accommodations from mandatory testing for medical reasons and any other lawfully recognized reason. Employees or students and/or parents/guardians who wish to request an accommodation should contact the Charter School to request it as soon as they discover the need for the accommodation. The Charter School cannot guarantee the availability of any alternative arrangements for employees or staff seeking exemption from testing.
- 4.8 The Charter School must maintain confidentiality of COVID-19 testing results, except for reporting the results to public health officials. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The Charter School should have a separate confidential medical file for each employee where the Charter School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement about any symptoms they have experienced, medical certifications showing the employee needs time off due to COVID-19, etc. The Charter School will take similar precautions to safeguard students' rights to privacy and confidentiality, consistent with the Federal Educational Rights and Privacy Act and all other relevant legal requirements.
- 4.9 Per Cal/OSHA Emergency Temporary Standards, the Charter School will provide testing at no cost to employees during paid time for:
  - 4.9.1 Symptomatic unvaccinated employees, regardless of whether there is a known exposure;
  - 4.9.2 Unvaccinated employees after an exposure;
  - 4.9.3 Vaccinated employees after an exposure if they develop symptoms;
  - 4.9.4 Unvaccinated employees in an outbreak (three or more employee cases);
  - 4.9.5 All employees in a major outbreak (20 or more cases).
- 4.10 In the event of a positive test result:
  - 4.10.1 The Charter School requires that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tests positive for COVID-19.

- 4.10.2 Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 5 below.
- 4.11 All testing required by this policy shall use the polymerase chain reaction (“PCR”) or antigen type of testing as instructed by Covid Compliance Officer in consultation with BCPH.
- 4.12 Additional levels of employee and student COVID-19 testing may be implemented throughout the year in response to local disease trends, an outbreak, as determined by local public health authorities, or Cal/OSHA regulations. The Charter School reserves the right to require employees to undergo additional frequencies of COVID-19 testing, consistent with applicable authority and directives from public health authorities and the school’s charter authorizer, without regard to an employee’s COVID-19 vaccination status.
- 4.13 With the exception of mandatory reporting to state and local public health departments, the Charter School will strictly maintain the confidentiality of all testing results. All retained medical information about any employee must be stored separately from the employee’s personnel file in order to limit access to this confidential information. The Charter School should have a separate confidential medical file for each employee where the Charter School can store all of the employee’s medical information, to include COVID-19 test results, any statement or report regarding symptoms of COVID-19, any medical certifications showing the employee needs time off due to COVID-19, and similar information. The Charter School will take similar precautions with students’ medical information privacy, consistent with the requirements of the Family Education Rights and Privacy Act.
- 4.14 All volunteers, contractors, vendors and other adults supporting Charter School functions on campus must also comply with applicable COVID-19 testing requirements.

**5. Exposure Management -- Response to Suspected or Confirmed Cases:**

- 5.1 For exposures or suspected or confirmed cases of COVID-19 among Charter School employees, the Charter School will follow all steps set forth in the COVID-19 Addendum to the Charter School’s Injury and Illness Prevention Program. If the provisions of the COVID-19 Addendum conflict with this policy with regard to employee COVID-19 exposures and confirmed cases, the Charter School will follow the employee-specific policies.
- 5.2 The Charter School will follow the exposure management guidance of the California Department of Public Health and any relevant local public health orders that are binding on the school. If these measures are updated so that they conflict with the provisions laid out in this policy, the school will follow all updated public health guidance.
- 5.3 If the event of a suspected COVID-19 case:
  - 5.3.1 The Charter School will identify an isolation room and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
  - 5.3.2 Any students or staff exhibiting symptoms should immediately be required to wear a medical grade face covering (unless exempted pursuant to this policy) and wait in a separate isolation area, under supervision, until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness or difficulty breathing, call 9-1-1 without delay. Isolation will be carried out without regard to vaccination or recent testing status.
  - 5.3.3 The COVID-19 Compliance Officer should be alerted as soon as possible when anyone is isolated for suspected COVID-19 symptoms.
  - 5.3.4 A log shall be kept of all individuals entering the isolation room.
  - 5.3.5 Physical distancing of six feet or greater will be maintained in the isolation room to the greatest extent possible.

- 5.3.6 Any individual who leaves campus after being isolated for suspected COVID-19 will be instructed to undergo COVID-19 testing at their earliest convenience and to provide the testing results to the school before returning to campus.
  - 5.3.7 Employees escorting and supervising any individual in isolation will wear gloves and a medical grade face covering.
  - 5.3.8 Isolation areas are not to be reused for school purposes until cleaned and disinfected.
  - 5.3.9 If the suspected case is confirmed by a positive test or medical diagnosis, then the Charter School will follow the procedures in Section 5.4 of this policy.
  - 5.3.10 If the suspected case is ruled out by a negative test result or medical diagnosis, they shall be permitted to return to campus after symptoms have improved and they have been fever-free without the use of fever reducing medicine for 24 hours.
  - 5.3.11 If the suspected case does not provide the Charter School with a negative test result or doctor's note regarding their infection status, the Charter School will treat the student as a positive case and require an isolation period commencing on the date COVID-19 consistent symptoms were first noted.
- 5.4 In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools. If public health protocols are updated so that they materially conflict with the protocol provided by this policy, the Charter School will follow any updated guidance until this policy can be updated. Otherwise, the following steps will be taken in the event a confirmed case is identified the students or staff of the school:
- 5.4.1 A confirmed case will isolate at home and be excluded from campus until after ten days have passed since symptom onset, after it has been 24 hours since fever has resolved without the use of fever-reducing medication, and all other symptoms have resolved. If the individual was asymptomatic, they may end isolation after 10 days from their first positive COVID-19 test or, if they later develop symptoms, 10 days from the day they first develop symptoms. Isolation can end after day five if fever has resolved for 24 hours, symptoms are not present or are resolving, and a diagnostic specimen (antigen testing preferred) collected on Day 5 or later tests negative.
  - 5.4.2 The COVID-19 Compliance Officer will be notified as soon as possible.
  - 5.4.3 The COVID-19 Compliance Officer will instruct the student or employee who tested positive to follow all current home isolation instructions provided by the California Department of Public Health or Butte County Public Health Department. If the individual is on campus when they are confirmed positive for COVID-19, they shall immediately be asked to wear a medical grade face covering and be escorted to the isolation room until arrangements can be made to send them home to begin isolation.
  - 5.4.4 The COVID-19 Compliance Officer will notify the county public health department immediately by calling the Butte County Public Health Department COVID-19 Call Center at (530) 552-3050. This notification should include the full name, address, telephone number, and date of birth of the individual who tested positive; the full name, address, and telephone number of the person making the report; and the date the individual tested positive, the school at which the individual was present within 10 days preceding the positive test, and the date the individual was last on-site at school.
  - 5.4.5 The COVID-19 Compliance Officer will receive and ensure that all directives provided by Butte County Public Health are followed by Charter School staff.
  - 5.4.6 The COVID-19 Compliance Officer will notify all staff and families who have or may have been exposed to any positive COVID-19 case. This notification will maintain confidentiality as required by state and federal laws to the greatest degree possible while providing necessary, generalized information to affected staff and families.
  - 5.4.7 The Charter School will close off all areas used by any confirmed case and will not use them before cleaning and disinfection.

- 5.4.8 The COVID-19 Compliance Officer will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- 5.4.8 The Charter School will update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-19 in the Workplace”).
- 5.4.10 The Charter School will implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
- 5.4.11 The Charter School will provide information to staff regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance, as applicable to schools.
- 5.4.12 The Charter School will provide guidance to parents, teachers, and staff reminding them of the importance of community safety measures.
- 5.4.13 The Charter School will develop a plan for continuity of education using independent study. That plan will address how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue for students in quarantine and isolation.
- 5.4.14 The COVID-19 Compliance Officer will investigate all close contacts of the confirmed case with school nurse and in consultation with BCPH. This process will utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.

A “**close contact**”<sup>1</sup> is someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane, etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person’s (laboratory-confirmed or a clinical diagnosis) **Infectious Period**. An infected person’s “**Infectious Period**” is, for symptomatic persons, two days before the infected person had any symptoms until they have satisfied the conditions for release from isolation, as detailed in Section 5.4.1. For asymptomatic persons, it is two days before the positive specimen collection date and until they have satisfied the conditions for release from isolation, as detailed in Section 5.4.1.

- 5.5 In the event of a cluster of confirmed cases (three or more identified within 14 days), the Charter School will contact local county public health officials and work closely with such officials to determine whether the cluster constitutes an “outbreak” warranting a heightened public health response or school closure, which may include the following precautions:
  - 5.5.1 The Charter School’s Compliance Officer will work closely with local public health officials and will provide all required information in a timely and complete manner. The Charter School and Compliance Officer will comply with all CDPH and local public health requirements and guidance on responding to the outbreak.
  - 5.5.2 The Charter School will notify students, families, employees, and stakeholders that the school and public health officials are investigating a cluster and/or outbreak. This notice will encourage all stakeholders to follow public health recommendations.
  - 5.5.3 The Charter School will notify all stakeholders whether the school will need to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community.
  - 5.5.4 The Charter School will identify absenteeism among those in affected classes and coordinate with the local health department to contact those absentees to screen for

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<sup>1</sup>A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19.

symptoms of COVID-19 if they were exposed to a case during the case's infectious period.

5.5.5 The Charter School will limit visitors to the affected Charter School campus, except for those that are essential to the Charter School's mission. Law enforcement, fire, medical, emergency, and other similar government employees who are responding to, working at, or inspecting the facility will be permitted on campus.

5.5.6 The Charter School will otherwise discontinue in-person instruction and group activities on campus during the outbreak.

5.6 The Charter School may be temporarily closed for in-person instruction as determined by and in consultation with the local health department. After such a closure, the Charter School may reopen after 14 days and after cleaning, disinfection, conclusion of a public health investigation, and local health department consultation.

## 6. Exposure Management -- Close Contacts and Quarantine:

6.1 A **"close contact"** is someone sharing the same indoor airspace, e.g., home, clinic waiting room, airplane, etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) Infectious Period

6.2 **"Fully vaccinated"** refers to those who have received either a single dose vaccine or the second dose of a two-dose vaccine series over two weeks ago.

6.3 Students determined to be a close contact of an infected person may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19. It is strongly recommended that these students wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure, if not already doing so.

6.3.1 Exposed students, regardless of COVID-19 vaccination status, should get tested for COVID-19 with at least one diagnostic test (e.g., an FDA-authorized antigen diagnostic test, PCR diagnostic test, or pooled PCR test) obtained within 3-5 days after last exposure to the confirmed case, unless they themselves have had a documented case of COVID-19 within the last 90 days.

6.3.2 Exposed students who had a documented case of COVID-19 within the last 90 days do not need to be tested after exposure but should monitor for symptoms. If symptoms develop, they should isolate and get tested with an antigen test.

6.3.3 If any exposed student has symptoms consistent with COVID-19, they should stay home, get tested, and refer to Section 5.3, above.

6.3.4 If an exposed student tests positive for COVID-19, follow the procedures in Section 5.4, above.

6.4 In lieu of investigatory contact tracing, the school may employ the Group Tracing approach to contract tracing, as authorized by the CDPH's "Group-Tracing Approach to Students Exposed to COVID-19 in a K-12 Setting" guidance. Under this approach, the school may:

6.4.1 Send notifications to broader groups of students who have spent more than 15 minutes in the same indoor airspace as a confirmed case, rather than conducting more precise contact tracing. This messaging should be done without regard to vaccination status or previous, recent infection.

6.4.2 Exposed students who receive Group Tracing notifications should get tested within 3-5 days after last exposure, unless they had a documented case of COVID-19 within the last 90 days. Exposed students who had COVID-19 within the last 90 days should monitor for symptoms and get antigen tested if symptoms develop.



- 6.4.3 In the event of wide-scale or repeated exposures, broader once weekly testing for COVID-19 may be considered until such time that exposure events become less frequent.
- 6.4.4 Exposed students may continue to take part in all aspects of schooling unless they develop symptoms or test positive.
- 6.5 Employees determined to be a close contact of an infected person should refer to the COVID-19 IIPP Addendum for quarantine procedures.

## **7. Sanitizing/Hygiene Materials and Practices:**

- 7.1 The Charter School will encourage students and staff to wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- 7.2 Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- 7.3 The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- 7.5 If possible, a restroom should be dedicated to individuals in the isolation and/or quarantine area. This restroom must be cleaned and sanitized after use by any individual in the isolation or quarantine area.
- 7.7 Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

## **8. Routine Cleaning and Disinfecting:**

- 8.1 The Charter School incorporates by reference the latest CDPH and CDC guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site. If the guidance on cleaning, disinfection, and ventilation is updated so as to conflict with the measures provided for in this policy, the school will follow the updated public health guidance.
- 8.2 Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- 8.3 Routine cleaning practices include, but are not limited to:
  - 8.3.1 Using everyday janitorial cleaning supplies and disinfectants for surfaces such as floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment;
  - 8.3.2 Dusting hard surfaces;
  - 8.3.3 Damp wiping of hard surfaces to ensure they are free of debris;
  - 8.3.4 Wet mopping of floors;
  - 8.3.5 Vacuuming carpets and mats.
- 8.4 All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.
- 8.5 Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible before commencing cleaning and disinfection.

- 8.6 The Charter School will clean and disinfect areas commonly visited by staff no less than once per day during operating hours and implement a schedule for such cleaning and disinfecting. These areas include, but are not limited to: break rooms, restrooms, lobbies, classrooms, laboratories, nurse's offices, counseling and student support areas, staff offices, and cafeterias.
- 8.7 The Charter School will conduct a heightened cleaning process in all areas that a confirmed COVID-19 case visited while on campus.
  - 8.7.1 Employees performing this cleaning must wear a mask and gloves at all times and will refer to Material Safety Data Sheets and/or follow all instructions on cleaning chemical labels.
  - 8.7.2 While disinfecting, the Charter School will use an EPA-registered disinfectant that is approved for emerging pathogens.
  - 8.7.3 Disinfection is required for all non-porous surfaces in the confirmed case's space/office, as well as all shared equipment (tablets, touch screens, keyboards, remote controls) in bathrooms and shared spaces used by the confirmed case.
  - 8.7.4 Disinfection is required for porous surfaces like carpets and other fabrics in the confirmed case's space or office. This may require removal of visible contamination or debris, cleaning with appropriate cleaning products, and disinfection using a liquid or spray approved for use on the particular material.
  - 8.7.5 Cleaning and disinfection is also required for any high-touch surfaces like those on desks, hardback chairs, doorknobs, light switches, handles of any kind, computers and accessories, and telephones.
  - 8.7.6 Once the spaces where the confirmed case has been present have been cleaned and disinfected, they may be used.
- 8.8 The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- 8.9 The Charter School will comply with CDPH's Guidance on "Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools" to the greatest extent practicable.
- 8.10 Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, including playground equipment, when possible.
- 8.11 Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- 8.12 When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions.
  - 8.12.1 To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - 8.12.2 The Charter School will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - 8.12.3 Staff shall follow label directions for appropriate dilution rates and contact times.
  - 8.12.4 The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

- 8.13 Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.

## **9. Facility Measures:**

- 9.1 Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- 9.2 Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
- 9.2.1 The Charter School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- 9.3 HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions make this inappropriate.
- 9.4 If an HVAC system becomes nonoperational, additional ventilation should be provided with the use of fans or relocating classes until repairs are completed.
- 9.5 The COVID-19 isolation and quarantine areas should be outdoors when feasible to maximize ventilation and minimize exposures to COVID-19 infection. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.
- 9.6 Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- 9.7 Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

## **10. Physical Distancing:**

- 10.1 Although strict physical distancing is no longer required in schools due to the use of universal masking, per CDPH and CDC guidance, the Charter School will implement distancing wherever possible as an alternative layer of protection.
- 10.2 The Charter School will prioritize the use and maximization of outdoor space for activities where practicable, especially for meals, physical education, and any singing or activities that otherwise produce increased respiration or respiratory droplets.
- 10.3 The Charter School will maximize space between seating and desks.
- 10.4 The Charter School will consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- 10.5 Employees will be encouraged to eat outdoors. They may also eat at their desk or cubicle if these areas are enclosed as a separate room, provide more distance, or include barriers.

## **11. Extracurricular Activities:**

- 11.1 All extracurricular activities operated by or supervised by school personnel or occurring on a school site, whether or not occurring during school hours, will be undertaken in compliance with the requirements of this Policy and all required public health measures applicable to K-12 schools. This applies to sports, band, chorus, clubs, and other similar activities and organizations. All extracurricular school activities must be conducted in compliance with the latest California Department of Public Health K-12 guidance as well as any local guidance applicable to youth sports and extracurricular activities.

- 11.2 Masks are strongly recommended indoors at all times for teachers, referees, officials, coaches, and other support staff. Masks are also recommended for indoor spectators and observers.
- 11.3 Masks are strongly encouraged when participants in extracurricular activities are not actively practicing, conditioning, competing, or performing. Masks are strongly recommended indoors while on the sidelines, in team meetings, and within locker rooms and weight rooms.
- 11.4 When actively practicing, conditioning, performing, or competing indoors, masks are strongly recommended by participants even during heavy exertion, as practicable. Individuals using instruments indoors that cannot be played with a mask (e.g., wind instruments) are strongly recommended to use bell coverings and maintain a minimum of 3 feet of physical distancing between participants. If masks are not worn (or bell covers are not used) due to heavy exertion, it is strongly recommended that individuals undergo screening testing at least once weekly, unless they have had COVID-19 within the past 90 days.

## **12. Use of Masks/Face Coverings:**

- 12.1 The Charter School will follow CDPH, CDC, and local public health guidance on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy. If the relevant public health guidance is updated so as to conflict with the measures included in this policy, the school will follow the updated public health measures over this policy.
- 12.2 Masks are no longer required when indoors at any Charter School building, vehicle, or other enclosed space.
- 12.3 No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports).
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- 12.4 The Charter School will provide face coverings to students and staff who want to wear one.
- 12.5 Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- 12.6 The Charter School will post signs regarding the need for, proper use of, removal of, and washing of face masks and shall educate students, particularly younger elementary school students, on the rationale and proper use of face masks.

## **13. Face Mask Exemptions:**

- 13.1 Pursuant to CDPH guidance on the use of face masks, only students with a medical condition, mental health condition, or disability that prevents wearing a face mask are eligible for exemption from masking, if any circumstance subsequently requires masks to be worn, such as exhibiting symptoms consistent with COVID-19 while in school. This includes those who are hearing impaired and those who must communicate with the hearing impaired.
- 13.2 If a student cannot wear a mask due to a medical condition, mental health condition, or disability, he or she will be permitted to wear the next most effective alternative that can be tolerated, such as a transparent face shield with a cloth draping sealing the bottom.
- 13.3 Parents and guardians who believe their student may need an accommodation from masking, if it becomes required in the future for some reason, due to a medical condition, mental health condition, or disability should contact the Charter School administration as soon as the need for the accommodation is discovered.

- 13.4 Assessment of whether a medical condition, mental health condition, or disability warrants a mask accommodation is a medical determination that must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
- 13.5 The Charter School will provide parents/guardians with an accommodation request form and medical provider contact consent form that permits the school to consult with the medical provider that is documenting the need for the exemption regarding the extent of the accommodation. No accommodation can be granted without this fully executed request and consent form.

#### **14. Use of Gloves and PPE:**

- 14.1 The Charter School is no longer required by emergency public health orders to require the use of gloves and person protective equipment due to COVID-19, but there are still several circumstances where the use of personal protective equipment can be provide an alternative layer of infection protection.
- 14.2 The Charter School will provide surgical masks, face shields, and disposable gloves for employees engaging in the following duties:
  - 14.2.1 Caring for or supervising students or employees who are displaying symptoms of COVID-19 or who have been identified as close contacts of a confirmed case.
  - 14.2.2 Performing either routine cleaning and disinfection or intensive cleaning and disinfection after a confirmed case has been on campus.
  - 14.2.3 Instructing or otherwise caring for students who are exempted from the face mask requirement.
  - 14.2.4 Performing food service tasks or supervision of other duties that involve removal of masks for eating or otherwise.
- 14.3 As required by Cal/OSHA, the Charter School will provide training on the proper use of personal protective equipment to protect employees from the hazards of the cleaning products used.
- 14.4 Any employee or student who wishes to wear gloves and/or personal protective equipment may do so, provided that they dispose of them safely and appropriately and do not wear gloves or personal protective equipment of a type of in a manner that interferes with their ability to perform their duties.

#### **15. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:**

- 15.1 The Executive Director, Assistant Director, or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- 15.2 The Executive Director, Assistant Director, or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- 15.3 The Charter School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - 15.3.1 Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - 15.3.2 Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - 15.3.3 Individuals who may not be able to communicate symptoms of illness.

- 15.4 The Charter School is prepared for opening to provide Free Access to Public Education (“FAPE”) in the least restrictive environment (“LRE”) for each student. All students with disabilities will receive services according to the IEP. In accordance with IDEA it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.
- 15.5 Every child and adolescent with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program (IEP). The Charter School will continuously review and problem solve to balance safety and service needs. In order to provide the required level of safety, systems, processes, and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of personal protective equipment supplies to staff who are required to deliver hand-over-hand instruction or hygiene service needs for students.
- 15.6 All IDEA/ADA compliance timeline will be followed on schedule and in accordance with IDEA/ADA regulations.
- 15.7 Services:
  - 15.7.1 The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
  - 15.7.2 If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
  - 15.7.3 The Charter School will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
  - 15.7.4 All staff and students will receive training on the appropriate use of personal protective equipment and healthy hygiene practices that are proven to mitigate the spread of COVID-19.

**16. COVID-19 Vaccination Policy**

- 16.1 The Charter School has adopted the following COVID-19 employee vaccination policy. The purpose of this vaccination policy is to protect the health, safety, and well-being of all Charter School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The Charter School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Opportunity Commission, Centers for Disease Control and Prevention, the California Department of Public Health, and local health authorities.
- 176.2 Pursuant to the California “State Public Health Officer Order of August 11, 2021,” all employees, volunteers, contractors, vendors, or any other adult supporting Charter School functions must either provide the school with proof of COVID-19 vaccination status or test for COVID-19 at least once per week. For employees, this directive is a condition of both employment and continued employment.
- 16.3 The School also strongly encourages all students who are eligible for vaccination to get vaccinated for COVID-19 at the earliest available opportunity.
- 16.4 In keeping with California Department of Public Health Requirements, the Charter School may only accept the following forms of proof of COVID-19 vaccination status:
  - 16.4.1 A COVID-19 Vaccination Record Card (issued by the Department of Health and Suman

Services Centers for Disease Control and Prevention or World Health Organization Yellow Card) which includes the name of the person vaccinated, type of vaccine provided, and date the last dose was administered;

- 16.4.2 A photo of a Vaccination Record Card as a separate document;
  - 16.4.3 A photo of the client's Vaccination Record Card stored on a phone or electronic device;
  - 16.4.4 Documentation of COVID-19 vaccination from a health care provider;
  - 16.4.5 Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader the client's name, date of birth, vaccine dates, and vaccine type;
  - 16.4.6 Documentation from other contracted employers who follow these vaccination records guidelines and standards.
- 16.5 Any employee, volunteer, contractor, vendor, or other adult that supports Charter School activities on campus who either fails to provide proof of COVID-19 vaccination or fails to provide proof of COVID-19 vaccination that meets the above qualifications will be deemed unvaccinated and subject to weekly testing, per direction of Covid Compliance Officer.
  - 16.6 The Charter School will securely maintain the confidentiality of employee COVID-19 vaccination data in strict compliance with all applicable legal authority.
  - 16.7 Employees may request an exemption from COVID-19 vaccination and/or COVID-19 testing due to a medical issue or sincerely held religious belief, practice, or observance that may prevent that employee from being vaccinated or testing for COVID-19. Upon receiving a request for accommodation from COVID-19 testing and/or vaccination, the Charter School will engage in an interactive process and determine what, if any, accommodations can be provided. However, the Charter School may not be required to provide an employee with an accommodation, should the accommodation result in a direct threat to health and safety at the Charter School or to the employee or if the accommodation will cause an undue hardship for the Charter School, among other reasons.
  - 16.8 Proof of vaccination in compliance with section 16.4 of this policy must be provided to the school by October 15, 2021.
  - 16.9 Any employee that neither provides proof of vaccination nor submits to weekly COVID-19 testing and who is not otherwise exempt from these procedures will be subject to disciplinary action, up to and including termination from at-will employment.
  - 16.10 The Charter School reserves the right to refuse entry onto campus to any volunteer, vendor, contractor, or other adult who provides support services to the Charter School, should they fail to comply with the proof of vaccination and testing directives as stated in this policy.
  - 16.11 All employees who have not been vaccinated should do so outside of working ours. Employees who demonstrate they are unable to get vaccinated outside working hours may use either COVID-19 Supplemental Paid Sick Leave or accrued sick leave for time spent attending a COVID-19 vaccination appointment. In such cases, employees must consult with their supervisors regarding the best time to be excused to receive the vaccine and are responsible for arranging coverage during their absence to get vaccinated, if applicable.
  - 16.12 Employees who experience symptoms associated with receiving the COVID-19 vaccine that prevent the employee from being able to work or telework may be entitled to COVID-19 Supplemental Pad Sick Leave, if available and upon request.
  - 16.13 The Charter School will not discriminate, harass, or retaliate against any employee for receiving the COVID-19 vaccine or for electing not to receive the COVID-19 vaccine. However, the school reserves the right to appropriately discipline an employee for non-compliance with this policy, consistent with applicable law.
  - 16.14 Employees with any questions regarding the vaccination policy may contact the human resources department.

## **17. Communications to the Charter School community:**

- 17.1 The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- 17.2 Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- 17.3 Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - 17.3.1 Proper use, removal and washing of face coverings.
  - 17.3.2 Screening practices.
  - 17.3.3 How COVID-19 is spread.
  - 17.3.4 COVID-19 specific symptom identification.
  - 17.3.5 Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19.
  - 17.3.6 Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including any testing arranged by the Charter School.
  - 17.3.7 Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention
  - 17.3.8 Guidelines for families about when to keep students home from school.
  - 17.3.9 Systems for self-reporting symptoms.
  - 17.3.10 Criteria and plan to close schools again for physical attendance of students.
  - 17.3.11 Changes in Charter School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
  - 17.3.12 Contact information at the Charter School for students who may have been exposed to COVID-19.
  - 17.3.13 Charter School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- 17.4 The Charter School will provide information to parents regarding this policy and related guidance, along with safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- 17.5 This Policy will be posted at all public entrances to the Charter School campus.
- 17.6 The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

**NON-COMPLIANCE WITH POLICY:**

Violations of this policy may result in the student/staff/visitor being asked to leave the campus until compliance with this Policy is met.

**GOVERNANCE:**

The Executive Director is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the Charter School’s charter petition. The Executive Director shall provide the Board with regular updates as to actions taken pursuant to this section.

**REVISION HISTORY:**

<b>Policy Version:</b>	<b>Effective Date:</b>	<b>Revision:</b>
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