

AAVB Reopening Guidelines for Learners, Parents, and the Community:

*****This document has been sent to parents, is posted at the entrance to our space, and is posted on our website at www.actonvenice.org**

***** Remote learning program is in place for any family not ready to return to in person learning at this time**

***** Awaiting Waiver Approval from the County Health Department**

Exposure Management Plan

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

- Our Task Force (made up of guides, board members, parents, and community members) is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. **Brad Barrish** is our COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at our location.
- All students and employees who are suspected to have COVID-19 or are quarantined because of exposure should be tested by their primary care physician or at one of LA county's testing sites <https://covid19.lacounty.gov/testing/>

Exposure Management for 1 COVID-19 Case at School

- If school is notified of 1 confirmed case (student or employee), the Task Force will request that the case follow Home Isolation Instructions for COVID-19 (www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/) and the school will do remote learning for 10 days.
- Our Task Force will inform the case that DPH will follow-up directly with the case through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- Our Task Force will work with the case to generate a list of students and employees with exposure to the case during the infectious period. Our School Compliance Officer will provide DPH with the names and contact information of the case and identified contacts within 1 business day of notification of a confirmed case.

- A case is considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND respiratory systems 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 48 hours before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Students and employees that are identified to have an exposure to the case are notified by the School Compliance Task Force through a letter. A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification should include the following elements:
 - Instruct students and employees with an exposure to the case to test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at school and serve as a basis for further control measures. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
 - Instruct exposed students and employees to quarantine for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative during the incubation period (i.e. time period between exposure to disease onset) may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: www.publichealth.lacounty.gov/acd/ncorona/2019/covidquarantine/.
 - Notification that DPH will follow-up directly with exposed students and employees through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- School Compliance Task Force will determine whether additional notification is needed to inform wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. [A general notification letter template is available at: COVID-19 Template Notification Letters for Education Settings.](#) (Need to insert link)

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

- If the school is notified of 2 confirmed cases (students and/or employees) within a 14-day period, school follows required steps for 1 confirmed case.
- School Compliance Task Force assesses whether the 2 confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period*).
 - A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND 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 48 hours before their test was taken until 10 days after their test.
 - Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.
 - If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
 - If epidemiological links exist, school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

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

- If the school is notified of a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school proceeds with the procedure for 1 or 2 cases and the following steps:
 - Report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of the cluster at: ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821. (insert links)
 - Complete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to

ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDC-Education@ph.lacounty.gov. (insert links)

- The ACDC Education Sector Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day of receipt to advise on next steps.
- If it is determined that outbreak criteria are not met: continue with routine COVID-19 exposure monitoring. • If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- Our Task Force will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).
- Prior to reporting cluster to DPH ACDC Education Sector Team, our Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector. (insert links) For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.
 - If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine COVID-19 exposure monitoring.
 - If epidemiological links exist between at least 3 cases in the cluster, report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team at ACDCEducation@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.

COVID-19 Outbreak Criteria for K-12 Schools

- At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s)* that are epidemiologically linked.

*Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation. For more information, please contact the ACDC Education Sector Team at ACDCEducation@ph.lacounty.gov.

***See Appendix A attached at end of the document for a simplified version of the above info

Containment, Response, and Control Plan

- Task force is responsible for establishing and enforcing all COVID-19 safety Protocols
- Brad Barrish is our Liaison to DPH
- All families and staff have been informed to stay home if experiencing any symptoms or were exposed to anyone now experiencing symptoms.
 - All employees have been provided information regarding government sponsored sick days as related to COVID: <https://www.labor.ca.gov/coronavirus2019/#chart>
- If any member of the community (faculty, staff, students, or visitors) tests positive for or has symptoms of Covid-19:
 - Any community member with a temp of 100.1 or higher will need to stay home
 - Symptom checklist for each community member daily- if any symptoms, must stay home. If anyone in the home has symptoms, must stay home. (See checklist here:
https://docs.google.com/spreadsheets/d/1-xvRwqelykLTuAmnTAgJnB5ONR4K7TgjQnJ_YGRGllg/edit?usp=sharing
 - If any community member comes into contact with someone who has tested positive (within 6 ft for more than 10 minutes), that Eagle must stay home for at least 14 days.
 - Parents will sign a contract stating they understand and will follow the above outlined protocols for staying home.
 - Adult visitors and staff who screen positive for any symptoms at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020
 - Students who screen positive at entry or who report symptoms at any point during the school day will be given a clean mask and accompanied to our empty classroom where they can remain while arrangements are made for their return home.
 - The COVID-19 Compliance Team (task force) is informed of any positive screening result in the school and initiates the **School Exposure Management Plan consistent with DPH directives** (See above and below)
 - Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID19 symptoms is negative for COVID-19.
 - Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to our empty classroom 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 Order of May 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.

- 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 COVID19.
 - 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 COVID19.
 - Any middle or high school student who is screened for exposure and reports close contact with an infected person is accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):
 - Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
 - Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
 - Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
 - Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible.
 - Visitors 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 children 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.

- Portable, high efficiency air cleaners will be in each classroom
- All Staff will have access to masks, shields, gloves, soap/water, hand sanitizer, and cleaning supplies at all times (Provided by the school)
 - Hand Sanitizer will be at building entrances and exits, stairway entrances, and all classrooms (Ethyl alcohol- based only)
 - Staff has been briefed about the dangers of isopropyl alcohol. If there is any reason to believe a student has ingested this kind of hand sanitizer, they will call poison control at 800-222-1222
- All face coverings should be washed daily
- All work stations will be placed at least 6 feet apart. (More as space allows)
- Signs are posted at all entrances limiting access to students and guides only. No outside visitors, siblings, or parents should enter the space.
- All students and faculty will have their own set up supplies- supplies will not be shared.
- All high touch areas will be cleaned at least 3 times per day. Any supplies that have to be shared will be cleaned after each person uses.
 - Cleaning supplies will be available in all classrooms and the bathrooms
- If we are required to close for any reason, our fully remote learning plan is ready to go.

Drop off/Pick up

- Parents stay in cars- Staff will meet students at their car.
- Eagles Temp checked as they get out of car
- Any Eagle with a temp of 100.1 or higher will need to stay home
- Symptom checklist for each Eagle Daily
https://docs.google.com/spreadsheets/d/1-xvRwqelykLTuAmnTAgJnB5ONR4K7TgjQnJ_YGRGllg/edit?usp=sharing
- Eagles immediately head to the bathrooms where a guide will ensure hands are washed properly
- Stagger drop off times and pick up times by studio
- Masks are worn at all times
- Parking lot will be chalked to show physical distancing

Day to Day Operations, Studio Set up and Supplies

- No parents, siblings, or visitors in the studios
- Masks must be worn
- Studios will stay completely separate and not mix
- All windows will be open all day. Eagles should bring a sweater in case they get cold- we will not close any windows.
- Eagles should only bring their lunch and computer/charger/headphones to school. All other personal items should be left at home.

- No sharing of chargers or headphones.
- Backpacks, jackets, etc all stored at desks and not touch each other's belongings
- Each Eagle will be supplied with their own supplies/learning tools
- Hand Sanitizer in multiple places around each room
- All classroom furniture will be at least 6 ft apart and markers will be throughout the rooms to visually show 6 ft.
- Circle times or group discussions will use mats that are at least 6 ft apart
- As much outside time as possible. Wifi outside, pop up tents, and additional seating outside.
- Soft toys or items that can not be cleaned will be removed from the studio
- Free time and PE games will be limited to non-contact games/sports
- All sports equipment will be disinfected daily or between usage by 2 different learners
- Bring lunch with an ice pack. No using the fridge, the microwave, or sharing food.
- No taco Truck
- At least 9 feet apart when eating. Eat outside as much as possible- almost always. Staggered lunch times to allow for this.
- No sharing of equipment such as chargers or headphones
- Eagles can not touch each other's computers.
- Will find ways to help youngest eagles not touch a lot of surfaces through playful games (Walk like a penguin in the hall!)
- Remove half of the manipulatives and games from the studios. Clean everything daily. Rotate the other half in weekly.
- We will be creative about all the ways we can use our space and give Eagles lots of opportunities to work "away" from each other
- No musical instrument playing in person
- No field trips
- Eagles and Guides will be given multiple opportunities throughout the day to wash their hands... in addition to scheduled time when arriving, any time they use the restroom, before and after lunch, and after all outside play time.
- All school events such as Exhibitions of Learning will be remote or canceled.
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Cleaning

- High touch areas cleaned before school, mid day, and after school
- Desks are cleaned every day before and after lunch and at end of day
- Any supplies or sports equipment that will be used by more than one person will be cleaned between users
- Bathrooms will be cleaned twice daily- deep cleaning will occur when learners are not present to allow for time to air out
- All cleaning supplies are on the approved EPA list

- All disinfecting cleaning supplies are kept out of reach of students
- School is providing gloves and extra masks for cleaning times.
- Windows and classroom doors will be open all day

PPE

- Masks must be worn
- We have extra masks and gloves at school for anyone who needs them
- Parents should send 2 masks to school each day.
- We have n95 masks for staff to wear if they must be near a sick student while waiting for that student to be picked up.
- Families have been instructed to wash masks daily

Health and Other Policies

- All state and county posters printed and hung around building and studio
 - Alert everyone to wear a mask
 - Alert everyone to keep physically distanced
 - Reminder to wash hands
 - Reminder to use hand sanitizer regularly
 - Reminder to not enter the facility if experiencing any symptoms or known exposure
- All social media will be updated regularly with the reminder of the above
- Contract with parents for keeping their Eagles home with ANY symptom.

Remote Options

- We understand that each family has a different risk tolerance, and have full respect for that. We will continue to offer remote learning. While this is not ideal for our program, we will work to find the best ways to incorporate those who are learning at home with those in the studios.

*** We do not have locker rooms, sport teams, choir, nurses office, front desk, or buses

*** Our "space" refers to 4 classrooms, a hallway between classrooms, bathrooms, and outside space.

*** We do not have any vulnerable employees or staff (over the age of 65)

*** Max number of students in studios or pods: 10

Appendix A: Steps for Managing Exposures to 1, 2, and \geq 3 COVID-19 Cases at School

1 Case

- 1) School receives notification of 1 confirmed case at school.
 - 2) Required: School requests that case follow Home Isolation Instructions for COVID-19 (a).
 - 3) Required: School informs case that the Department of Public Health (DPH) will contact the case to collect additional information and issue Health Officer Order for self-isolation (a).
 - 4) Required: School works with case to determine contacts that were exposed to case at school while infectious.
 - 5) Required: School notifies contacts of school exposure, requests contacts to follow instructions for self-quarantine (b) and test for COVID-19.
 - 6) Required: School informs contacts that DPH will follow up to collect additional information and issue Health Officer Order for self-quarantine (b).
 - 7) Required: School provides DPH with names and contact information for case and identified school contacts.
 - 8) Recommended: School can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread.
- Note: Template letters for exposure notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings. [Insert links](#)

2 Cases

- 1) Required: Follow steps for 1 confirmed case.
- 2) Recommended: If cases occurred within 14 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.
 - *Epi links do not exist: continue with routine exposure monitoring.
 - *Epi links exist: School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.

3+ Cases

- 1) Required: If a cluster of 3 or more cases occurred within 14 days of each other, school notifies ACDC Education Sector Team at ACDC-Education@ph.lacounty.gov.
- 2) Recommended: Prior to notifying ACDC Education Sector Team of cluster, school assesses whether epi links exist for ≥ 3 cases. If epi links do not exist, continue with routine monitoring.
- 3) Required: ACDC Education Sector Team requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by school to determine if outbreak criteria have been met. ACDC will contact school within 1 business day to advise on next steps.
 - *Outbreak criteria not met: school continues with routine exposure monitoring.
 - *Outbreak criteria met: DPH Outbreak Management Branch (OMB) activated.
- 4) Required: During the outbreak investigation, school provides updates to OMB investigator until outbreak is resolved (at least 14 days since last confirmed case).
 - (a) Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken.
<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>.
 - (b) Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious.
<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>. (insert all links)