

Safe Return to Instruction and COVID Safety Plan



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This document was produced in October 2020 and revised in March 2021. The school partners with local, regional, state and federal agencies to make decisions about school openings, distance learning and safety protocols. Some information in this document may be subject to change due to the evolving pandemic situation. To find ongoing updates on the GHC coronavirus response measures visit ghctk12.com.

Health and Safety Protocols

The health and safety of our students, staff and families is of the utmost importance. When students return for in-person instruction, schools will look much different due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

Supplies & Protective Equipment

The following items are being set up at each campus:

- Directional walkways and stairs where appropriate
- Messaging signs and floor stickers to reinforce social distancing
- Hand sanitizer at entry points, common areas and every classroom
- Best practices posters

The following items are being sent to each campus based upon student enrollment and staff numbers:

- Clear mask - adult for selected staff
- Clear mask - child for selected students
- Disposable three ply, medical grade mask - child
- Disposable three ply, medical grade mask - adult
- N95/KN95 masks for selected staff
- Face shields for selected staff
- Hand sanitizer
- Disposable gloves for selected staff
- Gowns for selected staff
- Cleaning wipes

Staff and Student Daily Screenings

Students

GHC has implemented an active symptom screening process via a web-based application. The screening questions are consistent with public health guidance (e.g. check-in concerning cough, shortness of breath, difficulty breathing, fever or chills, and contact with a person known to be infected with COVID-19 in the last 10 days), and are designed to indicate whether student or anyone in their household has symptoms that could indicate an exposure to or infection with COVID-19.

Once registered, students receive either an email or text message (or both) alert daily to complete the health screener. If an answer indicates a potential COVID-19 exposure or infection, the screener will generate a status of “red check mark.” In the case of a “red check mark” result, the student must contact the GHC nurse at nurse@ghctk12.com for further guidance prior to entering a campus.

Staff

GHC employees will be responsible for reviewing the following questions every day before entering a GHC campus. If the answer to any of the questions is "YES" they are not cleared to enter any school campus. If you are not sure whether you should report to work, please reach out to the nurse at your work location:

- Zelzah Campus - nurse@ghctk12.com or 818/360.2361 ext. 389
 - Devonshire Campus - tk8nurse@ghctk12.com or 818/360.2361 ext. 1006
1. Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with anyone who is known to have laboratory-confirmed COVID-19? **Answer NO if you have been fully vaccinated.**

2. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
3. Are you currently waiting on the results of a COVID-19 test because of possible exposure or symptoms? **Answer NO if you are waiting on the results of a mandated surveillance test.**
4. Have you experienced any of the following symptoms in the past 48 hours?
5. Fever at or above 100.4 degrees
 - New cough
 - Chills, sweating and/or repeated shaking or shivering
 - Sore throat
 - Mild or moderate difficulty breathing/shortness of breath for unknown reasons
 - Vomiting or diarrhea
 - Runny or congested nose
 - Muscle aches or body aches
 - Feeling unusually weak or fatigued
 - Loss of taste or smell
 - Headache

Students and Staff

- Students and adults experiencing symptoms listed MUST not attend school. This includes anyone with a fever of 100.4°F or higher.
- Student absences related to personal illness, quarantine and COVID-19 illness or symptoms will be excused.
- Students seeking COVID-19 testing due to exposure or symptoms of illness MUST stay home until they receive their results.
- Families should contact the school attendance office about their child's absence.

COVID-19 Vaccination Requirements

Staff

Pursuant to the "COVID-19 Vaccination Requirement for Employees and Other Adults Working at District Facilities," issued by the Los Angeles Unified School District on August 13, 2021, and in compliance with the "Vaccine Verification for Workers in Schools," issued by the California Department of Public Health on August 11, 2021, all employees must: (1) provide the School with proof of COVID-19 vaccination and (2) test for COVID-19 weekly, regardless of COVID-19 vaccination status, effective October 15, 2021. No employee will be permitted on campus without proof of COVID-19 vaccination after October 15, 2021.

Students

Pursuant to the "Student COVID-19 Vaccination Policy," all GHC students who are eligible to receive the COVID-19 vaccine, excluding those students with a qualified and approved exemption or conditional admission, must become fully vaccinated against COVID-19 as a mandatory precondition to accessing any GHC campus. This policy was approved by the GHC Governing Board on October 11, 2021 and is in full effect as of January 11, 2022 for all GHC students ages 12 and older.

Visitors (Including Sports Spectators)

All visitors to any GHC campus must show proof of full vaccination against COVID-19. Exemptions are not permitted.

On Site Surveillance COVID-19 Testing Plan

To ensure the safest environment possible, Granada Hills Charter has contracted with Fulgent Genetics, a CLIA-certified lab (CLIA #05D2043189), to provide self-administered COVID-19 test kits for on site staff and students. GHC has developed and implemented the following plan to incorporate a surveillance testing program:

- Staff and students on campus shall be required to provide a negative COVID-19 PCR baseline test result within (14) days prior to their return to campus at the start of the school year. Following the **Thanksgiving break, all students and staff will test on the first day back to school.** All staff must present a negative result from a school administered antigen rapid test upon their return to campus at the end of the winter break (no later than January 10, 2022). Additionally, all staff will complete a PCR test on their first day back on campus.
- Prior to the return to campus after the winter break, all students must present a negative COVID-19 PCR test result.
- Staff and students will be required to participate in **the surveillance** testing program (regardless of vaccination status).
- **Unvaccinated individuals on campus may be required to test on a more frequent basis.**
- LAC-DPH (Los Angeles County Department of Public Health), CDPH (California Department of Public Health) and CDC (Centers for Disease Control and Prevention) guidelines do not recommend testing asymptomatic fully vaccinated individuals. However, when community transmission rates are high, surveillance testing that includes fully vaccinated staff and students in schools is appropriate if testing capacity allows. Close contacts and persons that are part of an outbreak investigation should be tested regardless of vaccination status.
- Students who have tested positive for COVID-19 in the past 90 days are still required to test. If the health office has a record of the student's previous positive result (within the past 90 days), the student is not required to quarantine if results are positive. Students can drop off a copy of past positive COVID-19 results in the health office.
- The nasal swab test is self administered under the supervision of a medical professional. Staff and students are notified of their results within 24-48 hours.
- Please see the [Frequently Asked Questions](#) for additional Information regarding the GHC On Site Surveillance COVID-19 Testing Program.
- For staff and student-wide testing, all staff and students shall be tested, other than any staff and students who have no contact with others and do not report to campus. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
- The School must be made aware of student and staff test results and report those results to local public health officials.
- **Student consent for testing:**
 - **Students age 12 and under:** For School Students age 12 and under, the School will require parental consent for COVID-19 testing.
 - **Students age 13 to 17:** Pursuant to California Family Code Section §6926 and CDPH guidance, School Students ages 13 to 17 may consent to COVID-19 testing on their own.
 - **Students age 18 and older:** School students age 18 and older do not need parental consent for COVID-19 testing.
- Staff and students who refuse to take a test or to report the test results to the School will not be allowed to return to in-person instruction or otherwise enter the School Campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.
- The School must maintain confidentiality of test results, other than reporting the results to local 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 School should have a separate confidential medical file for each employee where the School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc. For students, the School will take similar precautions to safeguard the students' privacy and confidentiality, consistent with FERPA and all relevant legal requirements.

- The families of students and staff who will return to in-person instruction at the School campus are highly encouraged to be tested for COVID-19 before their student or family member returns to campus, and regularly thereafter.
- Visitors to the School campus are highly encouraged to undergo COVID-19 testing prior to entering the School campus.

GHC’s plan allows for changes to testing frequency pursuant to state and local guidance, and when instructed by the Los Angeles County Department of Public Health based on local disease trends after resolution of an outbreak at the school, and when required by Cal/OSHA regulations and other applicable law. GHC will provide testing results to the Los Angeles County Department of Public Health when directed.

Face Covering & Personal Protective Equipment

In accordance with the California Department of Public Health (“CDPH”) and Los Angeles County Department of Public Health Guidance, all individuals age two and older must wear a facial covering at all times, regardless of vaccination status; customary exceptions apply.

Per Los Angeles County Department of Public Health order of 01/04/22, all GHC staff must wear medical grade (surgical or N95/KN95 respirators) on campus. GHC also will require students to wear well-fitting, non-cloth masks with multiple layers and a nose wire. GHC will provide these masks to both staff and students. All individuals on a GHC campus (regardless of vaccination status) must wear a facial covering at all times while on campus, both indoors and outdoors.

All students and staff are expected to wear face coverings at all times while on campus, including:

- While in the classroom
- While waiting to enter and exit school
- While on school grounds (except when eating and drinking)
- While entering and exiting school
- Personal Protective Equipment (“PPE”) will be made available to staff and students, but it is highly encouraged for staff and students to bring their own face covering. Personal face coverings will be allowed in compliance with dress code policies.
- PE classes and Sports Programs fall under the 100% masking requirement if class is held indoors.
- Identified teachers and staff members may request a reusable face shield. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred.
- Gloves are not recommended for use by students or staff (but will be available for all staff and students), with the exception of those conducting cleaning, first aid/medical procedures or food service.

In alignment with the current Health Officer Order, employees exempt from wearing masks indoors must be tested at least twice per week. All staff must wear a face mask at all times when indoors, except: when working alone in private offices with closed doors; when they are the only individual present in a larger open workspace for multiple employees; or when eating or drinking. Students granted a reasonable accommodation in the form of mask exemption due to a disability or other condition need not be excluded from in-person education. It is strongly recommended that such students or staff be tested for COVID-19 at least twice weekly unless the employee provides proof of full vaccination status against COVID19. Students who are excluded from campus because they will not wear a face covering will be offered alternative educational opportunities.

It is recommended that employees be instructed to wash or replace their face masks daily and parents be instructed to ensure that children have clean face masks. 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 increase their physical distance from others. Eating or drinking outdoors is best but

eating or drinking at a cubicle or workstation indoors is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.

Age	Face Covering Requirement
2 years old - 2nd grade	Yes and under supervision, unless exempt
3rd grade - High School	Yes, unless exempt

Arrival at School

- Students and staff members will be required to wear face coverings and will be health screened upon arrival using the daily screening app.
- On campus screening will include a “Clear to Enter” pass on the daily screener app that will need to be shown to a designated staff member before entering campus.
- The School will have signage throughout campus to remind students and staff about wearing face coverings, social distancing and hand washing.
- Parents and visitors will have limited access to school campuses until further notice.

Other Safety Considerations

- Staff members will complete training about COVID-19 protocols.
- Common high touch surfaces will be cleaned and sanitized regularly (e.g., countertops, door handles, restrooms, student desks, student chairs).
- Staff and students will be expected to wash/sanitize their hands regularly.
- The School will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Playground equipment if used will be regularly inspected and cleaned for student use.
- Staff who work at multiple campuses will need to complete a daily screener prior to arrival at their first work location.

Isolation Rooms

- Every campus will have a designated isolation room for sick students when schools reopen.
- The isolation room will be staffed with designated trained staff.
- Isolation room staff will wear appropriate PPE such as a gown, medical grade mask, face shield or goggles and disposable gloves.
- If a student is found to have COVID-19 symptoms when entering campus or during the school day, he/she will be sent to the isolation room.
- The staff member in the isolation room will contact the parent/guardian to come pick-up the student right away.
- Parents/guardians will be instructed to consult their Medical Provider for further evaluation and will be given a COVID-19 test under the telehealth supervision of a GHC school nurse. In all instances, GHC will follow the [DPH Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons](#) when determining how to proceed.
- Isolation room will be routinely sanitized and maintained according to guidelines.
- The executive director will be immediately notified of all cases that require isolation or quarantine.

Implementing Physical Distancing

Physical distancing will limit the spread of the virus. The School will adhere to the following strategies to maintain social distancing as much as possible:

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Unnecessary contact between adults will be minimized at all times.

- During regular school hours, the School will restrict non-essential visitors, volunteers and activities involving groups. School community members are asked to call the school office for routine business rather than visiting. Appointments will be available for essential non-routine school business.
- Minimize movement of students and teachers or staff as much as practicable.
- Reduce the number of large gatherings such as assemblies, award ceremonies and performances or implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.
- School Meal Services -
 - During distance learning periods, meal distribution will occur at a designated campus to minimize parent/student entrance onto campuses. This may include curbside, school gate or cafeteria with street/sidewalk access to the meal distribution area.
 - Each campus will have a designated isolation room to hold students who show symptoms while at school.

Inside Classrooms

- Classroom space will be arranged to remove nonessential furniture, allowing maximum space for students and staff.
- Plexiglass dividers have been placed in offices and plastic Sneeze Guards are available upon request.

COVID-19 Prevention, Containment, and Response Plan

Consistent with guidance from the Centers for Disease Control and Prevention (“CDC”), CDPH, and Los Angeles County Department of Public Health (“DPH”), the GHC COVID-19 Prevention, Containment, and Response Plan describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on its campuses.

Compliance Task Force

The GHC COVID-19 Compliance Task Force is responsible for establishing and enforcing all COVID-19 safety protocols, as well as ensuring that staff and students receive education about COVID-19. The task force has also designated two staff members to serve as liaisons with the DPH in the event of an outbreak of campus.

Members

Brian Bauer, Executive Director

David Bensinger, Administrative Director, Instruction

Gina Corpus, Administrative Director, Counseling and Nursing (*DPH Liaison*)

Jana Davenport, Administrative Director, TK-8 Program

Karla Diamond, Human Resources Manager/Chief of Staff to Executive Director (*DPH Liaison*)

Norm Holloway, Administrative Director, Operations

Julia Howelman, Administrative Director, Instruction

Joy Kasper, Administrative Director, Special Education

Exposure Response Plan

GHC has developed the following protocols that will be taken immediately upon notification that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19, including the immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site.

The GHC Exposure Response Plan allows for temporary, on-site isolation when arrangements are needed for a person’s return to home, and provides for the distribution of factsheets and other informational materials to the case (or appropriate family member if the case is a student) covering regulations governing self-isolation and links to sites with further information.

Staff who report symptoms at any point during the work day will be instructed to return home and self-isolate as required by Los Angeles County Health Officer Orders. Students who screen positive at entry or who report symptoms at any point during the school day will be given a surgical mask and accompanied to a preselected isolation area until arrangements are made for their return home. Students will be provided an on site COVID-19 test as needed. Staff or students who have had close contact with an individual who has screened positive will also be instructed to return home to self-quarantine (as required by the Health Officer Order), until such time as it has been determined the individual screening positive for COVID-19 symptoms is negative for COVID-19.

Response for Sick Person on Campus

- Contact the Human Resources Manager or Assistant Manager before taking any action on an employee (aside from providing or dispatching emergency medical services (EMS) if necessary).
- Immediately separate the person from others in a predetermined isolation area on campus (*Devonshire = Building 101, Zelzah = Isolation Tent*).
- Maintain a safe distance (more than six (6) feet) from the person at all times, and if providing care or assessing (e.g. school nurses), wear the appropriate PPE (including gloves, a gown, a face shield or goggles, and an N95 or equivalent surgical facemask).

- Gather and document as much factual information as possible regarding the case and potential exposure risks. At a minimum obtain the following:
 - Contact information for the person
 - Description of symptoms for the person
 - Information surrounding the person's possible exposure to COVID-19
 - Location, work area, shared common space, restrooms and supplies/equipment used by the person that will require cleaning and disinfecting
 - Name of any person(s) on or off campus who may have been exposed to person
 - Dates, times and information relating to potential exposure incidences
- Assist in arrangement for safe transport home if needed or dispatch EMS to transport person to healthcare facility depending on severity of symptoms
- Provide the person or family member (in case of a child) with guidance for when it is safe to discontinue self-isolation or end quarantine (*DPH Home Isolation Instructions, DPH Home Quarantine Instructions*)
- Clean and disinfect areas and equipment used by people, according to CDC and public health guidance.
- If a person is confirmed to have COVID-19, contact the DPH, and work with local health officials to facilitate the identification of other exposed or potentially exposed individuals.
- Maintain person's confidentiality, as required by the Americans with Disabilities Act (ADA) and other applicable federal and state law

Response for Sick Person at Home

- Require sick persons or persons recently in close contact (defined as within six (6) feet for a cumulative total of 15 minutes or more over a 24-hour period) to a person with COVID-19 to stay home and avoid close contact with others. The school has implemented an active employee screening process (see below).
- Notify the Human Resources Manager or Assistant Manager if a staff member calls in sick or remains home due to a possible exposure, or the Nurse's Office if a student. The Human Resources or Nurse's Office will contact the person to provide testing information and gather and document as much factual information as possible regarding the case and potential exposure risks. At a minimum obtain the following:
 - Contact information for the person
 - Description of symptoms for the person
 - Information surrounding the person's possible exposure to COVID-19
 - Location, work area, shared common space, restrooms and supplies/equipment used by the person on campus that may require cleaning and disinfecting
 - Name of any person(s) on or off campus who may have been exposed to person
 - Dates, times and information relating to potential exposure incidences
- Provide the person or family member (in case of a child) with guidance for when it is safe to discontinue self-isolation or end quarantine (*DPH Home Isolation Instructions, DPH Home Quarantine Instruction*)
- If needed, clean and disinfect areas and equipment used by person, according to CDC and public health guidance.
- If a person is confirmed to have COVID-19, contact the DPH, and work with local health officials to facilitate the identification of other exposed or potentially exposed individuals.
- Maintain a person's confidentiality, as required by the Americans with Disabilities Act (ADA) and other applicable federal and state laws.

Exposure Management Plan

Consistent with DPH guidance, GHC will initiate the DPH Exposure Management Plan and Supplemental Protocols (see Appendix 1: Steps for Managing Exposures to COVID-19 Cases at School) including the isolation of cases, identification of persons exposed to cases at school, immediate quarantine of exposed employees and/or students, and assurance of access to testing for all exposed individuals within the school. GHC DPH Liaisons will report a cluster of cases (three (3) or more cases within 14 days) to the DPH (currently via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821).

Quarantine and Isolation Procedures

For individuals diagnosed with COVID-19, Granada Hills Charter will follow the isolation requirements of the Los Angeles County Public Health Department Public Health Emergency Isolation Order.

For individuals identified as having an exposure to a confirmed positive case of COVID-19 during the infectious period (close contacts), Granada Hills Charter will follow the quarantine requirements of the COVID-19 Exposure Management Plan (Appendix T2). GHC will follow modified quarantine protocols for students who are eligible and if permitted by LACDPH. Modified quarantine is also referred to as “test to stay.”

Specific procedures will be communicated to the individuals diagnosed with COVID-19 and individuals identified as close contacts.

On Site Surveillance COVID-19 Testing Plan

To ensure the safest environment possible, Granada Hills Charter has contracted with Fulgent Genetics, a CLIA-certified lab (CLIA #05D2043189), to provide self-administered COVID-19 test kits for on site staff and students. GHC has developed and implemented the following plan to incorporate a surveillance testing program:

- Staff and students on campus shall be required to provide a negative COVID-19 PCR baseline test result within (14) days at the start of the school year. Following the Thanksgiving break, all students and staff will test on the first day back to school.
- Staff and students will be required to participate in the surveillance testing program (regardless of vaccination status).
- Unvaccinated individuals on campus may be required to test on a more frequent basis.
- LAC-DPH (Los Angeles County Department of Public Health), CDPH (California Department of Public Health) and CDC (Centers for Disease Control and Prevention) guidelines do not recommend testing asymptomatic fully vaccinated individuals. However, when community transmission rates are high, surveillance testing that includes fully vaccinated staff and students in schools is appropriate if testing capacity allows. Close contacts and persons that are part of an outbreak investigation should be tested regardless of vaccination status.
- Students who have tested positive for COVID-19 in the past 90 days are still required to test. If the health office has a record of the student's previous positive result (within the past 90 days), the student is not required to quarantine if results are positive. Students can drop off a copy of past positive COVID-19 results in the health office.
- The nasal swab test is self administered under the supervision of a medical professional. Staff and students are notified of their results within 24-48 hours.
- Please see the [Frequently Asked Questions](#) for additional Information regarding the GHC On Site Surveillance COVID-19 Testing Program.
- For staff and student-wide testing, all staff and students shall be tested, other than any staff and students who have no contact with others and do not report to campus. However, the ability to test all staff may not be possible if laboratory capacity is limited (see below).
- The School must be made aware of student and staff test results and report those results to local public health officials.
- **Student consent for testing:**
 - **Students age 12 and under:** For School Students age 12 and under, the School will require parental consent for COVID-19 testing.
 - **Students age 13 to 17:** Pursuant to California Family Code Section §6926 and CDPH guidance, School Students ages 13 to 17 may consent to COVID-19 testing on their own.
 - **Students age 18 and older:** School students age 18 and older do not need parental consent for COVID-19 testing.
- Staff and students who refuse to take a test or to report the test results to the School will not be allowed to return to in-person instruction or otherwise enter the School Campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.

- The School must maintain confidentiality of test results, other than reporting the results to local 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 School should have a separate confidential medical file for each employee where the School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc. For students, the School will take similar precautions to safeguard the students' privacy and confidentiality, consistent with FERPA and all relevant legal requirements.
- The families of students and staff who will return to in-person instruction at the School campus are highly encouraged to be tested for COVID-19 before their student or family member returns to campus, and regularly thereafter.
- Visitors to the School campus are highly encouraged to undergo COVID-19 testing prior to entering the School campus.

GHC's plan allows for changes to testing frequency pursuant to state and local guidance, and when instructed by the Los Angeles County Department of Public Health based on local disease trends after resolution of an outbreak at the school, and when required by Cal/OSHA regulations and other applicable law. GHC will provide testing results to the Los Angeles County Department of Public Health when directed.

Site Access & Use

Visitors will be limited to those who are essential for the school's operation. All visitors to a GHC campus must present proof of full vaccination against COVID-19. Visits to the school by individuals other than staff and students will be avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely. Visitors are by appointment only and tracked in a google calendar that includes the visitor's name, phone number, email address, and location of the visit. Visitors will be directed to come alone, but if a visitor must be accompanied by another person, his/her information will also be recorded.

The school reserves the right to limit use of school facilities for non-school purposes (community meetings or events, on-site clinic visits by people who are neither students or staff, etc.)

Staff and Student Daily Screenings

Students

GHC has implemented an active symptom screening process via a web-based application. The screening questions are consistent with public health guidance (e.g. check-in concerning cough, shortness of breath, difficulty breathing, fever or chills, and contact with a person known to be infected with COVID-19 in the last 14 days), and are designed to indicate whether student or anyone in their household has symptoms that could indicate an exposure to or infection with COVID-19.

Once registered, students receive either an email or text message (or both) alert daily to complete the health screener. If an answer indicates a potential COVID-19 exposure or infection, the screener will generate a status of "red check mark." In the case of a "red check mark" result, the student must contact the GHC nurse at nurse@ghctk12.com for further guidance prior to entering a campus.

Staff

GHC employees will be responsible for reviewing the following questions every day before entering a GHC campus. If the answer to any of the questions is "YES" they are not cleared to enter any school campus. If you are not sure whether you should report to work, please reach out to the nurse at your work location:

- Zelzah Campus - nurse@ghctk12.com or 818/360.2361 ext. 389
- Devonshire Campus - tk8nurse@ghctk12.com or 818/360.2361 ext. 1006

1. Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with anyone who is known to have laboratory-confirmed COVID-19? **Answer NO if you have been fully vaccinated.**
2. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
3. Are you currently waiting on the results of a COVID-19 test because of possible exposure or symptoms? **Answer NO if you are waiting on the results of a mandated surveillance test.**
4. Have you experienced any of the following symptoms in the past 48 hours?
 - Have you experienced any of the following symptoms in the past 48 hours?
 - Fever at or above 100.4 degrees
 - New cough
 - Chills, sweating and/or repeated shaking or shivering
 - Sore throat
 - Mild or moderate difficulty breathing/shortness of breath for unknown reasons
 - Vomiting or diarrhea
 - Runny or congested nose
 - Muscle aches or body aches
 - Feeling unusually weak or fatigued
 - Loss of taste or smell
 - Headache
 - Headache

Campus Safety and Well-being Protocols

All employees have been provided with a copy of the GHC Campus Safety and Well Being Protocols, outlining the school's policies regarding requirements for physical distancing, face masks, gloves, and hand sanitizing/washing. Signage is prevalently posted at entrances and throughout each facility mandating face coverings. 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. All staff offering student support services are provided with the appropriate Personal Protective Equipment (PPE).

Face Covering & Personal Protective Equipment

In accordance with the California Department of Public Health ("CDPH") and Los Angeles County Department of Public Health Guidance, all individuals age two and older must wear a facial covering at all times, regardless of vaccination status; customary exceptions apply.

Per Los Angeles County Department of Public Health order of 01/04/22, all GHC staff must wear medical grade (surgical or N95/KN95 respirators) on campus. GHC also will require students to wear well-fitting, non-cloth masks with multiple layers and a nose wire. GHC will provide these masks to both staff and students. All individuals on a GHC campus (regardless of vaccination status) must wear a facial covering at all times while on campus, both indoors and outdoors.

Physical Distancing

Signage recommending physical distancing has been posted throughout the campuses, primarily in areas where employees and/or students may congregate or line up. To the extent possible, employees have been assigned to private office spaces. LACDPH recommends that measures be implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom (e.g. hallway transitions) and/or anytime masks must be removed in a group setting (e.g., lunch time, recess) where increased physical distance is preferred. For situations when physical distancing may not be feasible (e.g. very full classrooms), the importance of 100% mask adherence is critical. The school will maintain an

increased distance as much as possible during times when students or staff are not masked (e.g., due to eating or drinking).

Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) are encouraged to maintain when feasible physical distance while engaging in student support activities.

Furniture and equipment in school areas used for student support services are arranged to promote distancing between any two students and/or between students and staff.

Sharing of equipment and supplies is avoided where possible.

Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements

Sick Leave

Employees have been directed to not come to work if sick or if they have been exposed to a person who has COVID-19. Human Resources has provided information to employees regarding employer/government-sponsored leave benefits, including an employee's right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.

Facility-specific Mitigation Measures Cleaning, Disinfecting, and Sanitizing Protocols

Offices, break rooms, restrooms, and classrooms (in use) are cleaned, disinfected, and sanitized nightly. Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, touch screens, printers/copiers, grab bars, and handrails) are disinfected frequently throughout the day and nightly. Disinfectant wipes and gloves are available for employee use in the Main/Business Offices (to ensure compliance with Cal OSHA requirements for safe use and as required by the Healthy Schools Act, employees must complete SafeSchools training to use disinfectant in the workplace).

GHC Buildings & Grounds staff have been equipped with the appropriate personal protective equipment, including gloves, eye protection, respiratory protection, and other equipment as required by product and activity. Cleaning products effective against COVID-19 (those listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions.

Commonly shared items and equipment have been replaced with single use items or cleaned after each use by a different person (e.g. copiers). GHC has invested in additional student materials (e.g. art supplies and musical instruments) and staff supplies (custodial tools) to eliminate sharing whenever possible.

Improving Air Ventilation

The school's HVAC systems at both facilities have been serviced to ensure they are in good, working order. In June 2019, GHC replaced over 40 HVAC units on the Zelzah campus, and prepared plans to replace another 20+ HVAC units in the summer 2020. HVAC systems have been set to maximize indoor/outdoor air exchange (outdoor conditions permitting), and air filters have been upgraded to the CDC recommended air filters (MERV 13 rating). Air purifiers, the Austin Air Healthmate Plus, have been placed in each occupied office. Doors and windows will be open during the day when feasible and if outdoor conditions permit.

In addition, GHC has invested in additional outdoor furniture to allow for more time outside for classroom learning, meals, and activities whenever feasible and weather permitting.

Attachments

[1-DPH Exposure Management Plan for K-12 Schools – \(as of 1/4/22\)](#)

[2-DPH Screening and Exposure Decision Pathways for Symptomatic Persons – \(as of 11/24/2021\)](#)

[3-DPH Home Isolation Instructions – \(as of 12/31/2021\)](#)

[4-DPH Home Quarantine Instructions – \(as of 12/31/2021\)](#)

[5-Reopening Protocols for TK-8/iGranada Programs - 17081 Devonshire St. \(as of 9/29/2021\)](#)

[6-Reopening Protocols for Grades 9-12 - 10535 Zelzah Ave. – \(as of 9/29/2021\)](#)

COVID-19 Testing and Reporting

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

Close Contact:

A close contact is defined as a person who is less than 6 feet from a case for a cumulative total of 15 minutes or more over a 24-hour period.

Cohort:

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Action Guidelines*

Student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing, chills, muscle pain, sore throat, nausea, vomiting or diarrhea):

- Students with symptoms will be placed in the school site isolation room while awaiting pick-up.
- Staff with symptoms will immediately be released to go home to isolate.
- COVID-19 test may be administered under the telehealth supervision of a GHC school nurse.
- Persons with symptoms of COVID-19 must remain isolated until:
 - A negative COVID-19 test result is acquired, and person is fever free without the use of fever-reducing medication for 24 hours; or
 - **At least 5 days have passed since symptoms first appeared; AND**
 - Other symptoms have improved.
- No communication is sent to classrooms or the school community if there were no “close contacts” identified.

Student or staff with close contact or cohabitating with a confirmed COVID-19 case

- 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. 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.
- Any student who is screened for exposure and reports close contact with an infected person **and is required to quarantine** 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. 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 the Health Officer Quarantine Order and get tested for COVID-19.
- These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. If they remain asymptomatic, quarantine can end after Day 10 from the last date of exposure without testing but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Quarantine may end after Day 5 for contacts who remain asymptomatic, if a diagnostic specimen is collected **on or after** Day 5 from the date of last exposure and tests negative, but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Home Quarantine Guidance for COVID-19 is available at: ph.lacounty.gov/covid quarantine.
- NOTE: Asymptomatic persons who are fully vaccinated AND who are a close contact to a confirmed case are **required** to test for COVID-19 as a result of their exposure but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure. Persons who have recovered from laboratory-confirmed COVID-19 within the last 90

days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.

- The school provides COVID-testing.
- Students and staff who are identified to have an exposure to the case are notified by the site through a letter or other communication strategies.
- The School Compliance Officer will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

Staff or student with confirmed COVID-19 case infection:

- Persons with COVID-19 who are symptomatic may discontinue isolation when:
 - At least 5 days have passed since symptom onset; AND
 - They are fever-free without the use of fever reducing medication; AND
 - They have a negative COVID-19 diagnostic test (recommended antigen test) result from a specimen collected on Day 5 or later.
- Persons with COVID-19 who are asymptomatic may discontinue isolation when:
 - At least 5 days have passed since the date of the first positive COVID-19 test
 - They have remained free of symptoms; AND
 - They have a negative COVID-19 diagnostic test (recommended antigen test) result from a specimen collected on Day 5 or later.
 - Should the asymptomatic individual later develop COVID-19 symptoms, they must then follow all time and symptom protocol pursuant to DPH guidance before returning to work or School.
- Identify and notify close contacts, quarantine and exclude exposed contacts; could be the entire cohort for 10 days after the last date the case was present at school while infectious.
- Recommend testing of contacts, prioritize symptomatic contacts.
- Disinfection and cleaning of classroom and primary spaces where cases spent significant time.
- Provide notice to all employees and employers of subcontracted employees, who were on the premises at the same worksite as the infected person that may have been exposed. A notice will also be provided to any exclusive representative of employees.
- Notify all School employees and families that a case of COVID-19 in a student or staff member has been reported and that the school will work with the DPH to notify exposed people.
- Notify the DPH of any known case of COVID-19 among any student or employee who was present on a School campus within the 14 days preceding COVID-19 symptoms, or 10 days before a positive test result. Such notifications must be made within one (1) business day of the School's notification of the case.
 - The notification to the DPH must include:
 - 1) The full name, address, telephone number, and date of birth of the individual who tested positive;
 - 2) The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site; and
 - 3) The full name, address, and telephone number of the person making the report.
 - The notification can be made via either:
 - 1) Using the LACDPH reporting portal, or:
 - <http://www.redcap.link/lacdph.educationsector.covidreport>
 - 2) Downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov.
- The executive director will be immediately notified of all cases that require isolation or quarantine.

Staff or student tests negative after symptoms:

- Staff or students may return to school after symptoms resolve.

- School/classroom remains open.

[Appendix T2: Protocol for COVID-19 Exposure Management Plan in K-12 Schools](#)

[CDPH Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions](#)

The Los Angeles County Department of Health may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Reopening a campus for in-person learning

Schools may typically reopen after 14 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

Cleaning and Sanitization Protocols

Prior to students and employees returning, the campus(es) will have been cleaned and disinfected. GHC will continue to follow all necessary safety precautions. In addition to the cleaning of all offices and classrooms, the cleaning steps outlined below will be followed on a routine basis:

Cleaning is the physical process of removing dirt, germs, viruses and bacteria, typically using soap and water. While cleaning does not necessarily kill germs, by removing them from surfaces and objects, including hands, the risk of spreading infection is reduced.

Disinfecting uses chemicals to kill germs. While disinfecting does not necessarily clean dirty surfaces or remove germs, it kills germs and can lower the risk of spreading infection.

Sanitizing is removing and lowering numbers of germs to a safe level, as judged by public health standards.

Daily Cleaning and Disinfection of the following surfaces/areas:

- Horizontal and high touch surfaces
- Door handles
- Handrails
- Restrooms
- Light switches
- Common areas
- Nutrition Services areas

Daily Cleaning and Sanitizing of:

- Classrooms
- Offices
- Hallways

Handwashing

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

- Wash hands thoroughly with soap and water for at least 20 seconds.

- Thoroughly dry hands.

Drinking Stations

- Students are encouraged to bring their own reusable water bottles or to use environmentally friendly alternatives to disposable water bottles.

Indoor Air Quality

- Proper preventive maintenance is being performed on all heating and air conditioning units and is changing filters on a regular basis.
- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan.
- All heating and air conditioning systems have been outfitted with MERV-13 (Minimum Efficiency Reporting Value) filters. These are the most efficient filters commonly available for institutional systems.

Instructional Programs

GHC is committed to providing quality instruction for all students. We know that the needs of our students and families vary and have provided a variety of instructional program models for the 2021-22 school year.

iGranada Academic Program (High School Only)

At the secondary level, families can choose to have their student enroll in a 100 percent independent study program or iGranada.

This online option is a self-paced learning experience using the Accelerate Education platform and teachers. GHC advisors, along with a dedicated Counselor and Administrator, provide support and guidance for students who choose the iGranada independent study program.

Students Required to Isolate or Quarantine

If the student is experiencing symptoms and are too ill to engage with teachers and classes, a parent or guardian may reach out to the counselor asking that this information be communicated to teachers. The students' health and rest should be prioritized. Students not experiencing symptoms and who are able to engage with teachers should review and follow the guidance listed below.

- **Check Google Classroom** - Google Classroom is the primary method of assignment and material delivery at Granada. Students can locate your Classroom pages at www.classroom.google.com. Please check your Classroom pages for the daily agenda, assignments, materials for learning (readings, videos, lectures, etc.), and a work checklist for your current unit of study. Teachers will make daily updates to their Classroom page. If students are having difficulty locating these items, or updates are not available, they can email their teacher and the GHC Instruction Office at instructionoffice@ghctk12.com.
- **Access Class Broadcasting** - Some teachers may choose to broadcast their class sessions. Students can check with their teachers to see if this option is available. If the teacher is broadcasting the class, students should sign on during your scheduled class time. Taking notes and emailing your teachers questions about the lesson is encouraged.
- **Access Recorded Lessons** - Some teachers may choose to record their lessons. Students should check with their teachers to see if this option is available. If the teacher is recording their class and

lessons, students should watch these and take notes and email the teachers questions as they normally would while attending class on campus.

- **Check School Email** - Students should check their school email at least once a day. Teachers and the school will send you important information and updates through email. If the student has questions that go beyond what is being communicated, they should email their teacher. If a student is not receiving communication, or is having difficulty locating communications, students should email their teacher and the GHC Instruction Office at instructionoffice@ghctk12.com.
- **Update Teachers** - Students should notify teachers directly regarding their health and ability to engage in daily lessons.
- **Access Tutoring** - Students should log into your [tutor.com](https://www.tutor.com) account for live, one on one help with a qualified tutor. You can locate this support at www.tutor.com/ghchs. Help is available in every subject, and you may access the support anytime.
- **Access Tech Support** - Students can contact the Help Desk at 818-350-2361 (ext. 370) or submit a Help Desk ticket online by visiting www.helpdesk.ghctk12.com.

When the student returns to campus, the counselor and teachers will work with the student to make sure they are able to return successfully.

Special Education and Mental Health

Safety Considerations for Students with Disabilities

- Students with disabilities (SWD) will adhere to the guidelines previously outlined to maintain social distancing and follow safe practices as much as possible.
- Subject to appropriate documentation, students with sensory/cognitive/behavioral needs will not be required to wear facial coverings. Parents and guardians should consult with their health care provider for advice about masks.
- Students who are deaf/hard of hearing will not be required to wear facial coverings, but will be required to wear a clear mask.
- School personnel will work closely with families of students who are immunocompromised to discuss specific needs prior to returning to school.

Considerations for Staff Working with Students with Disabilities

- Staff will be provided a face covering which is most conducive to addressing specific student needs.
- IEP services will be delivered while adhering to CDPH guidelines by wearing facial coverings, and/or the use of Personal Protective Equipment (PPE), such as: desk shields, social distancing, increased hand washing, and sanitizing to the greatest extent possible.
- All staff who work with students who require more hands-on services such as diapering.

IEP Procedures

- All special education timelines continue as determined by Federal law.
- IEP meetings will be held in-person as well as via Zoom meetings, when necessary.

Related Services

Related Service Providers will take data upon return to school to determine if regression has occurred in the area of each goal and objective. An IEP meeting may need to take place to recommend a change in goals and or services.

- All related services will continue as documented in the students' IEPs to ensure the district is providing Free Appropriate Public Education.
- Occupational therapy, adapted physical education, physical therapy, behavior intervention implementation and orientation and mobility may require additional planning to determine how to provide such services within public health guidelines.
- Special education students who receive Specialized Academic Instruction (SAI) will have services delivered to the maximum extent possible in alignment with the student's IEP.

Assessments

- Assessment timelines resume on August 12, 2021.
- All assessments that are late, partially completed, or not started due to the closure will be completed within the first 30-60 days of school to the greatest extent possible.
- If classroom observations need to occur as part of the assessment process for school psychologists or related service providers, safety procedures will be followed.
- All assessments will be conducted in-person, unless it is determined that a specific assessment can be conducted virtually and the assessment validity is not questionable.

Mental Health & Social Emotional Well-Being

School staff is committed to supporting students' social emotional wellness and offering resources to ensure that students transition back to school smoothly. Support may include social emotional learning, building relationships, community-building activities and mindfulness and movement breaks.

Students can contact the school social workers and school counselors for social, emotional and behavioral-health support.

High School students can schedule individualized mental health and physical health appointments via our Virtual Wellness Center. For more resources, go to the GHC counseling page at www.ghctk12.com.

TK-8 students in need support can contact Juliet Rodriguez, TK-8 School Psychologist, via email at julietrodriguez@ghctk12.com

Athletics and Extracurricular Activities

With the health and safety of students in mind, the California Interscholastic Federation (CIF), has recommended guidelines for return-to-play protocol. This is intended to be a framework for schools and school districts to consider in designing a return to physical activity/training standards that are in accordance with state and local county requirements. These guidelines are not intended to supersede the state and local county directives designed to ensure student health and safety.

Fall Sports	Spring Sports
<ul style="list-style-type: none">• Cross Country• Football• Girls Volleyball	<ul style="list-style-type: none">• Baseball• Boys Basketball• Girls Basketball• Boys Soccer• Girls Soccer• Softball• Boys Tennis• Girls Tennis• Boys Golf• Girls Golf• Boys Volleyball• Track and Field• Wrestling

All field trips are currently suspended and GHC will consider virtual field trips when possible. In person assemblies, dances, athletic competitions and rallies are also currently suspended. The CIF has further modified the athletics calendar by condensing all sports into one of two seasons - Fall and Spring. Please keep in mind that these schedules and guidelines are a living document that may change as the county becomes either more or less restrictive in terms of reopening.

Appendix I

COVID-19 FAQs

What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep them home and contact their health care provider. Please contact your school to report the absence. A COVID-19 related absence is excused.

What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the Los Angeles County Department of Public Health (LACDPH) on how long to remain at home and when to return to school.

What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- The student will be taken to an isolation area where temperature and symptoms will be evaluated. The student will remain in the isolation area until they are picked up by a parent or guardian.
- The school site will work with the school district COVID-19 response team to coordinate with LACDPH regarding the suspected case and all confirmed cases on site.

What happens if a positive COVID-19 case occurs at a school?

For any positive COVID-19 case, the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the school's designee with the following information:

- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on school site or district facility
- Names of individuals who were within 6 feet of the infected person for a total of 15 minutes or more over a 24-hour period

The school designee will coordinate a response with LACDPH. After receiving direction from LACDPH, the district designee will notify students, staff and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from LACDPH. A positive COVID-19 case may lead a classroom, multiple classrooms or a school to return to distance learning for a period of time. Any closures will be determined by school administration after consultations with LACDPH. The classroom or impacted areas will receive extensive cleaning and sanitation following school district maintenance and operations guidelines.

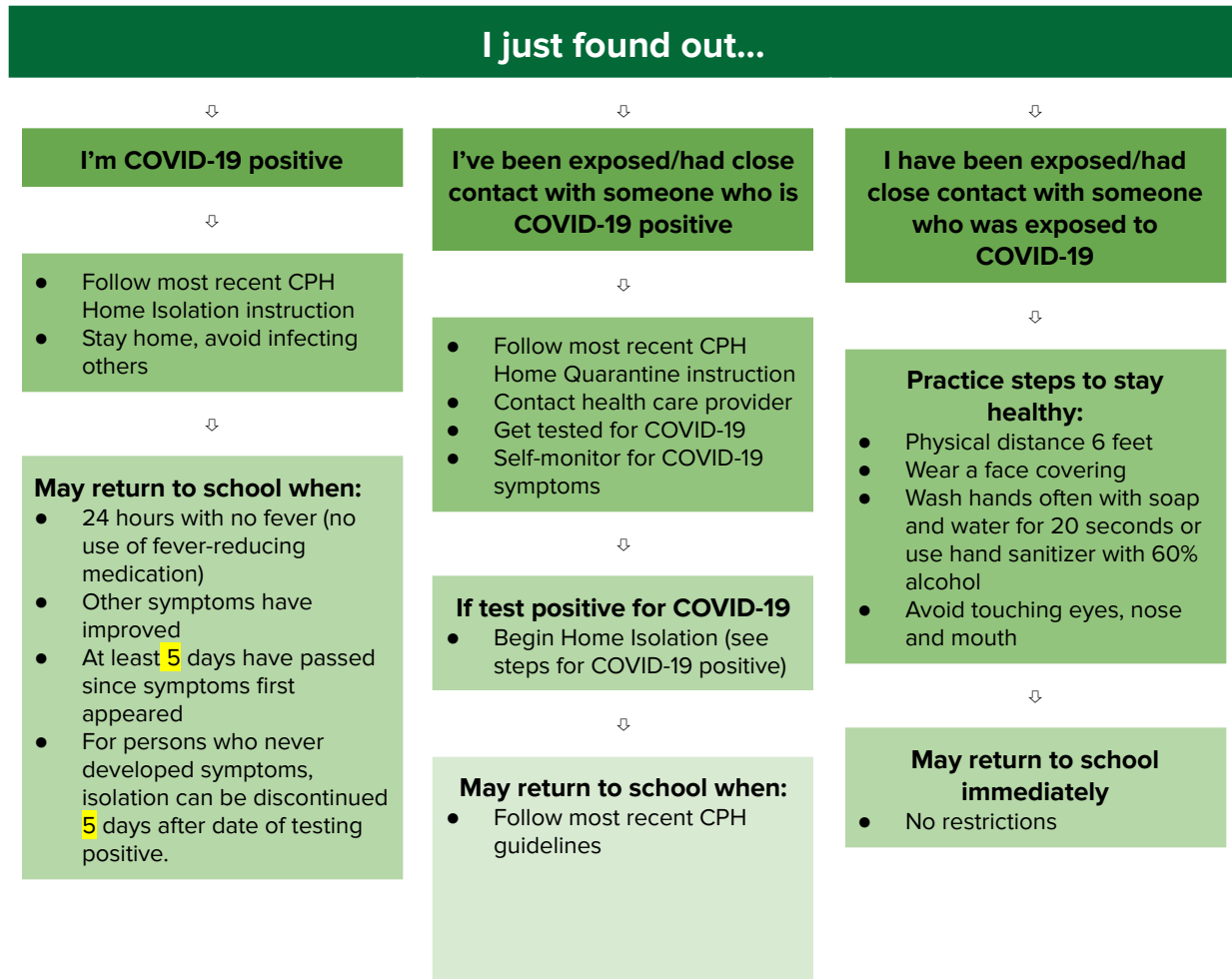
How are others notified they were in contact with an individual who tested positive for COVID-19?

The School works with LACDPH to determine close contacts and low-risk contacts. Individuals identified by LACDPH are contacted and given information regarding how long individuals must quarantine, steps to mitigate contracting the coronavirus, and which symptoms are associated with the virus.

All Family Educational Rights and Privacy Act (FERPA) notifications and guidelines for privacy are followed.

Appendix II

COVID-19 Scenario Chart



Symptoms of COVID-19	
<ul style="list-style-type: none"> Fever 100.4 F or chills Cough Shortness of breath or difficulty breathing Fatigue Muscle or body aches 	<ul style="list-style-type: none"> Headaches Sore throat Congestion or runny nose Nausea or vomiting Diarrhea New loss of taste or smell