

**COVID-19 Prevention Program (CPP) for  
La Reina High School and Middle School (DG)**  
*A private, Catholic preparatory school for girls in grades 6-12*

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

January 29, 2021

### **Authority and Responsibility**

Mr. Anthony Guevara, President of La Reina High School and Middle School, and Mr. Dan Peeters, Dean of Students at La Reina have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

**We have implemented the following in our workplace:**

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- **A full audit was put into place to identify and address all physical and occupational hazards. This audit resulted in the following:**
  - All classrooms on campus have been set up socially distanced at the required 6' apart.
  - All students are facing one direction and are not face to face.
  - Protective barriers have been installed in classrooms to protect the student and the teacher during class time.
  - Windows and at least one door are open in all classrooms.
  - Teachers are encouraged to use outdoor space for activities where possible.
  - The school's administration has limited the number of passing periods, extended time between classes for sanitizing of surfaces and staggered hallway release creating additional social distance.
- **Bathroom policies:**
  - There are multiple bathrooms available on campus for the students to wash their hands.
  - The number of sinks per bathroom is limited to allow for social distancing.
  - Bathrooms will be checked multiple times per day to ensure they are cleaned and stocked properly.

- Signage is posted in each bathroom that provides a visual reminder of how hands need to be washed.
- Hand sanitizing stations have been placed throughout the campus – all the building entry points, classrooms, public and common areas.
- Ample supply of soap, hand sanitizer, towels are available on campus and checked daily for possible restocking.
- Soap and hand sanitizer are in compliance with requirements outlined in the health department protocols.
- Students are encouraged to use hand sanitizer before and after class.
- Teachers model proper hygiene by utilizing hand sanitizer stations before and after class.
- Faculty are directed to eat in their classroom.
- Student lunch areas have been marked at 8' distancing in outdoor spaces.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by joining the Return to Campus Task Force.

#### ● La Reina's Return to Campus Task Force:

In response to the pandemic, La Reina has endeavored to make decisions by prioritizing the health and safety of our students and employees. To this end, the Return to Campus Task force, led by Tony Guevara, President, and Maggie Marschner, Principal, was created.

- The task force is comprised of a group of board members, faculty, staff and outside experts. Guided by federal, state, and local guidelines, as well as recommended best practices, the goal of the task force was to develop a comprehensive plan for the safe return of students to our campus.
- The Return to Campus Task force is broken down into subcommittees including: Technology, Instruction, Mental Wellness, Facilities, Health, Security, Catholic Identity/La Reina Traditions, Communications, Finance, Athletics, Stakeholders and Legal.
- For a complete list of task force members and subcommittee leads, please visit:
- <https://www.lareina.com/academics/return-to-campus>

### **Employee screening**

- La Reina students and employees complete a daily health screening via the FeverFree app or the Fever Free website daily by 8:00 a.m.
- The FeverFree health screening app requires the recording of an individual's temperature via digital thermometer and answering symptom-based screening questions.
- Those individuals cleared to arrive on campus receive a "passed" badge to show upon arrival. Those individuals who do not pass the screening will be directed to remain at home.
- Temperature checks are required before any individual enters the campus.
- Those who have not used the FeverFree app will have their temperature taken and be asked health screening questions by the security guard.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- All classrooms on the campus have been set up socially distanced at the required 6' apart.
- All students are facing one direction and are not face to face.
- Protective barriers have been installed in classrooms to protect the student and the teacher during class time.
- Reviewed multiple times with the faculty and staff what the requirements are for 6' apart social distancing on campus; as they will help to monitor on a daily basis.
- Faculty and Staff with medical concerns able to apply for remote work arrangements
- Signage throughout the campus shows and advises everyone to maintain 6' apart social distancing, ensures proper traffic flow, and limits occupancy.
- Teachers are to eat in their rooms alone.
- Staff lounge is no longer used for eating; staff lounge is now used for teacher prep.
- Hallways and walkways are one way.
- Physical distancing signage indicates where students are to eat and wait when in communal spaces.
- Lunch release is staggered to limit close contact.
- Block schedule was adopted to minimize students and faculty movement.
- Lunch will be available in our cafeteria area for students to pick up and proceed to eating areas outside. Directional signage in the serving area and supervision during passing periods and nutrition breaks will help maintain proper physical distancing.
- Additional staff allocated and hired to provide additional supervision during passing periods, lunch, and arrival/dismissal.

**Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.**

### Face Coverings

- Any person on campus will be required to wear a properly fitting face mask that meets current CDC guidelines. Community members were provided instruction on proper use of masks.
- Students will be responsible for providing their own face mask. Should they not have one the school will provide a disposable face mask for the day.
- Teachers will check students to make sure each has a face mask and that it is on properly.
- Ample supply of face masks, face shields and gloves are available on campus.
- Security will advise all guests/visitors, upon arrival, that face masks are a campus requirement. Any guests/visitors without a face mask will be provided a disposable mask.
- Teachers are encouraged to document students who may not follow mask protocols on the discipline school portal which alerts parents and school administration.
- Students who do not comply with the masking requirement will not be allowed to attend on campus instruction.

**The following are exceptions to the use of face coverings in our workplace:**

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: **Not Applicable.**

The following procedures are in place to maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems:

- Exterior doors to main academic buildings remain open, increasing ventilation to hallways
- Classrooms with 2 doors:
  - Both doors open during student arrival/dismissal. Teachers may close doors during passing periods and prep periods if they need students to remain out of the room.
  - One (entrance) will remain open during instruction.
  - At least one window will be open.
- Classrooms with 1 door:
  - Door and window will remain open during passing periods and during instruction.
- Weather considerations: teachers may partially close windows and doors, but should still maintain one door and one window cracked up. If air quality prohibits this ability, school will consider the need to return to distance learning.
- The HVAC system is calibrated for maximum fresh air ventilation.

## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Building doors will also be propped open to minimize direct contact with door handles.
- Every classroom will have a hand sanitizer (pump) and hand sanitizing wipes.
- Students sanitize their workspace at the conclusion of each class using products that meet CDC guidelines.
- Bathrooms will be checked multiple times per day to ensure they are cleaned and stocked properly.
- Ample supply of soap, hand sanitizer, towels are available on campus and checked daily for possible restocking.
- Per our cleaning policies the campus is cleaned every night.
- Electrostatic cleaning takes place once per week.
- Cleaning protocols are posted in the La Reina COVID Handbook for community reference.

### **Should we have a COVID-19 case in our workplace, we will implement the following procedures:**

Isolation room located in the administration building to separate anyone who exhibits one or more symptoms of COVID-19 while at school. Student or staff member should be sent home as soon as possible.

- The room(s) where the positive COVID case was located will be cleaned and disinfected.
- Shared materials the individual may have used will be cleaned and disinfected.
- Jenny's Cleaning Service is contracted for all campus cleaning, including disinfection after positive case on campus.
- La Reina's campus is cleaned every night. Electrostatic cleaning takes place once per week.
- Hand sanitizer and sanitizing wipes are located in every classroom and office. Surfaces are wiped down on a daily basis.

## **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

**To the extent possible, teachers will plan lessons to avoid sharing of equipment or materials. When shared materials are necessary for classroom instruction, the following protocols will be followed:**

- Instructional time should be planned to minimize and consolidate the activity that requires shared materials;
  - Teachers are encouraged to assign roles when students work in groups to minimize the number of students using shared items and/or touching personal materials (i.e., - a scribe taking notes for the group to avoid gloved students needing to access their notebooks, etc.);
  - Latex-free gloves will be used by all involved students touching shared materials;
  - Gloves will be properly disposed of at the end of the activity. Teachers will provide instruction on proper glove removal.
  - Shared materials will be cleaned between class periods. If students are to assist in this process, teachers will provide guidance for proper sanitizing procedures based on material(s) in question.
- When shared materials are necessary for PE instruction, the following protocols will be followed:
- Students will sanitize or wash their hands prior to the start of the activity and immediately following the activity.
  - Shared athletic equipment (balls, birdies, etc.) will be sanitized between class periods by facilities staff.

**Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:**

- Sanitizing wipes are available in every office and classroom, to wipe down items such as keyboards, desks, door handles, phones, instruments and tools. Surfaces are wiped down with sanitizer on a daily basis, throughout the school day, and in between users.
- Shared materials will be cleaned between class periods. If students are to assist in this process, teachers will provide guidance for proper sanitizing procedures based on material(s) in question.
- When shared materials are necessary for PE instruction, the following protocols will be followed:
  - Students will sanitize or wash their hands prior to the start of the activity and immediately following the activity.
  - Shared athletic equipment (balls, birdies, etc.) will be sanitized between class periods by facilities staff.
- La Reina's campus is cleaned and disinfected every night by a cleaning/sanitizing crew. Electrostatic cleaning takes place once per week.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- Maintenance cart accessed by two employees. Surfaces wiped between use.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we remind our students and employees:

- Wash their hands before and after lunch, for 20 seconds at a time.
- Hand sanitizer stations are located throughout the campus, in all classrooms, and in the cafeteria and common areas, ie - gymnasium, library, cafeteria.
- Students and employees are encouraged to use hand sanitizer before and after class.
- Everyone is reminded to use a tissue, avoid contact with their eyes, nose and mouth, and to cover coughs and sneezes.
- Teachers model proper hygiene by utilizing hand sanitizer stations before and after class.
- All bathrooms have a minimum of 2 - 5 sinks with hand washing stations in all buildings.

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

## **Investigating and Responding to COVID-19 Cases**

### **Investigating employees who had potential COVID-19 cases or symptoms:**

- Isolation room located in the administration building to separate anyone who exhibits one or more symptoms of COVID-19 while at school. Student or staff member should be sent home as soon as possible.
- All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
- School COVID-19 coordinator will report the positive case to public health and provide them with required information on the positive person, and report to School Reporting for Outbreak Tracking.
- Isolate positive case and exclude from school for 10 days from symptom onset or test date.
- Three staff members are currently certified and responsible for the contact tracing if required because of exposure to COVID-19.
- Further tracing will be done should a person test positive in order to identify if the exposure may be widespread.
- The public health department will be notified accordingly if there is a reported positive COVID test.
- The room where the positive COVID-19 was located will be cleaned and disinfected.
- Notification will be sent to all members of school community parents, faculty and staff.
- Quarantine for 10 days after close contact exposure as defined by the CDC:
  - 1) Date of last exposure to positive non-household contact or
  - 2) Date that COVID-19 positive household member completes isolation.
  - 3) Recommend testing, but this will not shorten the 10 day quarantine, if symptom free per CDC guidelines.
- Doctor's note is required to return to campus after 3 or more consecutive sick days. If staff or student chooses not to test for COVID-19 or they do not have clearance from their healthcare provider, then they are required to quarantine for 10 days before they can be present on campus.
- We facilitate bi-monthly testing for all employees during work hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

### Who employees should report COVID-19 symptoms and possible hazards to, and how:

- For facilities related concerns: contact Laird Wilson, Director of Facilities ([lwilson@lareina.com](mailto:lwilson@lareina.com))
- For student conduct concerns: contact Dan Peeters, Dean of Students ([dpeeters@lareina.com](mailto:dpeeters@lareina.com))
- For staff conduct concerns: contact Cheri Barrera, Human Resources ([cbarrera@lareina.com](mailto:cbarrera@lareina.com))
- Employees can report symptoms and hazards to HR without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk may apply for remote work and/or will be provided with necessary physical adjustments to accommodate their needs (ie- individual office).
- Employees can access COVID-19 voluntary testing by viewing the pop up site schedule at [www.venturacountyrecovers.org](http://www.venturacountyrecovers.org)
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures was shared with faculty and staff during professional training.
- Email sent to community notifying them of identified cases and/or exposures at school, consistent with privacy requirements. Communication templates available as needed.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Faculty and Staff participated in three days of focused training on COVID protocol October 19-21 prior to grades 7-12 returning to campus. 6th grade faculty and staff participated in training the week of September 14 in preparation for 6th grade return to campus under the waiver program.
- Community members receive frequent reminders and instruction regarding COVID protocol and any updates to COVID policies and protocols.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by telework accommodations, paid sick leave, or vacation accrual as available.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

**It is our policy to:**

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work/school until all the following have occurred:
  - At least 24 hours have passed since a fever of 99.5 or less has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 14 days have passed since COVID-19 symptoms first appeared. This is recommended as the safest option.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
- Close contacts (less than 6 feet for at least 15 minutes) of those with COVID-19 will have two options for quarantine:
  - **14-day quarantine:** This remains the safest and preferred option. CDC still recommends a quarantine period of 14 days for COVID-19, based on estimates of the upper bounds of the COVID-19 incubation period.



- **10-day quarantine:** Those who do not experience symptoms and do not live or work in high-risk settings such as skilled nursing facilities may discontinue quarantine after day 10 from the date of last exposure.
  - **All contacts released from quarantine before day 14 must:**
    - Self-monitor for COVID-19 symptoms through day 14 and if symptoms occur, immediately self-isolate and contact their local public health department or healthcare provider and seek testing.
    - Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through day 14.
  - A negative COVID-19 test will not be required for an employee to return to work.
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Mr. Anthony Guevara, President

Signed: January 29, 2021

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Date: 1-29-21

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: La Reina HS and MS

Number of schools: 1

Enrollment: 288

Superintendent (or equivalent) Name: Anthony Guevara

Address: 106 W Janss Rd

Phone Number: 805 495 6494

Thousand Oaks, CA, 91360

Email: Tguevara@lareina.com

Date of proposed reopening:  
10/26/2021

County: Ventura

Grade Level (check all that apply)

Current Tier: Purple

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

(please indicate Purple, Red, Orange or Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

Type of LEA: Private Religious

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

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**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Anthony Guevara, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

**Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please provide specific information regarding: How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups**

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**If you have departmentalized classes, how will you organize staff and students in stable groups?**

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**If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?**

Stable groups were not required for our initial opening. We are able to maintain physical distance and limit class size to adhere to the health and safety guidelines. We are in compliance with the guidelines set forth when we were granted approval to open on October 26, 2020.

**Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts:**

Directional signage will be evident throughout the campus to minimize congestion and ensure the proper flow of traffic. Hallway traffic is one-way on campus, and we have dots placed 6 feet apart in the areas in which students gather during lunch and breaks to assist them in maintaining proper physical distance.

- Lunch release is staggered to limit close contact.
- Block schedule was adopted to minimize student and faculty movement.
- A physical distance of 6 feet will be maintained as students and faculty move through the campus.
- Lunch will be available in our cafeteria area for students to pick up and proceed to an outdoor eating area. Directional signage in the serving area and supervision during passing periods and nutrition breaks will help maintain proper physical distancing.
- Grade levels will be assigned different eating areas.
- Additional staff allocated to conduct health screening and supervise campus to ensure adherence to health and safety protocols.
- Parents and visitors have limited access on campus and are subject to health screening and temperature checks.

**☐ Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.**

- Any person on campus will be required to wear a face mask.
- Students will be responsible for providing their own face mask. Should they not have one, the school will provide students with a disposable face mask for the day.
- Teachers will check students to make sure each has a face mask and that it is on properly.
- Ample supply of face masks, face shields and gloves are available on campus.
- Security will advise all guests/visitors, upon arrival, that face masks are a campus requirement. Any guests/visitors without a face mask will be provided a disposable mask.
- Teachers are encouraged to document students who may not follow mask protocols on the school discipline portal, which alerts parents and school administration.
- Students who do not comply with mask requirements will not be allowed to attend on-campus instruction.

**☐ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how will students or staff will be separated from others and sent home immediately.**

- Faculty, staff and students will be screened daily upon arrival on campus. Prior to arriving everyone will be required to complete the online health screening app "Fever Free" which includes a daily temperature check.
- Anyone who attempts to come on campus must produce documentation of a completed daily health screening. If they are not able to produce this documentation, their temperature will be taken prior to exiting the vehicle and anyone with a 99.5 degree or greater temperature will not be allowed to enter campus. In addition to having their temperature taken, they will also answer the health screening questions.
- Any faculty, staff or student who is not feeling well prior to leaving home will remain at home and not come to the campus.
- Students will be observed throughout the day. Any student showing symptoms will be removed from class and sent to the administration building where there is an isolation room. Student's parents will be contacted and asked to pick up their child as soon as possible.
- Room where the exposure took place will be cleared, cleaned, and disinfected per the prescribed health guidelines.
- Students who elect to attend class remotely as part of our La Reina at Home program, but come to campus for co-curricular activities need to submit health screening and temperature via the Fever Free app.

**☐ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.**

- There are multiple bathrooms available on campus for the students to wash their hands.
- The number of sinks per bathroom is limited to the amount that allows for social distancing.
- Bathrooms will be checked multiple times per day to ensure they are cleaned and stocked properly.
- Signage is posted in each bathroom that provides a visual reminder of how hands need to be washed.
- Hand sanitizing stations have been placed throughout the campus – at all building entry points, classrooms, public and common areas.
- Ample supply of soap, hand sanitizer, and towels are available on campus and checked daily for possible restocking.
- Soap and hand sanitizer are in compliance with requirements outlined in the health department protocols.
- Students are encouraged to use hand sanitizer before and after class.
- Teachers model proper hygiene by utilizing hand sanitizer stations before and after class.
- Desks, chairs and any educational aids used are cleaned between every class.

**☐ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.**

- School COVID-19 coordinator will report the positive case to public health and provide them with required information on the positive person, and report School Reporting for Outbreak Tracking.
- Three staff members are currently certified and responsible for contact tracing, if required, because of exposure to COVID-19.
- Should a person test positive, further tracing will be conducted in order to identify if the exposure may be widespread.
- The public health department will be notified accordingly if there is a reported positive COVID-19 test.
- The room(s) where the individual who tested positive with COVID-19 was located will be cleaned and disinfected.
- Notification will be sent to all members of the school community.

- Daily attendance for class, and all cocurricular activities kept, and current seating charts are kept on file for all classes.
- School tracks students who leave class to use a restroom during class.

**☐ Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms. Maximum: 6 feet Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.**

- All classrooms on the campus have been set up socially distanced at the required 6' apart.
- All students are facing one direction and are not face to face.
- Protective barriers have been installed in classrooms to protect the student and the teacher during class time.
- Signage throughout the campus shows and advises everyone to maintain 6' apart, social distancing, and occupancy limits.
- Reviewed multiple times with the faculty and staff what the requirements are for 6' apart social distancing on campus, as they will help to monitor on a daily basis.
- Teachers are to eat in their rooms alone.

**☐ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.**

- Videos were made and have been posted on our website that cover all the key points of the plan.
- Correspondence from our communications department are regularly sent to our parents and students updating them on what is taking place on the campus.
- School developed a pledge that provides an overview of the expected behavior of students, parents, faculty and staff.
- Family Zoom Meetings covered all COVID-19 protocol prior to reopening on September 18, Oct. 19, 20, 21.
- Student Return to Campus Orientation took place on campus on October 26 prior to the start of on-campus instruction.
- Second semester review of COVID-19 policies took place January 19 and 22.
- Faculty and Staff participated in three days of focused training on COVID-19 protocols on October 19-21 prior to grades 7-12 returning to campus. 6th grade faculty and staff participated in training the week of September 14 in preparation for 6th grade return to campus under the waiver program.

**Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence. Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:**

- Faculty and staff will be tested every two weeks.
- Faculty and staff that show signs of COVID-19 remain at home, get tested, and report those test results to the school.
- Faculty, staff and students must do the daily health screening. If any symptoms are noted they must remain at home, get tested, and may not return to campus until they are symptom free for three days without medication.

**Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.**

- We follow guidance from Ventura County Public Health regarding the direction we give students who have symptoms of COVID-19.
  - Students with one or more COVID-19 symptoms are sent home and are referred to a Healthcare Provider for evaluation and/or testing.
  - Students who are close contacts are sent home as soon as possible and are required to quarantine for 10 days since the last exposure to a positive person. Close contacts are recommended for testing between 5-7 days after last exposure.
  - We do not test asymptomatic students.

**Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.**

- All confirmed positive cases are reported to county public health, and entered into the SPOT platform, per state direction.

**Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.**

- **Email sent to the school community apprising all stakeholders of the positive case in our community. We will follow the direction of public health, and we will adhere to the privacy requirements that apply. Communication templates are available as needed and on file for a quick response to a positive case.**