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(Previously named COVID-19 Operations Plan)

## INTRODUCTION

As we plan for the various possible scenarios for our Safe Return to School for the 2021-22 school year, there are many, procedural, and school culture precautions we can take to reduce the risk COVID-19 in our school communities. We know that guidelines and protocols can change swiftly and will continue to monitor and adjust our plans as needed. At the beginning of the 2021-22 school year we will offer the following modes of instruction:

- **In Person Instruction:** Caliber Public Schools will reopen our campuses for in person instruction to all Caliber students and staff. Caliber will follow the public health guidelines and recommendations from the CDC and CDPH for the '21-'22 school year.
- **Modified Independent Study:** Caliber Public schools will also offer a modified Independent Study program in accordance with [Assembly Bill 130](#), to students who may have unique circumstances not allowing them to attend in person learning.

This document outlines the operational components of the two different scenarios and explains the many precautions we will be implementing throughout the 2021-22 school year. While we have incorporated many sources of advice, we are primarily guided by the guidelines from public health officials including the following:

- Announcements and materials from the [Centers for Disease Control](#) (CDC) and the [California Department of Public Health](#) (CDPH)
- [CDC-K-12 Guidance for COVID-19 Prevention](#) - 01/13/2022
- [CDPH- COVID-19 Public Health Guidance for K-12 Schools in California '21-'22](#) - 01/12/2022
- Other health orders from Contra Costa and Solano Counties, where our two schools are located

As guidance from these agencies continues to evolve, and as the pandemic situation changes, this plan is subject to change as well. Specific implementation details that relate to one Caliber school or another will be documented in a written, worksite-specific COVID-19 prevention plan at each facility (available online [here](#)) and implemented by a designated person at each site as follows:

- Beta Academy Implementation Lead: **Frances Lizarde**
- ChangeMakers Academy Implementation Lead: **Cecilia Garibay**

These designated individuals will serve as the workplace infection prevention coordinators at each school and will be responsible for carrying out the outbreak management activities identified in the [Workplace Outbreak Guidance](#) published by the CDPH and guidelines provided by [state law AB 685](#) requiring employer reporting of workplace COVID-19 cases.

Caliber will continue monitoring guidance from the CDPH, CDC and State and County agencies as we continue to improve our practices to best fit the current situation. Caliber network staff will periodically review each school site's compliance with this plan and document and correct any deficiencies identified in such reviews.

If you have questions about this document, or about Caliber's COVID-19 response planning, please contact us at [CovidResponse@caliberschools.org](mailto:CovidResponse@caliberschools.org). Thank you.

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## GENERAL HEALTH PRECAUTIONS

### Responsibility for Health Activities

#### SCHOOL SITE HEALTH ADVOCATE

Each Caliber school site will designate an existing staff member to be a Health Advocate for the school. The Health Advocate is not typically a licensed health professional. Rather, they will likely be a school leadership team member who has another designated role at the school and works at the school site on a regular basis. They should be present on a day-to-day basis to promote integration of best practices for health and safety into the school's planning and operations.

The Health Advocate will be responsible for the following:

- Identifying the contact information for the health department in the jurisdiction where the school is located.
- Coordinating with Caliber Public Schools SSO staff and State and County Public Health officials to define and refine the school's COVID-19-related health procedures.
- Monitoring State and local orders and health department notices daily to remain informed on COVID-19 related requirements and local area conditions and closures.
- Training Caliber school site staff on the health-related activities in this plan.
- Ensuring that all of the health-related activities listed in this plan are fully implemented on a day-to-day basis, and that the school is following State and local health orders. Maintaining an inventory of health-related supplies sufficient to meet the needs of the school on a day-to-day basis.
- Addressing health-related issues or questions that arise on a day-to-day basis while the Health Advocate is on-site.
- Developing and maintaining relationships with professional health consultants (see below) who can address questions that are beyond the scope of the Health Advocate's knowledge, expertise, or ability to handle.
- Ensuring that adequate health records are maintained by the school.
- Working with State and County Public Health officials on an as-needed basis if/when positive COVID-19 test results arise within the school's community.
- Designating and training one or more Health Coordinator(s) to address any health-related issues that arise on days when the Health Advocate is not on campus.

#### CALIBER SSO SUPPORT

Caliber Public Schools will designate an Operations Team member to act as the leader in developing Caliber health policies (including those related to the potential exclusion of people from campus as appropriate) and as the point of contact for supporting each of the Health Advocates and coordinating their activities alongside State and County Public Health officials. Initially this will be Devin Gross, Managing Director of Operations

#### HEALTH CONSULTANTS

The Health Advocate and SSO Network team will maintain relationships with one more Health Consultants who can assist with the definition and implementation of health policies. The Health Consultants will be licensed health professionals with education, experience, and training in child and community health and in health practices recommended for school programs. Current relationships include K-12 Health, Contra Costa Health Services, and the Solano County Public Health Department.

## Staff, Family, & Student Education

### PRE-OPENING COMMUNICATIONS & TRAINING

As schools prepare for the back-to-school period, and in advance of any major shift in our mode of operations it is imperative that staff, students, and families be informed of the policies, procedures, roles, and responsibilities that will preserve and protect the health of our community in the face of COVID-19.

The Caliber SSO team will develop and school sites will implement training for staff and students in the following:

- How to identify potential symptoms of COVID-19 infections, and the importance of self-reporting any issues and staying at home if they have any symptoms
- How they can be tested for COVID-19 infection
- The school's policies and procedures for handling potential and actual cases of COVID-19 in our community, including any policies related to the possible exclusion of individuals from campus in certain scenarios
- A reminder to have an alternate care arrangement that doesn't involve new contact with other children in the event that their student needs to remain at home due to COVID-19 symptoms
- The proper use of [masks or other face coverings](#), including the proper use, removal, and washing of face coverings, not to touch the face covering, and how people who are exempted from wearing a face covering will be addressed.
- Proper hand hygiene, including the modeling of proper [hand washing](#) and sanitization.
- What to do when you [cough or sneeze](#) (e.g., cover coughs & sneezes with a tissue or their elbow; wash immediately after coughing or sneezing)
- Strongly recommending that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions
- Strongly recommending that all eligible staff and students be fully vaccinated against COVID-19.
- Any other operating procedures (e.g., arrival, dismissal, meals, tech, etc.) identified in this plan not addressed above

Staff, families, and students will be notified of this COVID-19 Operations Plan and any school-specific COVID-19 Prevention plans and asked to confirm their receipt of and commitment to abide by the requirements therein. They will also be notified of any updates to any of the plans.

Training will be offered in a variety of forms, formats, and languages to ensure they are accessible by all Caliber staff, students, and families. Copies of training materials are available [here](#), and will be maintained by the SSO operations team to facilitate re-use as needed.

In addition, each school will be expected to review existing student health plans and identify students who may need special accommodations before coming back to campus. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and
- Individuals who may not be able to communicate symptoms of illness.

Schools will also engage families and ask about any potentially unknown concerns that may need to be accommodated. Any such student accommodations will be addressed **prior to** those students returning to campus.

## SIGNAGE

Each Caliber school will post signage at the entrances to and throughout the campus that continuously remind staff and students of the health precautions herein. Signage will be in English and Spanish. Examples include, but are not limited to the following:

- Face mask or face shield required
- Caliber Staff and students only beyond this point
- Maximum room capacity \_\_\_\_\_
- Remember to wash your hands for 20 seconds!
- Remember! Sanitize your hands when ENTERING and EXITING
- Visitor procedures/instructions (ie early pickup)

## ON-GOING COMMUNICATIONS & TRAINING

Communication and training should not stop when school begins. They should continue on an on-going basis to reinforce the key messages above and to address any identified weaknesses in the community's adherence to the requirements herein. Particular attention should be paid to re-training staff, students, and families in advance of any major shift in our mode of operations or the operating procedures at the school.

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## Limiting Access to Campus

There will be a limited number of designated points of entry to each campus and those entrances will be staffed to ensure a visual symptom check happens before entering campus. All other entrances will be kept locked from the outside at all times.

Each school will keep a record of all students / staff / visitors who are on campus at any time.

- Student records will be kept noting the time of any late arrivals or early departures as compared to the normal school day.
- Adults will be required to sign-in and sign-out each time they come onto or leave campus.

In order to minimize the risk of COVID-19 exposure or transmission on Caliber campuses, campus visits other than by staff or students are strongly discouraged and will only be allowed on a pre-scheduled basis. All visitors will be required to follow all campus health and safety requirements including, but not limited to, participating in a visual symptom check, signing in and out at the front office and wearing a mask at all times while on campus.

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## Physical Distancing

Based on CDC guidelines, each Caliber school will look to maximize distancing without minimum distancing requirements to ensure all students are able to return to full in person learning. Caliber schools will layer multiple prevention strategies as recommended by the CDC including but not limited to required masks for all, air purifiers, hand hygiene protocols and HVAC system upgrades.

Because of the importance of in-person learning, schools where not everyone is fully vaccinated should implement physical distancing to the extent possible within their structures, but should not exclude students from in-person learning to keep a minimum distance requirement. (CDC 01/13/2022)

Based on studies from the 2020-2021 school year, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully

vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking, screening testing, cohorting, improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning to help reduce transmission risk. (CDC-01/12/2022)

## QUEUEING

In any areas where people are anticipated to line up and wait, we recommend maximizing physical distancing as much as possible though there are no required minimum distancing protocols as of now. We will stay informed of all guidance from health officials and adjust these protocols if needed.

Example:

- Outside the door to the front office
- Outside each restroom (student and staff)
- During arrival for walk up families
- During dismissal for pick up

## MULTI PERSON BATHROOM USE

- Mask should remain on at all times.
- Thorough hand washing prior to leaving the bathroom
- A maximum occupancy will be posted for each multi person bathroom.
- Each bathroom will be routinely cleaned daily.

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## Daily Symptom Screening

In order to minimize the potential for COVID-19 exposure and speed up the arrival , Caliber will be asking all staff and students(Parents/Guardians complete with students) to self screen for COVID-19 symptoms **EACH DAY, BEFORE** leaving home to come to campus.

## ARRIVAL PROCEDURES:

Every Caliber facility will have limited entry/exit points.

- **Staff:** Upon arrival all staff will need to sign in, following school site protocols to log who and where all adults will be on campus.
- **Students:** Upon arrival all students will partake in a visual symptom check by a Caliber School staff member to ensure no COVID-19 symptoms are visibly noticed and that each student has a properly fitting mask.
- **Visitors:** Any visitors on campus will need to sign in at the front office prior to entering the campus and will be subject to a visual symptom check. (Visitors will be limited on campus until further notice)

## Visual Symptom Check:

**The visual symptom check for each individual (student or visitor) upon arrival will consist of a Caliber staff member conducting a visual inspection to ensure the individual is following our mask protocols and not exhibiting any obvious signs of sickness. If a student or visitor is not wearing a mask (or thier mask looks visibly dirty), a disposable mask will be provided for them.**

The visual symptom check procedure will take place at arrival while Caliber students remain in their car and/or with their guardian. Caliber is requesting that as many families as possible drive their students to campus and to

complete the symptom check in their car. In cases where this is not possible, a student can arrive on foot and enter at a designated entrance. In this case, the symptom check will occur at the entrance / gate.

Students in 4th grade and under must be accompanied by a parent or guardian who can take the student home immediately if they do not pass the health visual symptom check.. Students in grades 5th-8th may arrive on their own. If they do not pass the symptom check they will be immediately sent to the quarantine room while a staff member calls home to have the student picked up by a parent or guardian.

## Masks, Gloves, and Other PPE

### FACE MASKS AND SHIELDS

Face coverings are one of the most effective ways of preventing virus spread, but only if they are used correctly. Caliber will require all students and staff to follow mask requirements communicated by public health officials at all times.

### Specific mask requirements that are in place at this time include the following:

- Caliber will require the use of a mask, face coverings, &/or face shield with drape in accordance with [CDPH](#) and [Cal/OSHA](#) guidance unless a person is exempt as explained in the guidance.
- A suitable face covering is one that is made of cloth material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. It should fit snugly without impairing the wearer's breathing.
- **Students:**
  - Students in grades TK-2 are required to wear face coverings at all times while on campus if they can be worn properly. If they cannot wear them properly, a face shield with drape is an acceptable alternative for children in these grades.
  - Students in grades 3-8 are required to wear a face covering at all times while on campus unless they are exempt under the CDPH guidelines.
  - Students with sensory issues, developmental issues, etc. that would limit their ability to wear a mask should work with their School Leader to come up with an alternate plan **BEFORE** their first day on campus. (The School Leader must approve the plan and teachers must be looped in to the decision.)
  - If families express a personal preference for their students not to wear a mask or face shield with drape, but are not otherwise exempt under the guidelines, schools should explain to them the importance of this and try to change their minds. If they still refuse, they should be excluded from campus and may only participate in Independent Study activities.
  - Any student may opt to wear a face shield in addition to their mask, though shields are not required and we are not providing them in the vast majority of cases.
- **Staff:**
  - Unless they are otherwise exempt under the CDPH or Cal/OSHA guidance, staff are required to wear a cloth mask at all times except when they are eating. In situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with drape can be used instead of a cloth face covering while in the classroom. . Staff must return to wearing a face covering outside of the classroom.

- **Visitors:**

- Visitors will be required to wear a cloth mask at all times.

**The following individuals are exempt from wearing a face covering under the [CDPH guidance](#):**

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

**Individuals who are exempt from wearing a face covering and elect not to do so must wear a non restrictive alternative such as a face shield with a drape on the bottom edge, as long as their condition permits it.**

- A cloth face covering or face shield should only be removed for meals, snacks, naptime, or when it needs to be replaced. Any staff or student who refuses to wear appropriate face coverings and is not exempt from wearing one under CDPH guidelines will be refused admission to campus.
- Caliber will provide a reusable face mask and a reusable face shield to each staff at the start of the year. Staff will be allowed to use their own cloth masks, as long as the masks are made of multiple layers, cover the nose and mouth without gaping at the sides, and stay on the user's face well without adjusting.
- Students will be asked to provide their own reusable masks that are made of multiple layers, cover the nose and mouth without gaping at the sides, and stay on the user's face well without adjusting. Caliber will provide a reusable mask for any student who does not have their own.
- All cloth masks should be laundered with detergent and hot water and dried on a hot cycle after each day they are used. If someone must re-wear a cloth face covering before washing, they should wash their hands immediately after putting it back on and avoid touching their face.
- Caliber will provide disposable masks for any student, staff, or visitor who needs one. A disposable mask should be provided in any of the following situations
  - Someone forgot to bring a mask
  - Someone's mask was touched by another person
  - Someone's mask fell on the floor/ground
  - Someone's mask is visibly dirty
  - There is any other reason to believe that someone's mask is dirty

**GLOVES**

Caliber is not currently recommending the use of gloves for most adults or children on campus. Exceptions include:

- Anyone doing significant cleaning (more than a quick spray of classroom desks) should wear gloves while handling cleaning materials. Anyone using chemical disinfectants should wear gloves.
- Anyone serving food should wear gloves while serving and should change gloves if they accidentally touch their face or anything else likely to harbor germs.
- Caliber staff supervising students who have been identified as exhibiting COVID-19 symptoms (e.g., in the quarantine room) should wear gloves while doing so.

- If an unusual situation occurs wherein a staff member needs to touch something that could be contaminated, they should wear gloves while doing so and dispose of them afterward. (Students should not touch anything that could reasonably be expected to be contaminated.)

#### FRONT OFFICE SNEEZE GUARD

Each school will have plexiglass “sneeze guards” provided for their front office for the front office team to sit behind.

### Hand Washing & Sanitizing

#### HAND WASHING

In order to minimize the spread of COVID-19 or other germs, students and staff need to clean their hands regularly throughout the day. In an ideal world, students and staff would thoroughly wash their hands at the following times:

- Upon entering school, before touching their desk for the first time
- Before and after eating morning snacks or lunch
- After using the restroom
- After putting on, removing, or touching their face mask
- Before re-entering the classroom following outdoor activities (e.g. after PE, recess, etc.)

Students will be trained on proper handwashing techniques including the following:

- Wet your hands with clean running water (warm or cold) and apply soap.
- Lather your hands by rubbing them together with the soap.
  - Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails.
  - Keep scrubbing for 20 seconds.
    - Need a timer? Hum the “Happy Birthday” song twice.
- Rinse your hands under clean, running water.
- Dry your hands using a clean towel or air dry them.

Because it may not be practical for students and staff to wash with soap and water at all of these times on all days, Caliber will provide and require the use of hand sanitizer at any time that hand washing is not practical. Because hand sanitizer is not fully as effective as hand washing, the following high risk situations should **NOT** rely on hand sanitizing alone:

- After contact with an individual who exhibits COVID-19 symptoms
- After coughing or sneezing
- Anytime soil is visible on the hands (any visible soil needs to be removed with soap and water prior to hand sanitizing)

**In these situations, hand washing is required.**

#### HAND SANITIZER USE

Though washing with soap and water is the best way to remove COVID-19 from hands, we will also use hand sanitizer regularly throughout the day as an additional opportunity to disinfect hands. Every room at each Caliber facility will have an alcohol based hand sanitizer dispenser or pump bottles of alcohol based hand sanitizer. Hand sanitizer will be ethyl alcohol-based and contain at least 60% alcohol.

Students and staff will be required to sanitize their hands at the following times unless they have already washed their hands immediately preceding the activity:

- On their way into the building
- Any time they enter a classroom or other room
- Any time they exit a classroom or other room
- Before eating
- After eating
- When putting on, removing, or touching their face mask
- After any extended period when they haven't had a chance to wash hands

Students under the age of 9 will be supervised whenever they use hand sanitizer.

Health Advocates and staff will be trained in emergency protocols related to the inadvertent ingestion of alcohol-based hand sanitizers.

**Response to Possible or Confirmed Exposures**

The California Department of Public Health (CDPH) has developed [procedures](#) that should be taken when a student, teacher or staff member has COVID-19 symptoms, is in contact with someone infected by COVID-19, or is diagnosed with COVID-19. They have also published [guidance on returning to work or school](#) following a COVID-19 diagnosis. Caliber has adopted and refined this protocol for handling such cases on our campuses based on the guidance as detailed on the following pages:

**Response to Possible or Confirmed COVID-19 Exposures**

|    | <b>Student or Staff with:</b>  | <b>Action</b>   | <b>Communication</b>  |
|----|--|---|---|
| 1. | COVID-19 Symptoms <sup>1</sup> (e.g., fever, cough, loss of taste or smell, difficulty | <p><b>All Staff and Students</b></p> <ul style="list-style-type: none"> <li>● Send home as soon as possible.                             <ul style="list-style-type: none"> <li>○ Until they can leave, they should be separated into an area away from others, but supervised by a staff member.</li> <li>○ They should continue wearing their mask and follow all distancing requirements.</li> <li>○ We must be sensitive not to treat a sick child in a way that could feel confining, scary, or “othering.”</li> </ul> </li> <li>● In the case of severe COVID-19 symptoms, such as persistent pain/pressure in the chest, confusion, or bluish lips or face, call 9-1-1 immediately.</li> <li>● Recommend testing (If positive, see #3, if negative, see #4).</li> <li>● They will be eligible to return to the school after all of the following have occurred:</li> </ul> | <p>Per <a href="#">CDPH</a>: No action needed.(01/12/2022)</p> <p>Caliber would not likely send out a communication in this case unless other extenuating circumstances were present as well.</p> |

<sup>1</sup> Symptoms could be identified during the arrival visual symptom check process or at any other time of day if noticed by a Caliber staff member and confirmed by the Health Advocate or a Health Coordinator.

|    |   |   |   |
|----|---|---|---|
|    |   | <ul style="list-style-type: none"> <li>○ At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; <i>and</i></li> <li>○ Other symptoms have improved; <i>and</i></li> <li>○ They have a negative COVID-19 test (see #4 below), <i>or</i> a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma), <i>or</i> a healthcare provider has confirmed an alternative named diagnosis, <i>or</i> at least 5 days have passed since symptom onset.</li> </ul>  |   |
| 2. | Close contact <sup>2</sup> with a confirmed COVID-19 case | <p><b>Fully Vaccinated Staff or Student</b></p> <ul style="list-style-type: none"> <li>● If asymptomatic: <ul style="list-style-type: none"> <li>○ Do not need to quarantine.</li> <li>○ Continue to monitor symptoms.</li> <li>○ Take a rapid test upon the first day returning to work from known close contact.</li> <li>○ Take a PCR test within 3-5 days of known close contact.</li> </ul> </li> <li>● If symptomatic: <ul style="list-style-type: none"> <li>○ Send home as soon as possible.</li> <li>○ Encourage to take COVID-19 test in 3-5 days (if positive, see #3 below).</li> <li>○ Quarantine for 5 days without a COVID-19 test. Can return if asymptomatic.</li> <li>○ With a negative COVID-19 test (test taken 3-5 days after close contact) can return from quarantine.</li> </ul> </li> </ul> <p><b>Non-vaccinated Staff</b></p> <ul style="list-style-type: none"> <li>● Send home as soon as possible.</li> <li>● Recommend testing no sooner than 3- 5 days after contact (if positive, see #3 below).</li> <li>● Quarantine for 5 days without COVID-19 test.</li> </ul> | <p>Per <a href="#">CDPH</a>: Consider school community notification of a known contact. (01/12/2022)</p> <p>Caliber would evaluate whether to send out a communication on a case-by-case basis.</p> <p><a href="#">CDC Quarantine Protocols</a></p> |

<sup>2</sup> A “**contact**” is defined by the CDC and CDPH as a person who is < 6 feet from a positive case for > 15 minutes over a 24 hour period. Other situations that would count as close contact include: providing home care for someone who is sick with COVID-19, having direct physical contact with a positive case (e.g., hugging or kissing them), sharing eating or drinking utensils, or if the positive case sneezed, coughed, or somehow got respiratory droplets on you. A “**masked contact**” includes a contact where both parties were engaged in consistent and [correct](#) use of [well-fitting masks](#); *and* other [K–12 school prevention strategies](#) (such as universal and correct mask use, physical distancing, increased ventilation) were in place *and* were supervised by school staff. An “**unmasked contact**” includes any contact that does not meet the criteria of a masked contact (for example, if one or both parties were not wearing a mask, or where they were not under the supervision of a school staff member). In some school situations, it may be difficult to determine whether individuals have met these criteria and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

|    |   |  |   |
|----|---|--|---|
|    |   | <p><b><u>Non-vaccinated Student. “Masked Contact”</u></b></p> <ul style="list-style-type: none"> <li>● If asymptomatic:             <ul style="list-style-type: none"> <li>○ Offer rapid COVID-19 test.</li> <li>○ If they test positive, see #3 below.</li> <li>○ If they test negative, do not need to be quarantined if they continue to appropriately mask <i>and</i> undergo at least twice weekly testing during the remaining 10-day period following contact, <i>and</i> refrain from all extracurricular activities at school, including sports, and activities within the community setting.</li> <li>○ If they decline to test, or cannot meet any other of the above requirements, send home as soon as possible and quarantine as under “unmasked contact” below.</li> </ul> </li> <li>● If symptomatic (either immediately or during the 14 day period after contact) treat as an “unmasked contact” below.</li> </ul> <p><b><u>Non-vaccinated Student. “Unmasked Contact”</u></b></p> <ul style="list-style-type: none"> <li>● If asymptomatic:             <ul style="list-style-type: none"> <li>○ Send home as soon as possible.</li> <li>○ Recommend testing no sooner than 5 days after contact (if positive, see #3 below).</li> <li>○ Quarantine for 10 days without COVID-19 test.</li> <li>○ With a negative COVID-19 test (on at least the 5th day from exposure) quarantine can be shortened to 5 days.</li> </ul> </li> <li>● If symptomatic:             <ul style="list-style-type: none"> <li>○ Send home as soon as possible.</li> <li>○ Recommend immediate COVID-19 test (if positive, see #3 below) and contact with a health care provider.</li> <li>○ With a negative COVID-19 test can return from quarantine after 5 days from symptom onset and at least 24 hours have passed with no fever and after other symptoms have improved.</li> <li>○ With no COVID-19 test, must quarantine for 10 days from time of exposure.</li> </ul> </li> </ul> |   |
| 3. | Confirmed COVID-19 case infection (positive test) | <p><b><u>All Staff and Students</u></b></p> <ul style="list-style-type: none"> <li>● Notify the local public health department.</li> <li>● Isolate case and exclude from school for at least 5 days from symptom onset or test date and at least 24 hours have passed with no fever and</li> </ul>   | <p>Per <a href="#">CDPH</a>: School community notification of a known case.</p> <p>Caliber would notify the</p> |

|  |  |  |  |
|--|--|--|--|
|  |  | <p>after other symptoms have improved.<sup>3</sup></p> <ul style="list-style-type: none"> <li>○ See row #1 above for details on isolation.</li> <li>● Work with Public Health officials to identify and trace contacts.<sup>4</sup></li> </ul> <p><b><u>Recommendations for students exposed to someone with COVID-19 in a K-12 school:</u></b></p> <ol style="list-style-type: none"> <li>1. Schools should notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their period of infectiousness.             <ol style="list-style-type: none"> <li>1. Notification should occur to "groups" of exposed students (e.g., classmates, teammates, cohorts, etc.)</li> <li>2. Notifications should be provided to all individuals considered exposed, including those who are vaccinated and/or recently infected.</li> </ol> </li> <li>2. Exposed students, regardless of COVID-19 vaccination status or prior infection, should get tested for COVID-19 with at least one diagnostic test obtained within 3-5 days after last exposure.             <ol style="list-style-type: none"> <li>1. In the event of wide-scale and/or repeated exposures, broader (e.g., grade-wide or campus-wide) once weekly testing for COVID-19 may be considered until such time that exposure events become less frequent.</li> <li>2. Any FDA-approved antigen diagnostic test, PCR diagnostic test, or pooled PCR test is acceptable for evaluation of an individual's COVID-19 status. For individuals who have been recently infected (within the past 90 days), antigen testing is strongly recommended as PCR results may remain persistently positive and not be indicative of a new active infection. Repeat antigen testing and/or confirmatory molecular testing should be considered in individuals who receive a negative result with an antigen test but have symptoms specific for COVID-19 (such as loss of taste and smell).</li> </ol> </li> <li>3. Exposed students who participate in testing may</li> </ol> | <p>school in this case. Caliber would also follow required COVID-reporting requirements and timelines (e.g., under AB 685)</p> |
|--|--|--|--|

<sup>3</sup> Per [CDPH guidance](#), a negative test will not be required for students or staff to return to campus after a positive COVID-19 test, provided that they have observed the time and symptom based guidelines above.

<sup>4</sup> The specific procedure and division of responsibilities for contract tracing activities may vary from school to school based on differences in the procedures and expectations of the County in which the school is located. The Health Advocate at the school will be responsible for coordinating these activities for Caliber, with the support of Caliber SSO staff.

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|----|--|---|---|
|    |  | <p>continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19. They should test as recommended in Section (2), report positive test results to the school, and follow other components of this guidance, including wearing face-coverings as directed.</p> <ul style="list-style-type: none"> <li>Determine whether any work-related factors could have contributed to the infection and update this plan as needed to prevent further cases. See "<a href="#">Responding to COVID-19 in the Workplace</a>" for more details.</li> </ul> <p><u><a href="#">**Group Tracing Amendment Link**</a></u><br/><u>Table A</u></p> |   |
| 4. | Tests negative after symptoms only (does not apply after a confirmed exposure) | <ul style="list-style-type: none"> <li>May return to school at least 24 hours have passed since last fever without the use of fever-reducing medications and after other symptoms have improved.</li> <li>School/classroom remain open.</li> </ul>  | Per <a href="#">CDPH</a> : Consider school community notification if prior awareness of testing |

**Please note that these protocols only apply to someone who directly has symptoms themselves, or to someone who has been directly exposed to a confirmed case.** They do not apply to people who are simply exposed to someone with symptoms, or exposed to someone else who has been exposed. **In other words, a staff member or student can keep coming to school even if:**

- Someone else (other than themselves) in their household has been exposed to a confirmed case, but has not tested positive themselves
- Someone else (other than themselves) in their household has a fever or other symptoms, but has not tested positive
- Someone they are in contact with at school (other than themselves) has been exposed to a confirmed case, but has not tested positive themselves
- Someone they are in contact with at school (other than themselves) has a fever or other symptoms, but has not tested positive

Each school will keep a confidential electronic log recording anyone not permitted to enter based on fever, other symptoms, or exposure, noting the reason and the date.

The CDPH has also given guidance related to if/when schools should close as a result of COVID-19 exposure in their community. It includes the following:

- School closure can be recommended (following consultation with the Local Health Officer and depending on the size and layout of the school) when there are multiple cases in multiple cohorts at a school.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

- If a school is initially closed for in-person learning, it may typically reopen after 14 days and the following have occurred:
  - Cleaning and disinfection
  - Public health investigation
  - Consultation with the local public health department

In order to facilitate testing of students, staff, or visitors for whom testing is indicated based on the procedure above, Caliber will offer onsite testing, compile a list of COVID-19 testing sites/resources in their community, along with details about each, such as cost (often free at government sites) and requirements (e.g. some need a prescription). This list will be given to anyone that is excluded from campus and for whom we are recommending testing.

## COVID-19 Testing

In an effort to prevent COVID-19 outbreaks and new cases, along with following recommendations set by the CDC and CDPH, Caliber Schools will use varied methods of COVID-19 testing measures for unvaccinated and vaccinated students and staff. To include but not limited to:

- Regularly scheduled COVID-19 test for non- vaccinated and vaccinated staff.
- Collection of staff vaccination statuses.
- Rapid COVID-19 testing available for students and staff

## KEEPING OUR FACILITIES CLEAN & SAFE

### Cleaning Materials & Supplies

As recommended by Public Health experts, Caliber will use cleaning products that come from the [EPA approved cleaning products List N](#). Caliber will prioritize the use of cleaning products with asthma-safer ingredients as recommended by the US EPA Design for Environment program and will avoid products that contain chemicals which can cause asthma.<sup>5</sup>

Each school will have sufficient supplies at all times to meet the cleaning, sanitizing, and disinfecting needs of the campus based on the requirements described below. We will use the following terms to refer to the different levels approaches to germs as identified by the [CDC](#):

- “Cleaning” removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- “Disinfecting” kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- “Sanitizing” lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

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<sup>5</sup> Asthma-safer ingredients include hydrogen peroxide, citric acid, or lactic acid. Peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds can cause asthma.

Custodial staff (both in-house and contracted staff) will be trained in and follow the manufacturer's recommendations related to the usage of all cleaning products including the specific "dwell time" or "contact time" required by each disinfectant. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All disinfectants will be stored out of the reach of students at all times.

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### Daily Cleaning & Disinfecting

At least once per day (e.g. 2pm), a custodian, or other staff member will clean all "high touch" areas. Crews will use new paper towels between cleaning items to avoid spreading germs from surface to surface. High touch areas include the following:

- All door handles (interior and exterior)
- All touched parts of bathroom fixtures (faucets, soap dispensers, toilet flushers, etc.)
- All touched parts of the staff room and offices (copy machine buttons, refrigerator handle, coffee maker buttons, water dispenser buttons, sink fixtures, etc.)
- All railings
- All light switches
- All countertops
- Door frames and other key areas at student height
- Tables, student desks, and chairs

If an area has been occupied by a person/s with COVID 19, within 24 hours that space will be cleaned and disinfected.

### COLLECTIVE RESPONSIBILITY

Our custodial staff will need the support of students and other staff to keep the facility safe. While it is the custodial staff's responsibility to "disinfect" surfaces on a regular basis, there is a lot that students and staff can do to keep their space "clean" and "sanitized." Examples include:

- Each time a teacher takes their class to the bathroom to wash hands, the teacher or another staff member can wipe down the bathroom fixtures afterward with a sanitizer and paper towel.
- The school can keep sanitizing wipes (or disinfectant and paper towels) near any shared staff equipment so that staff members wipe the touchpad and any other part they come in contact with after they use it.
- Classrooms can have wipes so that students and teachers can wipe down their desks periodically and at the end of the day.
- All desks should be clear of supplies at the end of each day so that custodians can efficiently and effectively disinfect them.

We will ask all students and staff to support these and other suggestions that school operations and custodial staff make.

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### Deep Cleaning & Disinfecting

#### NIGHTLY CLEANING

Frequently touched surfaces at each school should be cleaned every weeknight. This includes all areas identified in the list in the "[Daily Cleaning & Disinfecting](#)" section above.

## DISINFECTING

All school spaces will be disinfected at least twice a week, unless additional disinfecting is needed due to a positive COVID 19 case.

## ONE-OFF DISINFECTING

Additional disinfecting will be needed in any situation where an individual exhibiting COVID-19 symptoms was present. The quarantine room is an obvious example (it should be disinfected after each use), but care should be taken to address any other spaces (e.g., lactation rooms, etc.) that have an elevated risk of COVID-19 exposure.

## Safety Inspections

In efforts to identify COVID-19 risks, implement preventive strategies, and identify new or recurring risks, Caliber will conduct the following safety inspection protocols:

- The Health Advocate for each campus will perform monthly campus inspections to review, evaluate, and assess the overall compliance with COVID-19 protocols and procedures.
- Records of inspection results will be kept by Health Advocate and Managing Director of Operations
- If any risks or non compliant items are found they will then be assessed by the Health Advocate and correction time frames assigned accordingly. The Health Advocate will delegate individuals to be responsible for correction and implement follow up measures to ensure corrections are completed in a timely manner.

## ARRIVAL & DISMISSAL ROUTINES

### Arrival

The specific details of the student arrival process at each school will differ based on the layout of each facility. Each school will develop an arrival procedure that adheres to the following Caliber guidelines:

- Caliber staff is welcome to greet students as they arrive . Staff should not touch students as they normally might with a hand shake, hug, high-five, etc.
- Parents/Guardians are required to wear masks when dropping off students at arrival. This includes walk up and car line drop offs.
- As noted above, families are encouraged to arrive by car. Staff members can open car doors if needed.
- If a student does not pass the visual symptom check, they must leave immediately with their parent/guardian.
- If a student arrives without an adult and does not pass the visual symptom check they will be escorted to the quarantine room and their family will be contacted. If the parent can not pick up or can't be contacted the school will continue calling emergency contacts until the student is picked up.
- All students and staff will sanitize their hands as they enter the building.
- At the end of the scheduled arrival time, all campus doors/gates will be closed. All late students (regardless of grade) should come to the main entrance to campus for admittance.

**Each school site will need to determine the window of time their staff arrival occur so as to minimize the disruption with student arrival times. Staff will not be able to enter the building without wearing their mask.**

### Dismissal

The specific details of the student dismissal process at each school will differ based on the layout of each facility. Each school will develop a dismissal procedure that adheres to the following Caliber guidelines:

- **We will encourage the use of car line pick-up whenever possible** unless there are extenuating circumstances.
- Parents/Guardians are required to wear masks when picking up students from Caliber Schools. This includes walk up and car line pick up.
- The dismissal process will mirror a valet service as follows:
  - Vehicles will pull into the pick-up lane.
  - Each vehicle will have a placard with the name(s) of the student(s) they are picking up.
  - Students who will be walking home will exit on foot. Staff will be at designated exits to ensure students exit safely.
- Late Pick-ups: Parents will not enter the school. This should be a location near the front of the school.
- After School programs must follow all Caliber dismissal protocols.

## MEALS & HYDRATION

### BREAKFAST

Caliber will serve breakfast to students on site every school day. Breakfast will be served by Caliber Schools meal teams and will be monitored by a Caliber staff member to ensure all [CDC-\(Food Service and School Meals\)](#) and [CDPH \(#13\)](#) recommendations for eating in schools are being followed.

### MORNING SNACKS

Caliber plans to serve morning snacks to students who are on site on any given day. Snacks will be served in classrooms and will be delivered to the classroom by operations staff in the mid-morning each day. See “On-site Meal Service” section below for the details of the school’s on-site meal service procedures.

### LUNCH

Caliber will serve lunch to students who are on site every school day. Lunch will be served by Caliber Schools meal teams and lunch times will be monitored by a Caliber staff member to ensure all [CDC-\(Food Service and School Meals\)](#) and [CDPH \(#13\)](#) recommendations for eating in schools are being followed.. Families participating in Independent Study will also be able to pick up lunches from Caliber for their students.

### On-site Meal Service

On-site meals (morning snacks and lunches) will be served on campus under school site plans to ensure all [CDC-\(Food Service and School Meals\)](#) and [CDPH \(#13\)](#) recommendations are being considered. Operations staff will wear masks and gloves, when prepping, delivering or serving meals to students. School site meal plans will include but not be limited to:

- Maximizing physical distance as much as possible when moving through the food service line and while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as outdoor seating to help facilitate distancing.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

- Clean frequently touched surfaces. Surfaces that come in contact with food will be washed, rinsed, and sanitized before and after meals.
- Promote hand washing before, after, and during shifts, before and after eating, after using the toilet, and after handling garbage, dirty dishes, or removing gloves.
- Improve ventilation in food preparation, service, and seating areas.

### Remote Meal Distribution

As noted above, Caliber will continue to make certain meals available to families on a “grab and go” basis for students to eat at home. This includes breakfast (available for each scheduled school day) and lunch (available for each scheduled school day).

The distribution schedule for meals will be determined by each school site and will be communicated to families by the school. Accommodations may be made on a case-by-case basis for families who cannot pick up meals at the designated times. They will need to contact the front office and make alternate arrangements.

### Water

Caliber will continue to not use water fountains on campus until further notice. Water fountains will have a bag over them and have a sign saying “Not in use” or something equivalent.

Students and staff will be asked to bring a full water bottle each day. Caliber will provide each student and staff member with a water bottle they can use if they can’t provide their own. In addition, each classroom and the front office will be stocked with disposable bottles of water that will be available to anyone who drinks all of their water and needs more.

## RECESS AND PHYSICAL EDUCATION

Caliber students who are returning to in person learning will have the opportunity to participate in recess and physical education activities. In accordance with [CDC recommendations](#) all Caliber students will be required to follow guidelines during these activities to include but not limited to:

- Masks are required for staff and students.
- Limiting direct contact with other students or staff. (ex.no high fives, tag, or hugs) Caliber staff will share alternative games and non touch interactions to ensure students maintain the joy factor of recess and PE.
- Proper hand hygiene protocols.

## TECHNOLOGY SUPPORT

### Tech Support

As was the case in the spring, Caliber will provide tech (e.g., a chromebook) and tech support for students for use on campus, and to students who are participating in Independent Study from home. Each school will develop, staff, and publish a tech support schedule and procedures for students and parents to be able to get support with their Caliber technology.

## MEETINGS, EVENTS, & OTHER PROGRAMS

### Parent Advisory Groups

Until further notice, all parent advisory groups (e.g., SSC, ELAC, etc.) or other similar meetings (e.g. Board meetings) will occur virtually whenever allowed by law. We will continue to ensure that materials at such meetings are available in English and Spanish. We will continue to host them using virtual meeting software that is accessible to all community members via basic phone or internet connection.

### School Events

In order to limit the risk of COVID-19 exposure and transmission, Caliber will not hold any field trips or large in-person gatherings until further notice. As Caliber receives more guidance and continues to solidify our procedures, we will revisit protocols to possibly engage in field trips and larger school events as the school year continues. Smaller gatherings may be contemplated so long as:

- All participants must present a negative COVID-19 test or vaccination status.,
- All participants follow guidelines above related to face coverings,, hand sanitizing, etc.,
- A sign-in/sign-out sheet is maintained to identify who was present during the event.

Caliber will cancel, until further notice, any activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances. Activities that involve singing must only take place outdoors. Outdoor and indoor assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating will also be cancelled until further notice and guidelines are given.

### After School Program

BACR will provide After School services for our Caliber Schools, and will follow all policies and guidelines in reference to COVID-19 prevention. For more information contact the school site front office.

## STAFF ROLES & RESPONSIBILITIES

As a school providing a public service to the community, many Caliber Staff are deemed essential workers. This section of the plan details some of the foreseeable impacts that COVID-19 will have on staff roles and the responsibilities that all staff have to participate in and support Caliber’s efforts to maintain a safe environment for students and staff.

### SAFE WORK ENVIRONMENT

Caliber will adhere to all CDC, CDPH, and local safety guidelines to provide a safe environment for anyone on campus including but not limited to, use of masks and/or gloves (PPE), providing hand sanitizer and frequent cleaning. See the sections above for details on these guidelines. Some of these changes may result in alterations to staff routines and workspaces. Examples include, but are not limited to, the following:

- universal mask mandate for all while on campus,
- regularly scheduled COVID-19 testing of non-vaccinated students and staff,
- added ventilation methods to classrooms and high traffic areas, and

- frequent hand hygiene encouraged for all staff and students.

**RESPONSE TO POSSIBLE OR CONFIRMED EXPOSURES**

The California Department of Public Health (CDPH) has developed [procedures](#) that should be taken when a student, teacher or staff member has COVID-19 symptoms, is in contact with someone infected by COVID-19, or is diagnosed with COVID-19. They have also published [guidance on returning to work or school](#) following a COVID-19 diagnosis.

**COVID-19 EXPOSURE COMMUNICATION**

Caliber will follow the CDPH guidelines regarding the response to any exposures. Caliber will follow the protocols above to determine when it is appropriate to send an exposure communication and to which staff to send it.

**MEDICALLY FRAGILE OR OTHERWISE HIGH RISK STAFF**

If a staff member has a [medical condition](#) that makes them unable to work on campus during the COVID-19 pandemic (despite holding a position that would otherwise require working on campus), they should reach out to their School Leader and Caliber’s HR department to determine an alternate work plan. This may include, but is not limited to, working remotely with an alternate assignment until it is safe to return to campus per CDC guidelines or accommodations such as isolated work stations, provision of additional PPE equipment, etc.

**MEDICAL LEAVE**

Eligible employees may be eligible to take COVID-19 related leave. Details may be found in Caliber’s Employee Handbook located [here](#). For more information, or to determine whether leave is applicable in your situation, please contact Caliber HR.

**STUDENT TRAVEL**

Caliber Schools will follow the CDC travel guidelines for vaccinated and unvaccinated individuals. Please see the attached link for the most current guidelines. [CDC Travel Guidelines](#). If you have any questions please reach out to your school site.

**Table A**

| <u>Identifying Affected Individuals</u>   | <u>Communication</u>  | <u>Testing</u>  | <u>Quarantine Guidelines</u>   |
|---|---|---|--|
| Identify groups who shared the same indoor airspace for at least 15 mins within 24 hours of someone with COVID 19.( <i>ex.class cohorts</i> ) | Send communication to identified group( <i>families,staff</i> ) of COVID-19 “ <i>exposure</i> ”-( <i>see below for definition</i> ) | PCR test within 3-5 days of known exposure.( <i>strongly encouraged to be completed on school site but will accept health care provider or outside vendor if its preferred.</i> ) | Individuals identified in the group may continue to participate in <b>ALL</b> school activities and extracurricular activities(including after school) as long as they are asymptomatic. |

|   |   |   |  |
|---|---|---|--|
| <p>Identify Individuals who are classified as COVID-19 “unmasked close contacts”-(<i>see below for definition</i>)</p>  | <p>Send communication to individuals identified as COVID-19 “unmasked close contacts”</p>   | <p><u>Vaccinated Asymptomatic Individuals-</u><br/>Rapid test on day 1 and PCR test within 3-5 days<br/><u>Unvaccinated or Vaccinated Symptomatic Individuals-</u>(<i>see quarantine guidelines column</i>)</p> | <p><u>Vaccinated Asymptomatic Individuals-</u> may participate in ALL school activities with testing guidelines.<br/><u>Unvaccinated or Vaccinated Symptomatic Individuals-</u> Will need to “at home” quarantine for 5 days, and may return after quarantine if asymptomatic.</p> |
| <p><u>Resources</u></p>   |   |   |  |
| <p><u>Unmasked Close Contact-</u> <i>Individuals identified to have been indoors within 6ft of a confirmed positive COVID-19 case for more than 15 mins within a 24hr period.</i></p> | <p><u>COVID-19 Exposure-</u> <i>Individuals identified to have shared the same indoor airspace for more than 15 mins within a 24 hr period of someone with COVID-19</i></p> | <p><u>Grapefruit Testing Update</u><br/>Moving to twice weekly schedule (Tues &amp; Thurs)<br/><br/><a href="#">(CDPH Group Tracing Approach)</a></p>   | <p><u>Benefits-</u><br/>-Quicker communication response to affected families and staff.<br/>-More individuals tested when identified positive cases arise.<br/>-Continued identification of higher risk “unmasked contact” individuals.</p>  |