

COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Updated Aug. 20, 2020

School Name:	North County Academy		
School Address:	1640 Magnolia Ave Carlsbad, Ca 92008		
School Type:	School District:	Charter School	Private School
	SDCOE (SELPA): <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:	San Diego County Office of Education		

1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: <https://www.sdcoe.net/student-services/special-education/Pages/north-county-academy.aspx>
 - a. The person responsible to implement and monitor this plan is:
Stephen Gotowala, Principal (Insert Name, Job Title)
760-307-1226
Stephen.gotowala@sdcoe.net
 - b. The school's COVID-19 Liaison for contact with Public Health Services is:
Corinne McCarthy, Program Specialist, School Nursing
858-298-2094
corinne.mccarthy@sdcoe.net
 - c. To report information about COVID-19 outbreaks through the COVID-19 Liaison: The site designee at each school will report information on outbreaks, close contacts, potential exposures, students/staff sent home from school with symptoms, and any other pertinent information to the COVID-19 Liaison via a secure email. Standard survey questions will be answered in each situation. As action is taken, and in conjunction with the HHS Epidemiology Branch, the information (communication with staff and parents regarding quarantine/isolation, or other required actions) will be added to a spreadsheet to ensure continuity of care and follow up.
 - d. The COVID-19 Liaison will report information on positive cases to:
Public Health Services Epidemiology Department at 619-692-8499.
 - e. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
 - f. The school's COVID-19 Prevention Plan is posted at: <https://www.sdcoe.net/student-services/special-education/Pages/north-county-academy.aspx>
 - i. This information was provided to workers and worker representatives via email on (Insert date).
 - ii. The school's plan to train and communicate with workers on the COVID-19 prevention plans is:
The NCA COVID-19 Prevention Plan was sent to all staff members via email. An all staff meeting was held to discuss the Prevention and Re-opening plan. Training videos presented by SDCOE were placed on the JPA Learning site. The NCA COVID-19 Prevention Plan will be a topic of discussion at NCA's daily after school debriefings.
 - g. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
 - i. The school principal will monitor all aspects of the plan to ensure proper implementation and report on implementation to the school/region safety committee during monthly meetings. Employees should report concerns regarding COVID-19 prevention to the principal or executive director for North Coastal Consortium for Special Education. If any aspect of this plan is not working, the principal will modify the plan as necessary to accomplish its intended purpose.

<ul style="list-style-type: none"> ii. The principal will investigate all instances of COVID-19 illness and determine if any work-related factors could have contributed to risk of infection and will update the plan as needed to prevent further cases. h. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with <u>CDPH guidelines</u>. i. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)
<p>2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources.</p> <p><i>North County Academy does not permit its facility to be used by outside groups.</i></p>
<p>3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)</p>
<p>4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including:</p> <p><i>North County Academy's student population is comprised of students with average to above average cognitive ability who exhibit social emotional struggles. All students are able to understand information or practice preventative measures such as washing hands and physical distancing, have average to above average physical mobility and are able to communicate symptoms of illness verbally.</i></p>
<p>5. The school has reviewed the <u>CDPH Guidance for the Use of Face Coverings</u> and applicable local health department guidance, and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.</p>

2. Promote Healthy Hygiene Practices

The school's plan to address each of the following provisions is described below.

<p>6. The school has developed plans to teach and reinforce <u>washing hands</u>, avoiding contact with one's <u>eyes, nose, and mouth</u>, and <u>covering coughs and sneezes</u> among students and staff.</p> <p><i>In accordance with the CDC, NCA has developed a document on tips on Preventative Measures with COVID-19 as well as proper hand washing techniques. These documents were sent to all staff, parents, guardians and students. These tips will also be posted in the classrooms and will be referenced by the classroom staff on a frequent basis. COVID-19 Preventative Measures Tips will be posted on the NCA website as well.</i></p>
<p>7. The school has considered the use of portable hand washing stations near classrooms and determined they are not necessary to minimize movement and congregations in bathrooms. SDCOE's school sites are small enough that additional handwashing stations are not needed. Restroom occupancy will be limited to maintain physical distancing. Hand sanitizer will also be located near the door to each room for use when handwashing is not practical.</p>
<p>8. The school has developed the following routines to enable students and staff to wash their hands regularly at staggered intervals.</p> <p><i>For students: It will be strongly suggested that all NCA students frequently wash their hands throughout the school day. NCA has three single occupant restrooms available for our student population to be used at the students' discretion. All students will have the opportunity to wash their hands during passing periods, before and after nutrition break and lunch break. Hand sanitizer stations will be set up at the entrance of each classroom and therapy rooms where students will be encouraged to use when they enter and exit each class. Hand sanitizer</i></p>

stations will also be placed at the nutrition and lunch area as well as in front of the student bathrooms for student use before entering the restrooms.

For staff: It will be strongly suggested that all NCA staff frequently wash their hands throughout the school day. NCA has designated male and female restrooms in the front office area with multiple sinks as well as a single occupant restroom in the therapy office that will allow the ability for frequent hand washing for staff throughout the school day. When coverage is available, staff will be able to wash hands during class time and passing period as needed. Each classroom will have a hand sanitizer station at the door for staff to use throughout the day. A hand sanitizer stations will also be located in the front office as well as in the therapy offices for staff to use throughout the school day.

9. SDCOE has ensured adequate supplies are on hand to support healthy hygiene behaviors, including soap, tissues, and no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

10. The information contained in the CDPH Guidance for the Use of Face Coverings will be provided to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

NCA's COVID-19 Prevention Plan that will be distributed to all staff members as well as to all staff parents/guardians of all students at NCA. Along with this document will be the specific CDPH Guidance for Use of Face Coverings. The Guidance for use of face coverings will also be posted in each classroom and in all main areas that will be frequented by staff, students and guests.

11. SDCOE will provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment. SDCOE will provide its school employees with personal protective equipment appropriate to their work. Employees will be provided with reusable face covers, face shields and disposable facemasks. Gloves, disposable gowns, and N-95 respirators will be provided to employees whose work requires them.

At North County Academy and the tasks being performed by NCA staff, disposable gowns and N-95 respirators will not be needed at this time. The standard disposable PPE face coverings will be sufficient and will be provided to all NCA Staff. Sneeze guards will be provided in areas of need.

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. SDCOE is prepared to provide its school employees with personal protective equipment appropriate to their work.

In accordance with the guidelines of the CDC, Personal Protective Equipment (disposable facial coverings) will be provided by SDCOE for all NCA staff.

13. The school will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

SDCOE's Communications department will support SDCOE's schools with messaging (email, web resources and automated phone calls) to students, their families, and staff on the importance of being vaccinated against seasonal influenza. Messaging will encourage individuals to contact their primary care providers or take advantage of community vaccination clinics.

3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs" follows each of those described below.

14. Face coverings will be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. The school will do the following
- Teach and reinforce use of face coverings, or in limited instances, face shields.
 - Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.
 - Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
 - Training will also include policies on how people who are exempted from wearing a face covering will be addressed.

NCA will use these lesson plans to teach the importance of wearing a face cover, and on how to wear, properly remove and care for them.

- Face coverings (primary grades)
- Face coverings (secondary grades)

NCA will provide documentation on as well as websites with from the CDC on the proper use, removal and washing of cloth face coverings to all staff and families in the school community. NCA teachers will incorporate in their daily lesson plans the importance of wearing face coverings, and on how to wear, properly remove and care for them.

15. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – high school	Yes, unless exempt

**Face coverings will be strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance will be exempt from wearing a face covering.
- A cloth face covering, or face shield will be removed for meals, snacks, naptime, outdoor recreation, and/or when it needs to be replaced.
- When a cloth face covering is temporarily removed in the classroom, it will be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- The school will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- Students who refuse to wear a face cover as required will be supported through distance learning until they are willing to comply with these requirements.

16. NCA's plan regarding staff use of face coverings includes the following elements:

- All staff will use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- In limited situations where 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 will be used instead of a cloth face-covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff will return to wearing a face covering outside of the classroom.

- c. Workers or other persons handling or serving food will use gloves in addition to face coverings.
- d. Employees who work in roles where frequent hand washing or use of hand sanitizer can damage their skin (such as workers who are screening others for symptoms or handling commonly touched items) will also wear gloves.
- e. SDCOE's plan for PPE use is described in this document.

4. Ensure Teacher and Staff Safety

North County Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School- Based Programs" follows each of those described below.

17. NCA's plan to protect teachers and staff includes the following elements:
- a. Staff will maintain physical distancing from each other. All workspaces have been laid out to incorporate physical distancing between staff desks, and to ensure that teacher and staff desks are 6-feet from student desks.
 - b. Staff will use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
 - c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, may be provided appropriate accommodations. Staff will be encouraged to contact COVID-19-HR@sdcoe.net.
 - d. All staff meetings, professional development training and education, and other activities will be held virtually or include physical distancing measures.
 - e. Staff will not be permitted to congregate in staff rooms, break rooms, and other settings.
 - f. Staff will be screened for temperature and symptoms as they arrive at work. Employees will also self-screen for symptoms before returning from their lunch break each day.

5. Intensify Cleaning, Disinfection, and Ventilation

North County Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School- Based Programs" follows each of those described below.

18. Use of site resources that necessitate sharing or touching items will be suspended or modified as described below.
- a. Drinking fountains will be turned off and covered. Water will be made available to students via water dispensers, water bottle fillers, or sinks in classrooms, staff lounge or kitchen area (not restrooms).
 - b. Refrigerators and microwaves in break rooms will be disabled.
19. Staff will clean and disinfect frequently touched surfaces at school at least daily and, as practicable, these surfaces will be cleaned and disinfected throughout the day by trained staff. SDCOE vehicles used to transport children will be disinfected after each use. Disinfection of the following surfaces will occur nightly and as practicable during the day:
- a. Door handles
 - b. Light switches
 - c. Sink handles
 - d. Bathroom surfaces
 - e. Tables
 - f. Student desks
 - g. Chairs
 - h. Student writing utensils
 - i. Chromebook

Cleaning by staff who have not been trained in the proper application of disinfecting products as required by the Healthy Schools Act, will be limited to using soap and water. To clean chrome books: use the cleaning supplies provided (soap and water solution). Spray the microfiber towels directly (do not spray the device directly) and wipe the screen and keys of any device that requires it. Then use the dry side of the microfiber towel to dry it.

20. The SDCOE does not operate school buses.

North County Academy students are transported to the school on buses operated by their school district of residence. Each district transporting their students to the school is responsible for cleaning and disinfecting their buses in accordance with the industry guidance for schools.

21. The school will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, the items will be cleaned and disinfected between uses.

22. SDCOE uses disinfecting products that are approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions. The products that have been selected abide by the following:

- a. To reduce the risk of asthma and other health effects related to disinfecting, disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program have been selected.
- b. Products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma, are not used.
- c. All label directions for appropriate dilution rates and contact times are followed. Workers using these products have been trained on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, as applicable and as required by the Healthy Schools Act.
- d. Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products will be kept out of children's reach and stored in a space with restricted access.
- e. Cleaning and disinfecting schedules have been established to avoid both under- and over-use of cleaning products.

Carlsbad Unified School District uses disinfecting products that are approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions. The products that have been selected abide by the following:

- a. To reduce the risk of asthma and other health effects related to disinfecting, disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program have been selected.*
- b. Products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma, are not used.*
- c. All label directions for appropriate dilution rates and contact times are followed. Workers using these products have been trained on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, as applicable and as required by the Healthy Schools Act.*
- d. Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, eye protection and other appropriate protective equipment as required by the product instructions. All products will be kept out of children's reach and stored in a space with restricted access. (This is accurate provided the shared conex box access is restricted during the day by your site use)*

North County Academy's facilities will be cleaned each evening after all students and staff have left the campus. Cleaning and disinfecting schedules have been established to avoid both under- and over-use of cleaning products.

23. Precautions are in place to ensure safe and correct application of disinfectants. All disinfecting products are kept away from students.

At NCA, all disinfecting products are kept in a separate area away from students. All staff that are using

disinfectants to clean and sanitize areas on the school campus have been properly trained to do so. All disinfecting products used at NCA are approved for use against COVID-19 and are on the Environmental Protection Agency (EPA)-approved list "N".

24. Staff will ensure that proper ventilation is present while cleaning and disinfecting. HVAC systems are set to maximize the intake of outdoor air. Doors and windows will be where practicable. When cleaning, spaces will be aired out before children arrive. Thorough cleaning will occur when children are not present. Air filters will be evaluated quarterly and replaced as necessary. Air filters will be upgraded to the highest rating that the system can accommodate.

North County Academy is leasing a facility from Carlsbad Unified School District. NCA staff will work with their Maintenance and Operations on the specific plan for this site.

Carlsbad Unified School District is evaluating the ventilation systems in each school.

- a. HVAC filters will be upgraded to the maximum possible MERV rating given the design of each mechanical system.*
- b. Air filters will be replaced semiannually.*
- c. Where possible, HVAC systems will be set to draw the maximum outside air per mechanical unit design, which will create positive pressure in rooms.*

25. SDCOE is evaluating the ventilation systems in each school.

- a. HVAC filters will be upgraded to the maximum possible given the design of each system.
- b. Air filters will be evaluated quarterly and replaced as necessary.
- c. Where possible, HVAC systems will be set to draw 100% outside air, which will create positive pressure in rooms. Windows and doors will be left open slightly to allow interior air to be forced out as it is replaced by outside air.
- d. Air cleaners will be added to rooms without adequate ventilation.

North County Academy is leasing a facility from Carlsbad Unified School District. NCA staff will work with their Maintenance and Operations on the specific plan for this site.

Carlsbad Unified School District is evaluating the ventilation systems in each school.

- a. HVAC filters will be upgraded to the maximum possible MERV rating given the design of each mechanical system.*
- b. Air filters will be replaced semiannually.*
- c. Where possible, HVAC systems will be set to draw the maximum outside air per mechanical unit design, which will create positive pressure in rooms.*

26. SDCOE will ensure that [steps are taken](#) to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

North County Academy is leasing a facility from Carlsbad Unified School District. NCA staff will work with their Maintenance and Operations on the specific plan for this site.

Carlsbad Unified School District has ensured that steps are taken to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with stagnant water.

6. Implementing Distancing Inside and Outside the Classroom

North County Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based-Programs" follows each of those described below.

27. During arrival and departure, the NCA staff will:

- a. Ensure school districts transporting students maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.
- c. Minimize contact between adults at all times.
- d. Stagger arrival and drop off-times as needed to ensure that students do not congregate when entering or exiting the campus.
- e. Designate routes for entry and exit, using as many entrances as needed to ensure students are not clustered in close proximity.
- f. Implement temperature checks and health and exposure screenings of students and staff upon arrival at school.
- g. Hand sanitizer will be provided to students after exiting the bus at the beginning of the day and before entering the bus at the end of the day.
 - a. Districts transporting students will conduct temperature checks and health and exposure screenings of students before students board the bus.
 - b. Districts will ensure each bus is equipped with extra-unused face coverings on school buses for students who may have inadvertently failed to bring one.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Students and teachers or staff will remain with the same group to the greatest extent practicable.
 - 1) The elementary program (Grades K-6) and middle school program (Grades 7-8) will stay in their individual cohort all day (both programs have less than 11 students)
 - 2) The high school program (Grades 9-12) will be divided into three (3) cohorts based on grade and course needs.
- b. The school will maximize the use of outdoor space for activities where practicable.
- c. The school will minimize movement of students and teachers or staff as much as practicable.
 - 1) The elementary program and middle school program will be in a self-contained classroom with the same teacher and support staff for the entire school day. They will take their nutrition break and lunch break at separate times with their cohort.
 - 2) In order to accommodate a multitude of credits needed to receive a diploma, high school students will be placed in small grade cohorts based on grade and course needs. Teachers will travel to each small cohorts throughout the day. Directional arrows while moving throughout the campus will be in place..
- d. Student seating will be spaced 6-feet apart. Teacher and other staff desks at least 6 feet away from student desks.
- e. Students will not be seated facing each other.
- f. Staff have developed instructions and routines that minimize movement in both indoor and

outdoor spaces that are easy for students to understand and are developmentally appropriate.

- 1) Directional arrows and signs will be placed around campus to direct the flow of traffic so that students/cohorts do not cross each other's paths when outside.
 - 2) Staff will give students frequent reminders on the proper flow of traffic when outdoors and the importance of social distancing.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, will not be permitted.
- h. Activities that involve singing will only take place outdoors with physical distancing being maintained.
- i. Teachers will implement procedures for turning in assignments that minimize contact.
- 1) NCA will use Google Classroom and Google Docs for assignments to minimize contact at middle and high school level and SeeSaw for the elementary level.

29. In non-classroom spaces:

- 1) Schools will limit nonessential visitors and volunteers. *NCA will limit parent visits on school campus to drop off necessary medical items or documentation that should be received only in the front office. Required health checks/screening questions and temperature check upon arrival. Proactive screening via questionnaire. All visitors must wear a facial covering (PPE). Activities involving mixing with other classes at the same time will be prohibited.*
- 2) Communal activities will be prohibited.
- 3) Congregate movement through hallways will be minimized as needed to ensure that students do not congregate. *Directional arrows and signs will be put up around campus to keep student movement going in the same direction in order to eliminate the crossing of students. Staff will frequently remind students of the proper direction during outside movement as well as being mindful of social distancing.*
- 4) Meals will be served outdoors when weather permits. Meals will be individually plated or bagged meals. Shared foods and utensils and buffet or family-style meals will not be used.
- 5) Recess activities will be held in separated areas designated by class.

30. For sports and extracurricular activities:

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating will not be permitted.
- b. Youth sports and physical education will be permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (*see CDC Guidance on Schools and Cohorting*).
- c. Activities will take place outside.
- d. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training will be permitted and ONLY where physical distancing can be maintained. Conditioning and training will focus on individual skill building (*e.g.*, running drills and bodyweight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- e. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between uses by different people to reduce the risk of COVID-19 spread.
- f. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion; and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- g. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings

- with which parents or guardians must comply.
- h. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

7. Limit Sharing

North County Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based-Programs" follows each of those described below.

31. All elementary and middle school students' personal belongings will be held in a separate area in the front office. They will be placed in individual folders labeled with their name. All personal belongings will be taken home each day and cleaned. (Elementary and middle school students are not permitted to bring any belongings to class. Everything will be checked in before they come on campus)
32. High-touch materials (art supplies, equipment, etc.) will be limited to individual use, or cleaned and disinfected between uses.
33. Sharing of electronic devices, books, writing utensils will be reduced as much as practicable. When sharing cannot be avoided, the items will be cleaned and disinfected between uses.

8. Train All Staff and Educate Families

North County Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based-Programs" follows each of those described below.

34. The school will train all staff and provide educational materials to families in the following safety actions:
- Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Proper use, removal, and washing of face coverings
 - Screening practices
 - How COVID-19 is spread
 - COVID-19 specific symptom identification
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
 - For workers, COVID-19 specific symptom identification and when to seek medical attention
 - The employer's plan and procedures to follow when children or adults become sick at school.
 - The employer's plan and procedures to protect workers from COVID-19 illness.

SDCOE's Human Resources department will provide training resources to support school-based training of employees on the topics described above. Principals will provide site-specific training.

All NCA staff will be sent documentation on all items listed above. Time will be allotted during the end of day all staff virtual debriefings to address any questions or concerns with documents or COVID-19 questions or concerns. Frequent reminders and discussion topics will be sent out to staff by administration via email and google drive.

To provide educational materials to families on this topic the school will work with the SDCOE Communications Department to make information on each of the topics described above available in the home language of each family.

35. All training and education for staff and/or families will be conducted through virtual means and made available for in-person attendance only when the school is able to ensure a minimum of 6-foot distancing is maintained.

9. Check for Signs and Symptoms

North County Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based-Programs" follows each of those described below.

36. All employees will work to prevent discrimination against students who (or whose families) were or are diagnosed

with COVID-19 or who are perceived to be a COVID-19 risk. Staff will immediately interrupt any act of discrimination and will report them to school administrators for follow-up.

37. Staff and students will be encouraged to:

- a. Screen themselves for temperature over 100 F, symptoms, and exposures before coming to the school each day. Staff should notify their supervisor and email COVID-19-HR@sdcoe.net if they have COVID symptoms or have had close contact with someone who has COVID-19.
- b. Remain home if they are sick or have had recent close contact with a person who has COVID-19.
 - i. Individuals who have symptoms will be encouraged to see their primary care physician and excluded from work/school.
 1. Return to school or work will be permitted when all three of the following have occurred:
 - a. At least 10-days have passed since the onset of symptoms
 - b. The person has been free of fever at least 24-hours without the use of fever reducing medication
 - c. Symptoms are improving
 2. People with symptoms who test negative for COVID-19 may return to school/work after waiting 3-days as long as their symptoms have fully resolved
 3. Individuals who have had close contact with someone who has COVID-19 must quarantine for 14-days. If they develop symptoms they will be excluded from school/work for at least 10-days and not permitted to return until
 - a. At least 10-days have passed since the onset of symptoms
 - b. The person has been free of fever at least 24-hours without the use of fever reducing medication
 - c. Symptoms are improving
 - ii. Individuals with known chronic medical conditions that produce COVID-like symptoms may return to school/work with a note from the doctor explaining that the condition is responsible for the symptoms. An authorization for the school to speak to the medical provider must also be provided.

Students who stay at home due to illness will be supported through distance learning until they are permitted to return to school.

Students and employees will be reminded of these policies on a regular basis through verbal and electronic means.

38. All individuals will be screened for temperature over 100 F, symptoms of COVID-19 and close contact with people who have COVID-19 before they enter the facility. Any individual with temperature over 100 F, symptoms, or exposures will be excluded as described in item 37. The individual or their family member will be provided with instructions for return. School staff will also make regular contact during the absence to obtain information on the individual:

- a. Did they see a doctor?
- b. Were they tested?
 - i. If not tested, did the doctor state the person is believed to COVID-19 positive?
 - ii. If tested, what was the result?
- c. If as student, do they need assistance to access distance learning?

Employees will be contacted by the HR department for follow-up.

39. Employees will observe students during the day for signs/symptoms of COVID-19. If symptoms appear to be present, the student will be rescreened. No-touch thermometers will be used for all temperature screening.

40. All individuals will be asked if they or anyone in their home is exhibiting COVID-19 symptoms. When someone at home has COVID-like symptoms but has not yet diagnosed with COVID-19, the school nursing staff will follow up with the family to gather information and provide referrals. Students and employees will not be excluded based on this information unless it is discovered that the household member is COVID-19 positive.

41. Hand sanitizer will be available at the screening station. All individuals will be asked to use it before entering the

facility.

42. The school will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. As noted in Section 11 below, the staff liaison will serve a coordinating role to ensure prompt and responsible notification.

Documentation will be done via secure email as described above. The schools will use the "Fever/COVID-19 Symptom Decision Tree" co-authored by San Diego County Public Health and SDCOE, and based on CDPH Industry Guidelines for Schools and San Diego County Public Health orders to guide their communication with the Epidemiology line. The decision tree will also be used to guide communication with families. Template letters to staff and families regarding various possible exposure situations have been created and will be tailored to specific situations as needed by COVID-19 Liaison and site designee.

43. All staff will remain vigilant throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other COVID-19 symptoms. Employees will self-screen when returning to work from their lunch break.

44. Policies will not penalize students and families for missing class. Student will be supported through distance learning while absent for COVID symptoms or exposures.

10. Plan for When a Staff Member, Child, or Visitor Becomes Sick

North County Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based-Programs" follows each of those described below.

45. An isolation room/area will be used to separate anyone who exhibits symptoms of COVID-19 from other individuals. Staff will be sent home immediately. Students will be isolated from others. To the greatest extent possible, outdoor areas will be used for isolating students with symptoms.

Multiple Isolation areas will be utilized for anyone exhibiting symptoms of COVID-19. One area will be designated outside on the main campus's grass area away from all buildings. A 10 x 10 pop canopy will be utilized with a chair for the students to sit in while they wait for transportation home. Another area will be designated in the main office area (Nurses station). The area will be separated by a clear vinyl curtain to maintain proper visual supervision as well as proper barrier for protections. The area is well ventilated and separated from other areas in the office. This area will be cleaned and disinfected after each use.

46. Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

47. The school will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

When students show signs or symptoms of COVID-19, they will be isolated from the rest of the school in a previously designated area. Parents/guardians will be called to transport student home. In cases where parents/guardians are unable to transport, NCA administration will coordinate with the student's district of residence to transport safely the student home.

48. For serious injury or illness, staff will call 9-1-1 immediately. Staff will provide written guidance urging any individual identified with COVID symptoms to seek medical attention if the symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

49. The SDCOE COVID-19 Liaison will notify local health officials immediately of any positive case of COVID-19, and exposed staff and families while maintaining confidentiality as required by state and federal laws.

50. Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and not used until they have been cleaned and disinfected. When possible, custodial staff will wait 24 hours before cleaning and disinfecting. When it is not possible to wait 24 hours, custodial staff will wait as long as practicable. Staff will ensure the safe and correct application of disinfectants using the personal protective equipment and ventilation recommended for the product being used. All Disinfectant products will be stored and kept away from students.

51. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation, including at least 24-hours no fever (without the use of fever reducing medications), symptoms have improved and at least 10 days since symptoms first appeared. (See item 37.)

52. All students, including students with disabilities, have access to instruction (distance learning) when out of class for COVID-19 symptoms and exposures.

53. All students and their families will be offered the option to enroll in distance learning based on the unique circumstances.

54. The school is prepared to implement all necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

In a case of an outbreak, NCA will do the following:

Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation, including at least 24-hours no fever (without the use of fever-reducing medications), symptoms have improved and at least 10 days since symptoms first appeared. (See item 37.)

55. The school principal will investigate COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection and will update protocols as needed to prevent further cases.

56. The school principal will update protocols as needed to prevent further cases.

(Review Responding to COVID-19 in the Workplace, which contains detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.)

11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based-Programs" follows each of those described below.

57. The school will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
 - i. The school liaison is: *1st: Stephen Gotowala (NCA Principal) 2nd: David Reese (NCA Vice Principal)*
 - ii. Employees will be advised to contact the liaison with questions or concerns regarding COVID-19.
 - iii. The liaison has been trained to coordinate the documentation and tracking of possible exposure, and SDCOE's process for communicating with local health officials, staff and families in a prompt and responsible manner.

- d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- e. Consult with local health department prior to commencing routine testing of employees. The school has a plan to test 50% of its employees each month if the County is placed back on the state monitoring list after in-person instruction has been re-opened. Employees will be sent to their primary care provider for testing.
- f. Students, who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided distance learning.

12. Considerations for Reopening and Partial or Total Closures

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based-Programs” follows each of those described below.

58. SDCOE works closely with the county health department, will update school leaders on changes in transmission rates, and will adjust operations accordingly.

59. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, the school will follow the [CDPH Framework for K-12 Schools](#), and implement the following steps:
- a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - c. Additional areas of the school visited by the COVID-19 positive individual will also be closed temporarily for cleaning and disinfection.
 - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
 - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
 - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - g. Provide for continuity of education and continue nutrition and other services.
 - h. Maintain regular communications with the local public health department.

The following signatures attests that the information provided above is true and correct.

Signature: _____
Name: _____

Date: _____
Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: _____
Name: _____

Date: _____
Title: _____