



COVID-19 Response Plan (Injury and Illness Prevention Plan Addendum)



The Foundation for Hispanic Education (TFHE)
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COVID-19 Response Plan

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COVID-19 Response Plan Overview

The COVID-19 (Novel Coronavirus) Response Plan has been developed for The Foundation for Hispanic Education (TFHE) Schools in San José, CA. TFHE's public charter high school sites are authorized by East Side Union High School District (ESUHSD) with annual reporting to the California Department of Education (CDE). The schools include B. Roberto Cruz Leadership Academy (RCLA), Latino College Preparatory Academy (LCPA), and Luis Valdez Leadership Academy (LVLA).

This Response Plan is developed for the students, parents/guardians, faculty, staff, and administration members of The Foundation for Hispanic Education (TFHE) Schools at each site in preparation for the 2021 – 2022 academic year. Regulations are informed by the Santa Clara County's Department of Public Health and Office of Education in conjunction with approved policies from the TFHE Board of Trustees. The Response Plan is an iterative process that will require updates, additions, and revisions as more guidelines are put in place by public health organizations. All sections of the Response Plan have been established in the interest of safety for students, parents, families, faculty, and staff. For the 2021 - 2022 academic year, the probable and planned models of operation are (1) in-person instruction or (2) full remote learning through Independent Study (pending authorizer approval).

Despite being located at three separate addresses, two school sites (RCLA & LCPA) are on a shared campus of 14271/14281 Story Road, San Jose, CA 95127. LVLA is located at 1855 Lucretia Avenue, San José, CA 95122 in a cohabitation/shared site lease arrangement with Yerba Buena High School. Each site Response Plan will be cognizant of campuses being shared between multiple school sites. It is worth noting as a source of concern that the two zip codes of 95127 and 95122 where TFHE school sites operate hold the top five zip codes of COVID-19 cases in Santa Clara County. As a result, TFHE is taking the utmost precaution and preventive measures in developing all reopening approaches, onboarding processes, and distribution plans without placing the served community at greater risk. All plans will be employed with safety, equity, and precaution at their forefront with consistent weekly communication to all stakeholders.

What is COVID-19 (Novel Coronavirus)?

COVID-19 (Novel Coronavirus) is an infectious disease that spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Per the World Health Organization (WHO), “those infected with COVID-19 virus will experience mild to moderate respiratory illness”. Higher risk sections of the general population include those with “underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness”.

Symptoms for COVID-19 include, but are not limited to, fever or chills, coughing, shortness of breath or difficulty breathing, chest pains, confusion, fatigue, muscle or body aches, headache, and the new loss of taste or smell.

The most effective methods of reducing transmission per the Center for Disease Control and Prevention (CDC) are as follows:

- Practice social distancing - remain six feet apart from all individuals.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- All individuals must wear a mask in public/proximity to others at all times.
- Public spaces are recommended for sterilization between uses.
- Keep a clean space and throw all trash in a disposal bin.
- If experiencing symptoms, self-isolate. In extreme cases, seek medical attention immediately.

Guiding Sources of Information

The TFHE COVID-19 Response Plan contains best practices and recommendations

compiled from the following agencies and organizations releasing guidance for COVID-19 on either a local, statewide, or national level:

- Santa Clara County Department of Public Health (SCC DPH)
 - [Health Orders, Social Distancing Protocol, Reopening Guidance](#)
- Santa Clara County Office of Education (SCCOE)
 - [SCCOE COVID Prevention Plan](#)
- California Department of Education (CDE)
 - [Stronger Together A Guidebook for the Safe Reopening of California's Public Schools](#)
- State of California
 - [Assembly Bill 77 \(School Budget and Operation Revisions\)](#)
- Center for Disease Control and Prevention (CDC)
 - [Health Orders, Social Distancing Protocol, Reopening Guidance](#)

Safe Return of In-Person Instruction and Continuity Plan Section

Overview

The American Rescue Plan (ARP) offers support through federal resources to local educational agencies (LEA), including TFHE Schools' Latino College Preparatory Academy (LCPA), Luis Valdez Leadership Academy (LVLA), and B. Roberto Cruz Leadership Academy (RCLA). As a result, LEAs are required to develop, disseminate, and publicly post a plan, which details the safe return to in-person instruction and the continuity of services. This plan is developed with the stakeholder feedback collected from April 2021 to July 2021.

2021 - 2022 Instructional Modes

The Foundation for Hispanic Education (TFHE) Schools will return to in-person instruction five days per week as the primary mode of delivery starting on **Monday, August 9, 2021**. The [Academic Calendar](#) and [Bell Schedule](#) have been shared with all students and families following TFHE Board Approval on June 16, 2021. Students that are unable to attend school in-person can contact their school site main office for special accommodations available via Independent Study.

Site-Based Nutrition Services

Nutrition services will be offered daily for brunch and lunch under the Seamless Summer Offering (SSO) at each school site. In following recommendations from the County Office of Education and State Department of Education, “classroom-based meal provision is likely the most direct [and safe] way to ensure appropriate physical distancing during mealtimes”. All meals will be eaten outside or in non-instructional spaces for proper physical distancing.

Face Coverings

In order to comply with the federal, State and County directives to slow the spread of COVID-19 and to better protect our sites from exposure to COVID-19, TFHE Schools has implemented a Face Covering Policy. All students, faculty, staff, and visitors are required to wear a face covering, including times of brief interaction between individuals. The only exception is when individuals are in single-occupancy offices with no others present.

The Foundation for Hispanic Education (TFHE) has purchased disposable face coverings for all employees to use in the workplace. You may use your own face covering if preferred so long as the use and care guidelines below are followed. If you need a replacement face covering, please contact the Departments of Compliance and Facilities. Face coverings are only effective for protection if they are handled, worn, stored and disposed of properly. Even when wearing a face covering, all site occupants are required to maintain social distance (six feet of space between employees) when possible.

All site occupants are also required to adhere to the following guidelines when wearing a face covering:

- Practice proper hand hygiene. Before and after handling the face covering (to put on, adjust, or take off), either wash your hands or use hand sanitizer to reduce cross-contamination risk. The outside of the face covering is considered dirty.
- To ensure that you are wearing the face covering properly, make sure the face covering is fitted and is covering your nose, mouth and chin.
- If necessary, mark the outside of the face covering in some way so you can

easily identify which side is the outside of the face covering, and handle it accordingly.

- Remove the cloth face covering while eating during your meal period.
- Do not touch the outside of your face covering while it is on your face.
- Don't pull your face covering below your chin while you are wearing it. Leaving the face covering dangling or improperly fitted to your face creates opportunities for cross-contamination.
- After removing a cloth covering, please inspect it to see if it is torn or wet.

Identification of COVID Risks

To ensure a safe school environment and return to school for the 2021 - 2022 academic year for students, parent/guardians, families, and staff, these listed steps are being taken with their listed frequencies:

- Weekly site walk-through and review of instructional room conditions for any COVID-related risks including unsanitized areas, low personal protective equipment, or spaces violating capacity standards.
 - All flagged concerns will be reviewed the same day as reported and corrected within 24 hours.
- Weekly review of applicable orders and general educational sector guidance from the State of California, Cal/OSHA, and Santa Clara County related to COVID-19 hazards and prevention.
 - Amendments to the COVID-19 Response Plan must be Board Approved.
- Monthly staff training of COVID concerns, workplace safety, and best-practices for ensuring a safe campus environment.
- Monthly in-person or virtual updates to students, parents/families, and attending stakeholders of Committee Meetings and Town Halls.
- Quarterly status report to the TFHE Board of Trustees for mitigation measure, case exposure concerns, and required updates to the COVID Response Plan.

In addition to the duties listed, the Operations/Facilities Department will continue to operate on-site and be responsible for the day-to-day maintenance of all three school sites. Duties include, but are not limited to, cleaning instructional spaces

and common areas, completing deferred maintenance, coordinating vendor tasks, and other key items.

The required functions required in line with COVID-19 measures are full sterilization of instructional spaces (daily), ongoing cleaning of common spaces (hourly), and assisting with employing new nutrition requirements. Third-party vendors will also work with the Operations/Facilities Department on a schedule to be determined to deep clean high-traffic areas in maintaining a safe site.

Investigating and Responding to COVID Cases

Though prevention methods implemented are in the interest of mitigating COVID related risks, organizational responses to COVID cases are just as articulated and critical to the safety of all site inhabitants.

TFHE Schools' responses to COVID-19 exposure cases will be conducted and documented by trained COVID Designees who will also coordinate any required notices to employees who may have been exposed. Moreover, COVID Designees will report all applicable cases to the Santa Clara County Department of Public Health, as well as the site employees while maintaining anonymity for the affected party. All quarantine and return to work measures will be followed.

Employees who had potential COVID-19 exposure in our workplace will be:

- Allowed to schedule COVID-19 Testing when appointments are next available. Upon availability of site based testing and logistical coordination, TFHE Schools will staff of their option to participate in the test on site.

Staff and Student Screening

TFHE Schools encourages screening for staff and students as follows:

- Staff and students may self-screen for COVID-19 symptoms prior to leaving home for arrival to and attendance at the site.
- Staff and students must follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms>. All parties are also encouraged to fill out the following Google Form daily:

<https://forms.gle/59msahJY79JKxB2NA>.

Wellness Questionnaire:

Question #1:

Have you experienced any of the following symptoms in the past 48 hours?

- Fever or chills; lingering cough
- Shortness of breath or difficulty breathing
- Unusual/ongoing fatigue
- Muscle or body aches
- Lingering headache
- Sore or itchy throat
- Any other illness symptoms.

Question #2:

Do you have any reason to believe anyone in your household has been experiencing such symptoms in the past 48 hours?

Testing Services and Advisory

In line with local and state guidance as well as resources available through public programs, TFHE Schools encourages all staff and students to get tested regularly. This is especially emphasized for individuals concerned about prospective COVID exposure. Currently, efforts are being made to order and set up on-campus testing for staff and students on a weekly basis through the California K-12 School Antigen Testing Program. More details will follow in August 2021.

Vaccination Advisory and Clinics

TFHE Schools continues to encourage students, faculty, staff, and stakeholders to be vaccinated as a significant preventive measure against COVID-19. Per the California Department of Public Health “immunization with a safe and effective COVID-19 vaccine is a critical component of the strategy to reduce COVID-19-related illnesses, hospitalizations, and deaths and to help restore societal functioning”. Accordingly, TFHE Schools has also hosted two Vaccination Clinics with the Santa Clara County Department of Public Health at 14271 Story Road, San Jose, CA 95127 in June and July 2021.

Means of Communications to Students and Families

During the course of the 2021 - 2022 academic year, TFHE will communicate out all instructional, health, food security, technology, compliance, capacity limit, and event updates through several effective, streamlined systems of outreach. The official methods used for instructional and non-instructional items included Google Classroom, Google Sites, OneCallNow (phone calls, mass texting), Remind, Application messages, school websites, social media, and student emails. A COVID-19 Update Page and Frequently Asked Questions (FAQ) section of the website was also created for informing stakeholders and visitors on protocol.

As part of its efforts to maintain continuity and predictability for students and families, these same methods will be utilized to communicate any finalized plans, developments, and updates to the operating state of each school site. A group of TFHE administrators and School Site Principals will be the sole authors, editors, and distributors of all messages to the general public to ensure accuracy.

All communication sent to current TFHE students and distribution lists will be submitted to ESUHSD for review and records purposes. In-person and virtual access will be maintained for the TFHE Board of Trustee Meetings, School Site Council (SSC) Meetings, Local Control and Accountability Plan (LCAP) Meetings, and English Learner Advisory Committee Meetings with all messaging and posting standards followed in compliance with the Ralph M. Brown Act. The primary method of calendaring meetings and access via school site calendars.

Interdepartmental Planning and Oversight

TFHE understands that its COVID-19 Response Plan will require alignment to its operating Memorandums of Understanding with ESUHSD to the extent possible in day-to-day operation, planning, and reporting. For non-instructional components, all school sites will continue to follow the Ralph M. Brown Act, the California Public Records Act, the American Disabilities Act (ADA), Local Control Funding Formula (LCFF) guidelines, COVID Health Protocol guidelines, and all other federal/state/local regulations.

In responding to the ongoing global pandemic, several key departments from

TFHE will be integral in administering their own processes and protocol with alignment to public safety best practices guiding K - 12 schools.

- TFHE's Department of Teaching & Learning will be responsible for instructional components of the COVID-19 Response Plans, class schedules, instructional standards, lesson plan review, and teacher training in consideration of the California Department of Education requirements.

Teaching & Learning Lead Contact(s):

Name: Raquel Topete; Claudia Moreno

Position: Director of Curriculum & Instruction; Director of Academics

Email: rtopete@tfhe.org; cmoreno@tfhe.org

- TFHE's Department of Compliance will oversee the development of the non-instructional COVID-19 protocol, site plans, logistical implementation and audits, COVID Designee duties, operations/compliance reports to public agencies, and general purchasing for required items.

Compliance Lead Contact:

Name: Martin Farfan

Position: Director of Compliance & Equity

Email: mfarfan@tfhe.org

- TFHE's Department of Facilities will oversee the sterilization, cleaning, maintenance staffing, air filtration, and person protective equipment orders for all school sites.

Facilities Lead Contact:

Name: Tony Ng

Position: Director of Facilities

Email: tng@tfhe.org

- TFHE's Information Systems & Technology department is tasked with providing all technological accommodations to TFHE students and families in order to facilitate distance learning.

Information Systems & Technology Lead Contact:**Name:** Jordan Queensbury**Position:** Director of Technology**Email:** jqueensbury@tfhe.org

Each listed contact will be responsible for the execution, monitoring, and reporting of their listed scope. The frequency of check-ins between all collaborating parties will be on a weekly basis with sooner communication based on developments and new requirements as provided by local or state authorities.

All plans created by each department will require review and approval from TFHE's Chief Executive Officer Dr. Sherry Segura and/or the TFHE Board of Trustees prior to finalization with authorizers and external parties. All adopted plans will be publicly posted as well in summary form for access to students and parents upon granted approval by reviewing agencies. All measures and preventative pre-work have taken into account the lessons learned through Hybrid instruction offered in the 2020 - 2021 academic year

Required Supplies and Associated Expenditures

To adequately follow the aforementioned guidelines, significant investment is being made by TFHE and its school sites for sterilization and safety equipment, personal protective equipment (PPE), and adequate site directional signage.

- **Sterilization and Safety Equipment:** All sterilization and safety equipment is being purchased through previous Operations/Facilities vendors such as Supplyworks and Staples. Demand requires a daily deep clean of instructional space, corridor, and common space.

Included Supplies:

- Cordless electro-spraying backpack for each school site with its corresponding disinfectant solution.
- Seek-Scan installation for temperature testing of all site occupants.
- Portable thermometer to read student and staff temperatures in non-main entrance areas of the school site campus.

- **Personal Protective Equipment (PPE):** PPE like gloves, masks, face shields, or other barriers are in high demand and required for any effective plan to re-commence on-site school operations. Spare capacity is being built primarily for those without access to PPE. Limited counts of PPE are being allocated by Santa Clara County and partner organizations.

Included Supplies:

- Nitrile disposable gloves, KN95 masks, disposable surgical masks, and earloop daily face covers.
 - Hand sanitizer, disinfectant spray, and Clorox disinfectant wipes.
 - Immunishield installations for high traffic areas.
- **Site Directional Signage:** Guiding signage properly informing school site students, families, faculty, and staff members of the path of travel is required to reduce any risk of COVID-19 transmission. All considerations will be compliant with the American Disabilities Act (ADA).

Included Supplies:

- CDC and County Department of Public Health advisory notices with social distancing visuals, mask reminders, and other requirements.
- Arrows and information directing the patron path of travel.

There will be a reserve of 500 masks and 500 gloves on each school site at all times to provide all students with a disposable earloop mask and gloves upon request. At least ten bottles of hand sanitizer and one full barrel of disinfectant will be kept at all school sites at all times to be prepared for daily sterilization work and any emergency application efforts as well. In order to mitigate transmission/risk for COVID-19 and reduce the scoped area for sterilization, students will remain in the same predetermined instructional spaces daily. Spatial requirements will be altered based on guidance from public agencies and the effective serviceability of students.

Executive Summary of Occupancy Requirements and Limitations

School Site	Area Designation	Operating Status (Students/Parents)	Standard Square Footage	Maximum Occupancy
Latino College Preparatory Academy (LCPA)	Classroom	Open - Students	800	-
	Restroom	Open - All Parties	200	-
	Lobby	Open - All Parties	800	15
	Abby Sobrato Center	Closed	-	-
	Attendance Office	Appointment Only	800	3
	Main Office	Appointment Only	450	3
	Personal Offices	Appointment Only	60	2

School Site	Area Designation	Operating Status (Students/Parents)	Standard Square Footage	Maximum Occupancy
Luis Valdez Leadership Academy (LVLA)	Classroom	Open - Students	960	-
	Restroom	Open - All Parties	200	-
	Main Office	Open - All Parties	450	5
	Personal Offices	Appointment Only	60	2

School Site	Area Designation	Operating Status (Students/Parents)	Standard Square Footage	Maximum Occupancy
Roberto Cruz Leadership Academy (RCLA)	Classroom	Open - Students	800	-
	Restroom	Open - All Parties	200	1
	Lobby	Open - All Parties	250	10
	Jaguar Den	Closed	-	-
	Main Office	Appointment Only	450	2
	Personal Offices	Appointment Only	60	1

Campus Area Guidelines and Measures

Lobby/Entrance

As students arrive for each academic day, a series of steps will be taken to accommodate schoolwide safety needs and to maintain all Response Plan protocol. Drop-off will begin at 7:00 a.m. at each of the three school sites to ensure continuity in plans and allow for staggered arrival time.

Upon entering the school site lobby or main entrance area, staff will work with students on the following measures:

1. Confirm the presence of a Personal Protective Equipment (PPE) mask.
2. Request students to enter a compulsory temperature check via the Seek-Scan thermometer device. In the case that a Seek-Scan device is down or inoperable, hand-held temperature guns will be used by staff.
 - a. If not cleared, TFHE Compliance and School Site Principals will advise the student on the next steps once they leave the line.
3. Once cleared, students will report to their first class of the day to take their seats without making any stops at other locations.
4. Students will not be permitted to stay in the lobby area or any other common space other than for their path of travel access.
5. Parents may enter the building lobby with offices accessed through appointment only and while following the listed screening procedures.

Classrooms

With only essential instructional and operational activities taking place upon any type of return to school sites, the most inhabited and heavily trafficked areas will be school classrooms. Within classroom spaces, face masks must be worn at all times and social distancing must be maintained to the extent possible.

Students must be supervised by instructional staff at all times. Non-students and non-instructional staff will not be permitted to enter classrooms without an appointment or consent for the School Site Principal.

In order to comply with state regulations and public health standards, the

following precautions will be followed:

Pre-Student Arrival (6:00 a.m. - 7:30 a.m.):

- All surfaces will be wiped clean in a second effort to clean the instructional spaces before the start of the day.
- All desks will be verified to be in their proper position for pupil use.
- All advisory notices and signs will be confirmed in each class site to ensure that proper notice remains presented to students.
- Classrooms will be confirmed for a number of spare five masks and glove pairs in case students rip or misplace their PPE.
- A disinfectant solution or hand sanitizer will also be made accessible.

Student Arrival (7:30 a.m. - 8:15 a.m.):

- Following student screening in the Seek-Scan temperature testing devices and for PPE compliance at the entrance of all sites, students will follow social distancing protocol to their assigned classroom areas.
- Directional signage will be provided throughout the path of travel to each classroom. For LCPA and RCLA, entry stairwells are only to be used for going upstairs and exit stairwells for going downstairs.
- Upon arrival, student entry into their classroom will be verified by the assigned teacher confirming a student's proper reporting and placement.
- Once confirmed, a student may proceed to an empty desk with their personal bag and Chromebook. No other personal belongings may be brought without consent from the School Site Principal or their designee.
- Elevator use is not permitted, except in the case of ADA accessibility and/or with a doctor's note. Staff may use the elevator as required.
- **Note:** Restroom visits will need to be done one at a time from each class with a member of the Student Life/Campus Supervision Team periodically supervising restroom spaces.

Class Sessions:

- Throughout the course of academic instruction, students must remain in their seats unless granted permission to leave their desk area.
- At all times, students must maintain space from their peers to the extent

possible (based on spacing abilities in each room).

- To the extent possible, a stable cohort of students model will be used for limiting interactions with different groups.
- No desks may be moved or adjusted in their placement.
- If a student's mask breaks, a spare will be provided by a staff member with tracking on all students receiving available masks.
- To use the restroom, students must receive permission from their teacher.
- To go to the attendance office during class hours, students must have an appointment with School Site Principal confirmation.
- Students that are feeling ill or exhibiting listed COVID-19 symptoms need to notify their teacher or a school site staff member immediately. School administrators will contact the student's legal guardians.
- Partition sneeze guards will be required in rooms that contain students sitting at the same table space.
- Only a Chromebook, notepad, and writing object may be on a student desk.
- **Note:** Glassboard markers, staplers, and other single-use items in each classroom may only be used by a teacher or a school site staff member.

Class Dismissal:

- Prior to their dismissal, students will be asked to take all personal belongings, trash, or other items brought into their space.
- Students will also be asked to ensure their desk areas are clear for sterilization by the Departments of Operations/Facilities.
- Once the class is dismissed, students must leave one at a time starting with the first row and moving from right to left. Students may not wait for peers at their classroom doors.
- Face masks must be worn at all times when leaving the classroom and entering corridors.
- Students must follow all directional signage placed in corridors.
- If a student has an academic or class-related question for their teacher, they may wait in their seat while their classmates are dismissed.
- No students may approach their teacher following class dismissal.
- Students must proceed to their next class, end of day dismissal, or an approved location directly without stopping at any alternative locations.

Post-Student Attendance (5:00 p.m. - 12:00 a.m.):

- Upon student and staff departure, all classrooms will be locked by the Operations/Facilities Team to ensure no unauthorized individuals access classroom spaces.
- If a staff member or another party needs access to a classroom location at 5:00 p.m. or later, please contact the Departments of Compliance and Operations/Facilities for approval.
- All after-hour meetings with students and parents must be done via video conferencing or phone calls as determined by your School Site Principal.
- All rooms will follow a detailed Facilities deep clean checklist including, but not limited to, spraying and wiping down all surfaces (i.e., desks, chairs, doorknobs) with disinfectant, mopping all classroom floors, emptying out each waste bin, and removing any trash left.
- Daily audits will take place to ensure that no class space is missed

Restrooms

All restrooms at the three school sites will be detailed and cleaned regularly by the designated janitorial team to limit the chances for COVID-19 transmission. Each routine clean will follow a checklist as outlined by the Compliance and Operations/Facilities Departments. Areas such as doorknobs, sink surfaces, countertops, dispensers, toilets, and urinal partitions are included.

For restroom access, the following process must be maintained in line with physical and social distancing standards:

- Restrooms will require social distancing of six feet:
 - For LCPA, 2nd Floor and 3rd Floor restrooms will be open for access with supervision.
 - For RCLA, the 1st Floor and 2nd Floor restrooms will be open for access with supervision.
 - For LVLA, the modular student restrooms will be open with supervision and permitted access.

- Restroom occupants are asked to not enter more than a single stall or urinal location to limit the number of surfaces touched or contacted.
- Restroom occupants are also asked to wash their hands thoroughly after restroom use with water and soap (for at least 25 seconds).
- Once done using the restroom, occupants are asked to secure their personal mask back on and return to their designated classroom or location. No other locations may be accessed in this process.
- Students may not hang on partitions, touch light switches, sit on countertop areas, touch mirrors, or eat in the restroom.
- Any violators of these precautions will be directed to their School Site Principal by the assigned Student Life/Campus Supervision Team.
- For any special restroom accommodations, please contact your school site.

Common Areas

Until standards for physical and social distancing are revised, all indoor areas that traditionally hold a capacity greater than 50 are closed to students and non-designated staff members. Such areas include the Abby Sobrato Center for College Success, Jaguar Den (RCLA), and the Athletics Building (LCPA/RCLA).

Expressed written consent must be provided by TFHE Administration to approve this use. Bustos Plaza (LCPA), Athletic Field (LCPA/RCLA), the Multi-Purpose Building/Auditorium (LCPA/RCLA), and the LVLA Quad Area are open for use.

School Site Registrar Visits

Community engagement, student outreach, and the retention of enrolled and/or registered students is a high priority for all TFHE school sites. In the interest of student, parent, and visitor safety, all tour activities in support of these efforts will take place in-person by appointment only. Submission of registration forms and school lunch applications will not require appointments. All Response Plan protocol requiring Personal Protective Equipment (PPE), occupancy limitations, and sterilization will remain in effect for these efforts.

Appendix A: COVID Protocols and Plans

- **TFHE COVID Protocol and Policies:**
 - [Student COVID Protocol Form](#)
 - [Social Distancing Protocol](#)
 - [Face Covering Protocol](#)

- **RCLA COVID Protocol and Policies:**
 - [COVID Preparedness Plan](#)
 - [2021 COVID-19 School Guidance Checklist](#)
 - [COVID-19 Operations Written Report](#)

- **LVLA COVID Protocol and Policies:**
 - [COVID Preparedness Plan](#)
 - [2021 COVID-19 School Guidance Checklist](#)
 - [COVID-19 Operations Written Report](#)

- **LCPA COVID Protocol and Policies:**
 - [COVID Preparedness Plan](#)
 - [2021 COVID-19 School Guidance Checklist](#)
 - [COVID-19 Operations Written Report](#)