Lennox School District

Students
Re-Entry Plan

December 2020

UPDATED: April 2021

THIS IS A FLUID WORKING DOCUMENT THAT MAY BE ADJUSTED AS CONDITIONS AND/OR GUIDANCE CHANGES.

Introduction

As outlined in the California Department of Public Health Covid-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California school may reopen when the following criteria is met.

- For grades TK-6th the average COVID-19 case rate must be below 25 cases/per 100,000 residents in the county
- For grades 7th and above the average COVID-19 case rate must be below 7 cases/per 100,000 residents in the county
- School may provide specialized in-person support and services for students in any grade who are identified with high need (for example, students with IEPs or English learners)
- In addition to providing specialized services for defined subgroups of children who need in-person services and support, Lennox School District will be able to provide Early Childhood Education with the proper licensure or waiver from Community Care Licensing (CCL).

Cohort guidance from the County now allows us to have up to 30 students in a cohort as long as they can be seated at the minimum distancing requirement . For purposes of these programs, a cohort is defined as a stable group of no more than 30 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (3-6 feet of distance while wearing a mask at all times). Students may be added at any time to an existing stable cohort to reach the maximum number of students. Instructional Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of individuals who can be included in a cohort.

Our community collectively continues slowing the rate of COVID-19 infection to return our students to campus safely by wearing a mask, limiting gatherings, keeping social distance, and washing our hands. We are so appreciative of our teachers, employees, administrators, students and parents who are actively preparing for this important transition.

Return to School Options

To ensure stakeholder involvement regarding returning to school options, Lennox School District has conducted three parent surveys and two staff surveys. In addition, we held two Town Halls Meeting to solicit input from the community.

Based on community input and to ensure the continuity of learning, Lennox School District is prepared to offer two learning models. Parents will be given the choice between a blended learning model and a distance learning model.
The program that parents choose will remain in place until the end of the school year.

Distance Learning Model:

A distance learning model offers students to learn 100% remotely from home

- Participate in five days of synchronous learning (instruction via Zoom)
- Schedule used for the 2020-21 school year remains the same except on the day your grade level returns for in-person learning. On that day, only afternoon Zooms will take place.

Blended Model:

A blended learning model offers some in-person instruction following social distancing requirements and distance learning.

- Students attend class in-person (face-to-face) one half-day morning a week.
- Participate in four days of distance learning.
- Assigned to a stable group or cohort

Sample Schedule

Possible Elementary Schedule DRAFT *(revised 4/21/2021)*
Schedule for 1-Day a Week In-Person Instruction (Morning Cohort Only)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	AM Arrival (Gate Opens at 8:00 am)				
8:15-11:15 3 hrs	In-Person Instruction for TK/K	In-Person Instruction for 1st Grade	***ALL students on Distance Learning***	In-Person Instruction for 2nd/3rd Grade	In-Person Instruction for 4th/5th Grade
11:15-11:30	Student Dismissal				
11:30-12:15	TEACHER LUNCH				
12:15-1:15 1 hr	Zoom with students who are not coming for in-person	Zoom with students who are not coming for in-person		Zoom with students who are not coming for in-person	Zoom with students who are not coming for in-person
1:15-2:00 45 min	Zoom small-group instruction	Zoom small-group instruction		Zoom small-group instruction	Zoom small-group instruction
2:00 -3:15	TEACHER PLANNING/STAFF MEETINGS				

Possible LMS Schedule DRAFT *(revised 4/21/2021)*

Schedule for 1-Day a Week In-Person Instruction (Morning Cohort Only)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:15	AM Arrival (Gate Opens at 8:00 am)				
8:15-11:15 3 hrs	In-Person Instruction for Grade 6	*ALL students on Distance Learning*	In-Person Instruction for Grade 7	*ALL students on Distance Learning*	In-Person Instruction for Grade 8
11:15-11:30	Student Dismissal				
11:30-12:15	TEACHER LUNCH				
12:15-1:15 1 hr	Zoom with students who are not coming for in-person		Zoom with students who are not coming for in-person		Zoom with students who are not coming for in-person
1:15-2:00 45 min	Zoom 0ffice hours		Zoom 0ffice hours		Zoom 0ffice hours
2:00 -3:15	TEACHER PLANNING/STAFF MEETINGS				

Screening Plan for Staff

Employee screenings are conducted as soon as the employees enter the workspace. A daily temperature is conducted upon arrival to the worksite. All Lennox School District employees are required to complete an assigned Covid-19 survey as the district's screening protocol. This screener includes a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 10 days. These screeners can be done remotely or in person upon the employees' arrival.

Student Arrival and Dismissal Procedure

Multiple entrances and exits will be used at every school to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.

Regardless of the mean of transportation, some general provisions include:

- Different entry points will be assigned to groups (i.e., grade levels) of students wherever possible.
- Measures are in place to ensure physical distancing as students arrive at entry to school.
- Parents or visitors will not be permitted beyond the school gates.
- School employees will be designated an entry way to monitor, welcome students, and take temperatures at the gate.
- Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.
- Serving as a visual reminder, signage denoting six feet of social distance will be placed on school grounds.
- In order to avoid removal of facemasks, lunch will be Grab 'n Go. Along with lunch, students will also take home breakfast items for the next morning.

Daily Screening for Students

Screening will be conducted before students enter the school. Contactless thermometers will be used upon entry. Before returning to school parents will be asked to sign a Covid-19 parent agreement.
https://docs.google.com/document/d/1YhyGHBSwcfnrnyNpcVq4E6CwxrMdR7wqzNTA4RZOMkA/edit

- Following the guidance from the LACDPH, all students and staff will be screened for symptoms each day, prior to stepping on campus. Staff and students' parents or guardians should conduct symptom screening at-home, prior to arrival. **If individuals have any of the following symptoms: cough, shortness of breath, difficulty breathing, sore throat, new loss of taste or smell, diarrhea, vomiting, or a fever above 100.4, please stay home and contact the school for your absence.**
- All members of the school community will be encouraged and reminded frequently to screen themselves for symptoms of COVID-19 and not come on site if symptoms are noted or if a positive COVID-19 test is obtained.

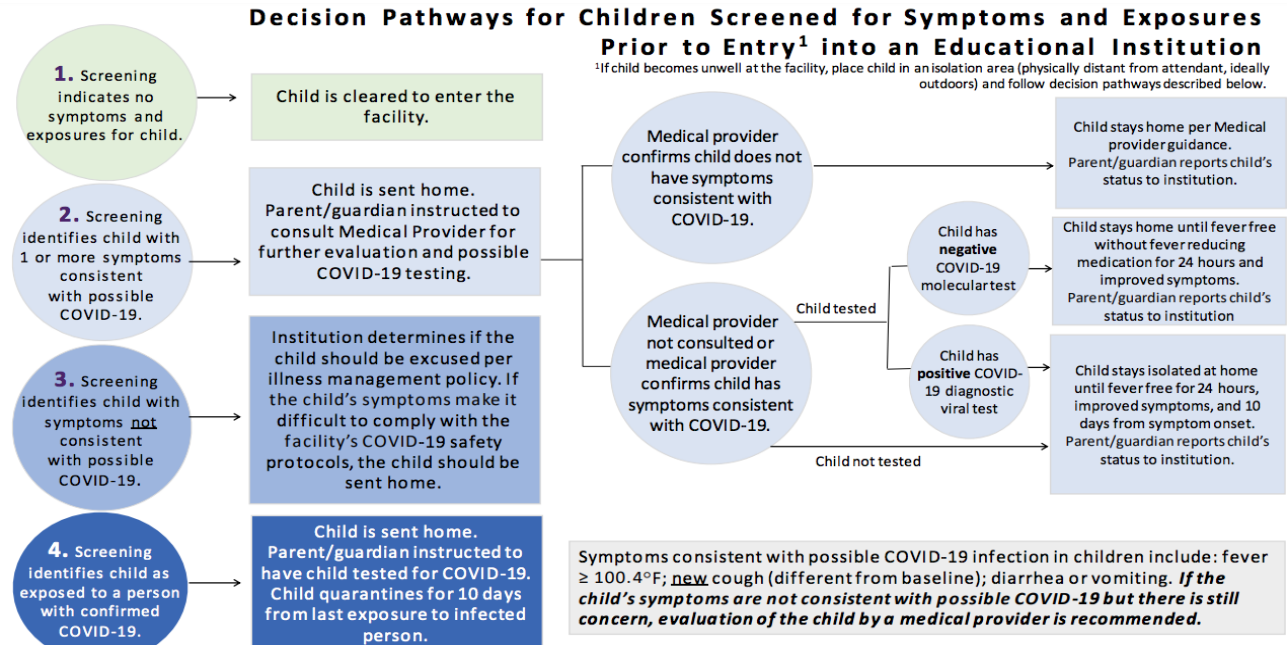
Isolation Area

An isolation area has been established at each school site for students or staff displaying COVID-19 related symptoms while on campus.

- The isolation area will be staffed with designated trained staff
- The isolation area staff will wear appropriate PPE such as a gown, medical grade mask, face shield and disposable gloves.
- If a student is found to have COVID-19 symptoms during the school day, they will be sent to the isolation area.
- Staff will contact the parent/guardian to come pick up the student right away.

Students or Staff with COVID-19 Symptoms

- Send home students or staff immediately, place in the school site isolation room/area while awaiting pick up accordingly.
- Recommend COVID-Testing.
- School/classroom remain open.
- If the test is negative, students or staff may return after symptoms resolve.
- If the student or staff member does not test, they cannot return until ten days from symptom onset.

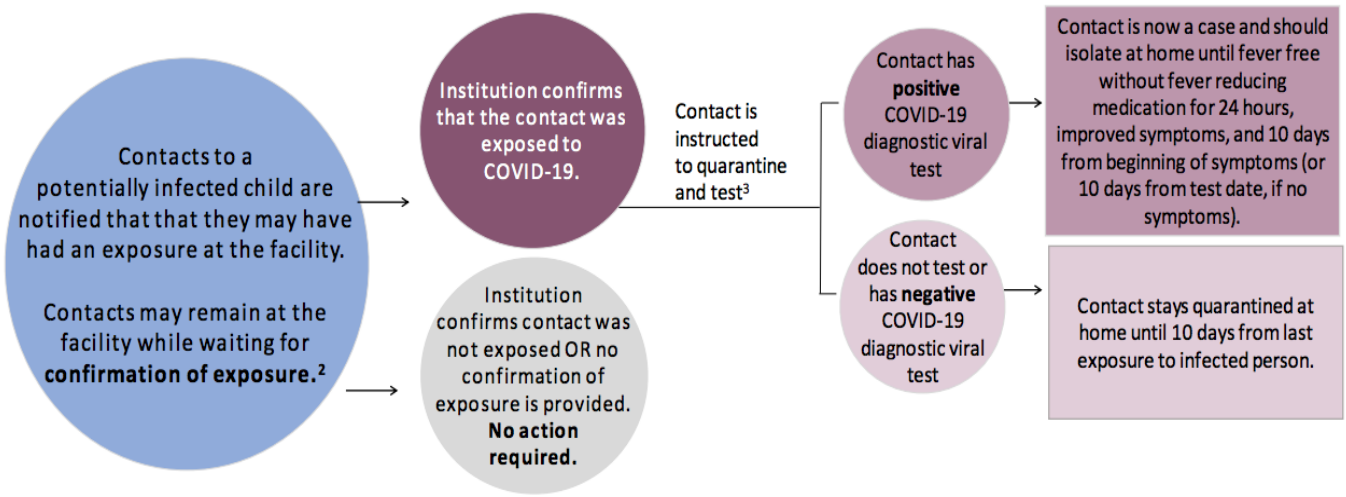


Students or Staff with close contact to a confirmed COVID-19 case

- Send home students or staff immediately, place in the school site isolation room/area while awaiting pick up accordingly.
- Quarantine for 10 days from last exposure
- Recommend COVID-Testing
- School/classroom remain open
- Cohort notification of situation

Decision Pathways for Contacts to a Potentially Infected Child[1] at an Educational Institution

[1]A **potentially infected child** is a child with ≥ 1 symptoms consistent with possible COVID-19. Symptoms include fever ≥ 100.4°F; new cough (different from baseline); diarrhea or vomiting.
A **close contact of a potentially infected child** is a child or employee at the facility who was within 6 feet for ≥ 15 minutes over a 24-hour period with a potentially infected child; had direct contact with bodily fluids/secretions from a potentially infected child; or is in the same classroom or cohort as the potentially infected child.

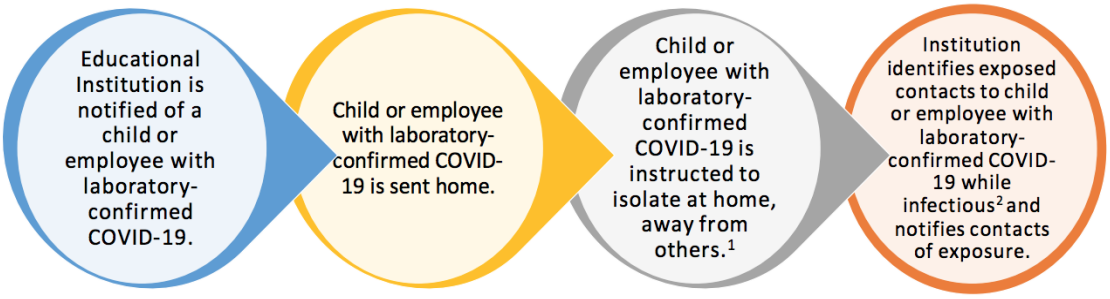


[2]**Exposure is confirmed** for a close contact to a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.
[3]**Vaccinated persons** who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) are within 3 months following receipt of the last dose in the series and (3) have remained asymptomatic since last contact with the infected person.

Student or Staff with a confirmed COVID-19 case

- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify close contacts
- Quarantine and exclude exposed contacts; could be entire cohort for 10 days after the last date the case was present at school while infectious
- Close contacts referred to testing
- Disinfection and cleaning of classroom and spaces where case spent significant time
- School remains open
- School and cohort notification of known cases

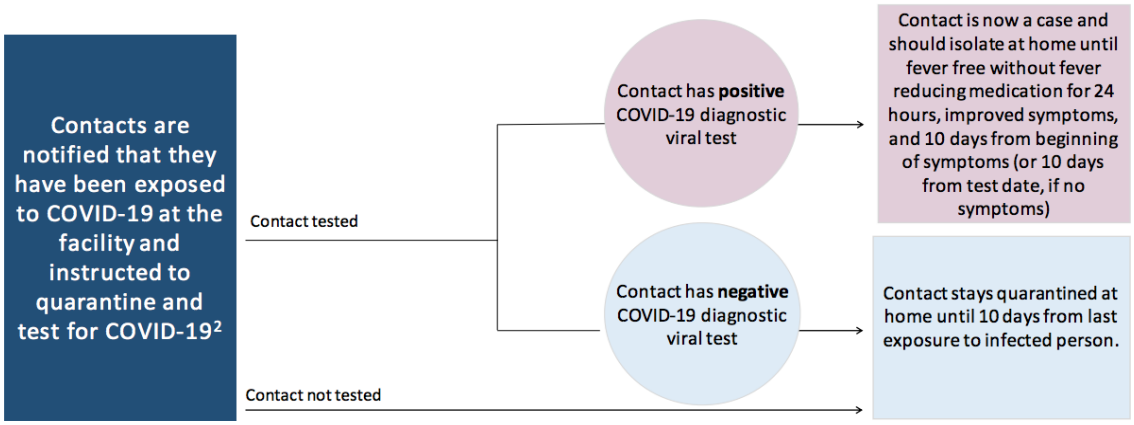
Guidance for Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution



[1] Persons with laboratory-confirmed COVID-19 should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).
[2]The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated.

Decision Pathways for Contacts[1] to a Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution.

[1]A close contact to a child or employee with laboratory-confirmed COVID-19 is a child or employee at the facility that was within 6 feet for ≥ 15 minutes over a 24-hour period with the infected person; had unprotected direct contact with bodily fluids/secretions from the infected person; or is in the same classroom or cohort as the infected person.



[2]Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test if they are: (1) fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) are within 3 months following receipt of the last dose in the series and (3) have remained asymptomatic since last contact with the infected person.

Student or Staff tests negative after symptoms

- Staff or student may return to school 24 hours after symptoms resolve
- School/classroom remains open

Criteria for Closing Schools

- The Los Angeles County Department of Public Health (LACDPH) recommends individual school closure based on the number of cases and the percentage of the teacher/student/staff that are positive for COVID-19.
- Individual school closure may be appropriate when there are three or more cases at a school or when at least 5 percent of the total number of teacher/student/staff cases are within a 14-day period, depending on the size and physical layout of the school.
- The LACDPH may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- Based on the current LACDPH Health Officer Order, K-12 Schools with a COVID-19 outbreak (3 or more cases within a 14-day period and epidemiological linkages as determined by LACDPH) must close for 14 days.
- The LADPH will determine when schools may reopen. Typically, schools may reopen after 14 days and the following has occurred:
    - Cleaning and disinfection
    - Public health investigation
    - Consultation with the LACDPH

Social Distancing

Student and staff protocols will be in place to guarantee physical and distancing during the day.

- School employees will supervise students as needed to ensure physical distancing as students move from one location to another.
- When feasible, one-way routes are designated in hallways.
- Secondary: No passing periods will be implemented at this time. All students who return on campus will be self-contained. If students are taking multiple classes, they will connect virtually with their teachers from their assigned classroom/learning space.
- Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining 6 feet of distance between riders. All riders are required to wear cloth face coverings.
- Measures are in place to avoid crowding on stairways:
    - Designation of up and down stairways with signage to denote up/down only.

Classroom Set-up

All classrooms will be limited to no more than 30 people. The number of students cannot exceed 30. All students who return on campus will be self-contained.

- Student seating will be set up 3 to 6- feet apart from each other. Under no circumstances should the distance between student seats be less than 3-feet. If 6-feet of distance is not possible, use of plexiglass partitions and arranging seats that minimize face-to-face contact is highly suggested.
- Teacher desk plexiglass and teacher rolling plexiglass will be used to ensure safety for students and staff
- Reminders to wear face coverings and maintain social distancing will be placed in classrooms
- Special Day (SDC) special education students will remain in the classroom during the instructional day, and they will receive instruction from their Special Education classroom teacher.

Lunch Procedures

- Lunch will be available for all students. Days when students are not on campus, Grab' n Go will continue to be available. On days students are on campus, students will pick up lunch before dismissal for the day.
- In order to avoid removal of facemasks, lunch will be Grab 'n Go. This means lunch will be delivered or dropped off at the door of the classrooms for students to take and enjoy at home.
- Along with lunch, students will also take home breakfast items for the next morning. Students should eat their breakfast items at home before coming to school.
- Any available doors and windows will remain open while the cafeteria is in use.
- Food preparation and service operations will be redesigned, where possible, to achieve physical distancing between employees. For example, kitchen floors will be marked to reinforce physical distancing requirements.

Recess Procedure

- Large grade level recess will be eliminated in order to prevent contact between students of different cohorts.
- Teachers may have outside time or movement breaks, but students must wear their masks and remain 6-feet apart during these times.
- Shared playground equipment is off-limits in most circumstances.
- Principals will create a bathroom break schedule so that bathrooms are not overcrowded with more than one cohort at time.

Hand Washing Expectations

- Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap.
- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink. Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace.

Face Covering Expectations

Employees

The wearing of face coverings is a requirement at all Lennox School District facilities; signs detailing this requirement are posted throughout all Lennox School District buildings. Entry is prohibited for individuals who attempt to enter buildings or grounds without a face covering. All employees are required to wear a face mask or face covering at all times while on District grounds. This mandate further applies to employees conducting District business in public areas. However, face coverings are optional for employees who work in isolation or are alone in an enclosed area (i.e. single occupancy office spaces, classrooms, or other spaces where an employee works.)

- Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
- Employees engaged in activities, such as provision of physical therapy or personal assistance to individual students, are equipped with appropriate personal protective equipment as appropriate (e.g., gloves, masks, gowns, etc.).

Students

Guidelines regarding face covering for students include:

- All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings.
- Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
- Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.
- Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- Two cloth face coverings are provided to each student at the return of in-person instruction. Parents are encouraged to wash their child's child;s face mask after every use.

Cleaning Regime of Facilities

- A cleaning and disinfecting schedule has been established in order to avoid both under-use and over-use of cleaning products.
- High touch/common areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected three times daily using appropriate products.
- The district has purchased various disinfectant machines that include foggers, misters, and foamers to be utilized both indoor and outdoor to sanitize frequently used surfaces and common spaces.
- Use of shared objects is eliminated wherever possible, for example, water fountains are shut down (refillable water bottle stations are provided as an alternative), high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- Staff utilize Super 60 (one-step, multi-purpose disinfectant and deodorizer cleaner) to sanitize all school areas. This is an EPA approved product.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required.
- All cleaning products are kept out of children's reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air and other filters and filtration systems to ensure optimal air quality.
- Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease diseases associated with water.
- Restrooms, lobbies, break rooms, lounges and other common areas are being disinfected daily.

Covid-19 Visitor Protocols

Under normal circumstances Lennox School District welcomes visitors and volunteers to campus. The COVID-19 pandemic has brought many changes to the way our school will look and function upon reopening. Safety is our number one priority, and we must do everything we can to prevent the spread of disease and protect students, staff, and families. To minimize risk, our new visitor protocol puts strong limits on visitors entering the schools.

- We understand that parent support is a critical component of our community engagement and partnership. Unfortunately during the pandemic our parent centers will remain closed and classroom volunteering will not be permitted.
- Visitors and parents will not be permitted to enter school campus during the pandemic.
- We encourage all parents to email teachers with questions or concerns. Whenever possible, every attempt should be made by the teacher and parents to discuss concerns and meet via a virtual platform such as Zoom.
- All parent meetings including but not limited to PTA, Principal Cafecito, ELAC and School Site Council will remain virtually until further notice.

Continuity of Services

The Lennox School District recognizes the need to prioritize and support student academic needs as well as the social, emotional and mental health needs of our staff and students during these challenging times. To address these needs, each school site is equipped with a counselor and school psychologist. The district has also partnered with mental health and medical providers to assist our families that have more intensive needs. Our Human Resources Department has referral programs in place for our employees in need of mental health and medical services as well.

The school psychologist and counselors have created resources to help address the social-emotional concerns related to the pandemic and their return back to school. These resources promote school engagement, self care, mental health, and the development of social-emotional skills. Students and parents are encouraged to reach out to their school counselor for assistance if needed.

Intervention teachers are employed at every school site. Students are evaluated for learning gaps through formative and summative assessments. The classroom teachers work with their students to address gaps in their learning, and the intervention teachers are utilized to assist students with the greatest academic need.

Students with Special Needs and English Language Learners

Special Education is based on individuals who need programs, services, accommodations and modifications to access the general education curriculum. State and local guidance set the priority for the continuity of learning, special education programming and services with access to general education and curriculum that is specially designed to meet individual students' needs and abilities. The provision of special education programming and services will have in-person and remote components.

- All special education programs and related services will be available both on campus and/or online.
- Students in specialized programs (Special Day Classes) may have the additional option of being on campus to meet the requirements of their IEP.
- Address the provision of free and appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities.
- Ensure student access to the necessary accommodations, modifications, supplementary aids and services and technology to meet the unique disability related needs of students.

Implementation of IEPs

- Conduct virtual IEPs to support students towards his/her individual goals.
- Special Education teachers and related service providers work collaboratively with parents and families ensuring services are delivered towards the child's IEP goals.
- Communicate progress on goals in an appropriate time frame.
- Review services provided in the current IEP.

Implementation of Services

- Related services such as speech and language, occupational therapy, psychologists, and adaptive P.E. will be provided both on campus and/or online
- Service providers will communicate with parents/families.
- Continue the monitoring of identified accommodations and modifications provided to students according to their section 504 plan or IEP.

English Language Learners

- Designated and Integrated ELD will continue to be provided to all EL students
- EL students that need additional support will be identified and provided with support from the appropriate staff (i.e. classroom teacher, intervention teacher, counselor, etc.)
- ELs will take the ELPAC Initial and Summative exams for identification, providing of services and reclassification.

COVID Compliance Team

Lennox School District * COVID-19 Compliance Team * 2020-21

DISTRICT TEAM

- Cynthia Foley, Chief Personnel Office
- Eddie Garcia, Director of Student Support Services
- Herlinda Bazan, Director of Maintenance & Facilities
- Robert Estrada,, Principal
- Sandra Nunez, Counselor/School Psychologist
- Victoria Moreno, District Nurse
- Kevin Menjivar, Parent Liaison

TEAM EXPECTATIONS

Team members are responsible for establishing, communicating, and enforcing all COVID-19 safety protocols and ensuring staff and students receive education about COVID-19. Team members will meet on a bi-monthly basis, or as needed.

School Site Compliance Liaison

Buford School Gaby Gudino, Health Specialist	**Felton School** Norma Martinez, Principal	**Dolores Huerta School** Rachel Romero, Counselor	**Jefferson School** Arleen Romero, Asst. Principal
Moffett School Salvador Martin, Principal	**Expectations** Enforce all COVID-19 safety protocols on site and serve as the liaison for to the Department of Public Health in the event of a break out on campus.		**Lennox Middle School** Jose Nava, Asst. Principal

Additional Resources

LA County Reopening Protocols for K-12 Schools: Link
LA County Protocol for COVID-19 Exposure Management Plan in K-12 Schools: Link
Lennox School District Employee Reporting Update: Link
Lennox School District TK-2nd Waiver Q&A Document : Link
Los Angeles County Schools: Rising to the Challenge of COVID-19, A Planning Framework for the 2020-21 School Year:Link
California Department of Education (CDE) Stronger Together Guidebook Link
Cal/OSHA COVID-19 Guidelines: Link
Cal/OSHA COVID-19 General Checklist: Link
MOU Agreement: LINK
CA Updated Plan: LINK