

COVID-19 CANYON VIEW SCHOOL (CVS) REOPENING PLAN

I. Workplace policies and practices to protect employee and student health

(A) COVID Compliance Team. CVS's designated COVID-19 Compliance Team will be responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. The Principal at Canyon View School will be the designated liaison to the Department of Public Health (DPH) in the event of an outbreak on campus. The following is a list of all the members of the CVS compliance team:

- (1) Senior Vice President of Education
- (2) Principal
- (3) Vice Principal
- (4) Senior Vice President of Administration
- (5) Senior Vice President of Quality Improvement
- (6) HR Director
- (7) Facility Manager
- (8) Quality Improvement Specialist
- (9) Administrative Support Coordinator
- (10) Transportation Supervisor
- (11) Nurse

(B) Plan to notify school officials of possible COVID 19 exposure or symptoms. Notification will be conducted as follows:

- (1) The person infected will be immediately separated from the rest of the school population in an area designated for isolation. The parent will be notified and arrangements to transport the student home will be made. The youth will be asked to self-isolate at home and follow up with their health care provider. Factsheets and other informational materials will be provided to the appropriate family members. This will include covering regulations governing self-isolation and links to sites with further information.
- (2) If the person at risk is a staff member, they will be asked to leave the school, self-isolate, and contact their health care provider. Human Resources will also be notified.
- (3) Staff and students will be provided with information and resources to have access to testing for COVID19.

(C) Signage and procedures to Encourage Reporting of Symptoms- Signage containing information, including encouragement to report symptoms, will be prominently posted throughout the school and in classrooms. (See Attachment 1)

(D) Information given to student parents on self-isolation and safety guidelines- Students and parents will be provided information on symptoms, general safety guidelines, prevention, and self-isolation. (See Attachment 2)

Drivers to be trained on Temperature checks - Parents of cohorts will be given a safety guideline on what symptoms to be aware of - School Nurse to train Canyon View Admin Team on safety guidelines to follow.

(E) Plan to report a cluster of cases to the department of public health- Any time there is a suspicion that there are 3 or more cases within 12 days, including students and team members, the Assigned Liaisons will contact the Department of Public Health via email at ACDC-Education@ph.lacounty.gov and will call (888) 397-3993 or (213) 240-7821. Liaisons will work alongside the Department of Public Health professionals on follow up plans to ensure safety.

Contact for students in the San Bernardino District:

Public Health School Liaison (primary contact) (909) 387-4578

Communicable Disease Section (CDS) (800) 722-4794

Communicable Disease Section (CDS) After Hours (909) 677-7168

General COVID-19 Hotline (Monday-Friday 9 a.m. – 5 p.m.) (909) 387-3911

(F) School exposure management plan. CVS will encourage staff and parents of students to report exposures or confirmed positive COVID-19 test results to school Administrators as soon as they are aware of any possible exposure. Canyon View School will ensure constant communication with staff, students, and parents asking them to report any symptoms or possible exposure to administrators. McKinley will continue to advise sick staff members, and students and families to follow CDC guidelines to help prevent the spread of COVID-19. (See Attachment 3).

(G) Contingency plan for closing if necessary- Canyon View School will continue to provide an option for all students to receive their education via a distance learning platform. If due to any circumstances the schools are required to close, Canyon View School will return to only providing distance learning to students.

- (H) Plan for surveillance testing.** Canyon View School will work in collaboration with the DPH to determine if surveillance testing needs to be done at the school. For all cases in which the Department of Public Health instructs the school for a need for wide-spread testing based on local disease trends and/or after the resolution of an outbreak at the school, Canyon View School will connect with different community partners to ensure staff and students have prompt access to testing. All positive cases will be reported to the DPH following outlined reporting protocols.
- (I) Plan to address vulnerable staff.** Information will be provided to all staff which encourages those who may be vulnerable, based on guidance from the CDC and DPH, vulnerable staff (those above age 65, and those with chronic health conditions that would place them at high risk if infected) to contact Human Resources so that their risk of exposure can be mitigated. As needed, the staff may be referred to their health care provider for specific suggestions as to how to mitigate their risk of infection. Human Resources will work in a collaborative, interactive way to provide reasonable accommodations.
- (J) Increase opportunities to work from home.** Canyon View School will continue to increase opportunities for staff to work from home by developing processes that allow for remote work.
- (K) Staggered schedules to reduce the number of staff on campus.** In compliance with wage and hour regulations and school mandates, Canyon View School will as much as possible alternate, stagger, and or shift staff's schedules to maximize physical distancing where possible.
- (L) Notification to staff on guidelines to follow when infected with COVID19.** All staff have been instructed not to come to work if sick or if they have been exposed to a person who has COVID-19. The Administrative team provided information to staff regarding employer or government-sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act. (See Attachment 4). Staff who are infected with COVID-19 must submit a negative test result to Human Resources prior to returning to work.
- (M) Procedure for staff screening.** Staff screenings are conducted before staff may enter the workspace. Checks include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, and if the staff has had contact with a person known to be infected COVID-19 in the last 12 days. These checks will be done both remotely and or in-person upon the staff' arrival. All staff will be required to have their temperature

taken upon arrival to the school. Staff with a temperature of 100.4 shall not be allowed to work.

School Nurse will provide required training to staff on protocol and specifics.

(N) Process for face coverings-Anyone entering school property (school buses as well as school buildings and grounds) is required to wear a face covering. The school will maintain a supply of face masks (based on availability) that will be made available to students, staff, and visitors.

- (1) Staff who have contact with others will be given appropriate face coverings that cover the nose and mouth. The covering is to be worn by the staff at all times during the workday when in contact or likely to come into contact with others.
- (2) Staff who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form-fitting under the chin is preferred. Masks with one-way valves should not be used.
- (3) Staff need not wear a face covering when the staff is alone in a private office, a cubicle with a solid partition that exceeds the height of the staff when standing.
- (4) A medical-grade mask is provided to any staff who cares for sick students or who has close contact with any student with a medical condition that precludes the student's use of a face covering.
- (5) **MANDATORY REQUIREMENT - Students will be provided with face masks and asked to wear them while at school or while being transported.**
- (6) Additional protective strategies (face shields) may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face coverings as needed.
- (7) Staff will be instructed to replace their disposable face coverings daily. Parents will be instructed to ensure that all students have clean face coverings daily, or students will be provided with a new disposable face covering daily at school.

(O) Signage to Promote Prevention and distancing. Signage to promote prevention and social distancing will be prominently posted in the school and in classrooms. (See Attachment 5)

(P) Schedule and process for disinfecting used areas of the school- (See Attachment 6)

CVS staff will disinfect the school once per day using an electrostatic sprayer. Common surfaces such as countertops and door knobs will be disinfected as they are used throughout the day.

(Q) Teacher supplies and space process- All individual staff workstations or areas used by staff working as part of a team will be arranged for separation of at least 6 feet. Classroom furniture will be arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).

(R) Access to Handwashing and sanitizers in key areas- Hand sanitizer effective against COVID-19 will be available to all staff in or near the following locations:

- (1) Building entrance/s,exit/s
- (2) Central office
- (3) Classrooms
- (4) Breakrooms
- (5) Faculty offices

Each classroom will have an assigned handwashing station available to staff and students belonging to the same cohort. Students and staff will not be permitted to use hand washing stations not assigned to their cohort.

(S) Procedure to Ensure Wash Stations are Well-Stocked With Soap and Paper Towels.

Housekeeping and Maintenance staff shall check supplies daily and restock as needed. Staff working with students can make requests for cleaning supplies to the Maintenance department.

(T) Procedure to Ensure Adequate Supplies (including soap, sanitizers, and hygiene).

Housekeeping and Maintenance staff shall check supplies daily and restock as needed. Staff working with students can make requests for cleaning supplies to the Maintenance department.

- (U) PPE Supply Kept on Site.** Adequate supplies of PPE will be kept on-site (based on availability). This includes KN95 face masks, disposable face masks, gloves, and face shields. Maintenance staff shall be responsible for reordering and restocking.
- (V) Posting of Signs to Limit Visitors (parents, outside agencies, districts).** Canyon View School will only allow two outside visitors at one time. Visitors will only be allowed for no more than 30 minutes per visit, and will be directed to the designated area once they are screened and cleared for their visit. Signs to limit the number of visitors shall be prominently posted in the school entrance. (See Attachment 7)
- (W) Central Entry Point for Screening.** (See Attachment 8) The Centralized Entry Point will be located at the main entrance of CVS. Each visitor and staff will need to complete a Routine Symptom Screening, have their temperature taken, and thoroughly wash their hands prior to visiting youth and/or starting their shift.
- (X) Handwashing On Entry Requested for All Staff Members and Visitors.** Posted at all sites are signs requiring all staff and visitors to wash their hands upon entering the school. (See Attachment 9).
- (Y) Sign In Policy for All Visitors.** All visitors will be required to sign in and agree to all safety measures in this policy.

II. Measures to ensure physical distancing

- (A) Maximum number of students and staff allowed in the buildings at one time.** To limit any potential exposure, CVS will limit the total number of students and staff allowed in the building at any one time to 75. The Principal will be responsible for checking for the number of people in the building to help ensure this number is not exceeded. Exceptions, approved by the Principal, may be made for emergency situations. Social distancing protocols will continue to be maintained.
- (B) Measures to ensure social distancing on school buses or vans-** There will be a maximum of 2 students and a driver (a total of 3 occupants) per vehicle. Passengers will be seated in each row of the vehicles to ensure at least 6 ft of distancing between all 3 passengers (See Attachment 10).

Occupants will be seated as follows: driver in driver seat, first passenger in second row passenger side, second passenger driver side third row.

(C) General social distances policies and requirements. To ensure physical distancing the following will be done:

- (1) School start times will be staggered to permit more than one trip per van at school start and close. The times will be 8:00 - 11:00am and 11:00am to 2:00pm.
- (2) If possible, parents will be asked to drive students to school. CVS will ensure there is a staff presence at drop-off areas to assure the safe movement of students from drop-off to school entry.
- (3) As much as possible, parents will be engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and the use of face coverings.

Other measures to ensure physical distancing as students, parents, or visitors enter and move through the school building include the following:

- (1) Schedules are adjusted to ensure that only one cohort of students and staff is moving through common spaces (such as hallways and bathrooms) at a given time.
- (2) Staff will be deployed in hallways to assure physical distancing as students enter, go through symptom checks, and proceed to classrooms.

(D) Social Distancing within the classroom/Cohorting approach. A cohort approach will be adopted school-wide, maintaining a stable group of no more than 4 students and no more than 1 supervising adults in a supervised environment in which supervising adults and students stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day.

- (1) In-person class size has been limited to 4 students/aides in elementary grades.
- (2) In-person class size has been limited to 4 students/aides in middle and high school grades.
- (3) The school day will be divided into shifts to permit fewer students per class. School start times will be staggered to permit more than one trip per van at

school start and close. First AM COHORTS GROUP is from 8:00 - 10:30am and second PM COHORTS GROUP will be from 11:30am to 2:00pm.

- (4) Attendance will be staggered to reduce the overall number of students in classrooms on a given day.
- (5) CVS will continue to offer distance learning options to students that prefer this format.
- (6) Classroom furniture will be set up to ensure 6 feet between students at their desks/tables and between students and teachers. Where 6 feet of distance is not possible, CVS will provide plastic physical barriers to all student desks. This will be used to minimize close contacts.
- (7) All other furniture designed for in-class group activities that bring students closer than 6 feet will be removed or reconfigured from all the classroom.
- (8) Teaching methods will be modified to avoid close contact between students for any classes that may usually involve group activities.

(E) Gym activities. All PE activities will be done outside with social distancing in place. Masks will be required during all PE activities. No games that requires close proximity will be used (basketball, football, etc) Individual sports will be emphasized (racing, exercising, etc)

(F) Procedures to enforce social distancing. Children will be provided with regular written and verbal reminders to socially distance. Incentives and rewards will be available for compliance.

(G) Food preparation procedures. All meals will be prepared by the onsite kitchen, boxed, and brought to the student. In addition, each youth will have access to additional snacks and water.

(H) Physical distance during meal times. Due to the shifts when students will be present, meals will be served at the end of the AM COHORT, and beginning of the PM COHORT. Breakfast items will be individually wrapped and passed out to students for the AM COHORT. When meals are served, students will be asked to eat while observing social distance guidelines.

(I) Procedures for separation and distancing when providing services. Teachers and aides will wear PPE and practice social distancing as much as possible. Some exceptions will apply, such as when providing behavioral interventions. In these cases, staff will continue to wear masks and only stay in close proximity to the student long enough to ensure safety.

(J) Procedures for social distancing in administrative areas. Administrative staff shall abide by social distancing guidelines at all times. Policies will be posted and verbal reminders will be provided on a regular basis.

(K) PPE monitors for compliance. The PPE Monitor will be responsible for monitoring the use of PPE in classrooms of COHORTS to ensure compliance. Staff and students will be reminded about proper use of PPE at all times. Any non-compliance issues will be reported to administration for corrective action. PPE Monitors will use a PPE Log to document check ins. They will also use an Observation Log to document any warnings or violations. Also, the flow of traffic will be monitored and enforced. There will be one monitor per cohort/building.

III. Measures to ensure infection control. Daily temperature checks and observation of symptoms by staff of the students - reporting any student with symptoms to school administration immediately.

(A) Health screening procedures. Staff will be required to complete a routine symptom screening when they arrive at school. This includes a temperature check. In the event that a staff member shows symptoms of COVID-19 (fever of 100.4 or above, shortness of breath, coughing, and/or sneezing), the staff will be denied entry and Human Resources will be contacted for further direction. Visitors will be required to complete a routine symptom screening prior to being able to visit the school, including a temperature check. In the event that a visitor shows symptoms of COVID-19, the visitor will be unable to visit the school and will be encouraged to seek medical attention.

(B) Student screening procedures considering age and grade levels

CVS - to be trained by CVS School Nurse

(1) Screening of students before entering the Vans: When the driver arrives to pick up the student, the driver will take the student's temperature, and will ask the caregiver (if available) if the student has experienced symptoms of fever, cough, or shortness of breath. If the student's temperature is below 100.4 and there are

no reported symptoms, the student will be allowed in the vehicle (student has to agree to wear a mask throughout the van route). Students that have a fever above 100.4 or above, or reports feeling ill will not be transported to school, and will be asked to remain home for that day. Distance learning materials will be provided.

- (2) **Screening of students before entering school:** When a student arrives at school, the student will be checked in by the PSS on duty. The Program Support Specialist will conduct a temperature reading and ask the following: Do you have any symptoms of fever, cough, or shortness of breath?" If the student reports "No" and does not have symptoms of a fever of 100.4 or above, the student will be allowed to walk to their classroom. If the student presents with a temperature reading of 100.4 or above and/or replies "Yes" to symptoms, the student will be directed to the school Principal who will consult with the designated community health center on further procedures. The student will be isolated in the designated area for isolation, until a parent or guardian is able to pick them up.

(C) Measures to limit the risk of infections due to outside visitors

- (1) All visitors will be required to wash their hands upon entry, complete a symptom screening (including temperature check), wear face coverings, and maintain social distance protocols while visiting school grounds. The number of visitors will be limited to two visitors at the time in order to minimize the potential risk of spread. All visitors will be required to sign in. All areas that are frequently used by visitors will be sanitized daily.
- (2) **Central Entry Point for Screening-** The Centralized Entry Point will be located at the main entrance of CVS.

(D) Measures to ensure proper ventilation of buildings. Buildings and classrooms are equipped with return and supply air vents. Maintenance staff shall regularly check the air vents to ensure they are functioning properly.

(E) Measures to ensure appropriate cleaning and disinfecting of spaces and surfaces in the school. The Maintenance Department will coordinate the cleaning and disinfecting of common areas and surfaces at least twice a day (vans, classrooms, desks, etc). All vehicles being used to transport staff and clients are cleaned and disinfected after each use.

(F) Measures to ensure the use of appropriate face coverings including communication and acknowledgments by staff students and parents. Measures to promote the appropriate use of face coverings by all staff, students, and visitors include the following:

- (1) Staff, parents, and students will be informed of the requirement for face coverings prior to the start of school and on a regular basis throughout the school year.
- (2) All students over age 2 are required to wear face coverings at all times while on school property except while eating, drinking, or carrying out other activities that make that preclude the use of face coverings.
- (3) Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate face coverings.
- (4) Information will be provided to staff, parents, and students concerning the proper use of face-covering including the need to wash/ or use new face coverings after each day's use.
- (5) Signage at the entry to the school, at the entry to the school office, and throughout the school building reinforces this requirement.
- (6) Masks will be provided to each student at the start of the school day.
- (7) Staff will continuously remind students of rules concerning the use of face coverings.
- (8) Staff engaged in activities (such as the provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, etc.), as appropriate.
- (9) Staff taking care of a sick student are provided with a medical-grade mask to wear themselves, and a medical-grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

Staff and students who are alone in closed offices, walled cubicles, or other private, enclosed spaces are required to wear face coverings. Students may also remove face

coverings when eating or napping or when wearing a face covering is otherwise impracticable. McKinley will consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

(G) Measures to ensure proper and frequent hand washing. Measures will be put in place to ensure frequent hand washing by staff, students and visitors. These measures include but are not limited to the following:

- (1) Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort will be allowed to use a designated bathroom (if available); should more than one cohort classroom be assigned to use the same bathroom, a color coded system is used to minimize students from different cohorts using the bathroom at the same time.
- (2) Younger students will be regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- (3) Staff will be instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- (4) All classrooms will be equipped with handwashing stations in order to minimize movement and congregations in bathrooms to the extent practicable.
- (5) Hand sanitizer is made available to students and staff at several locations throughout the school.
- (6) Hand sanitizer, soap and water, tissues and trash cans will be made available at or near the entrances of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

(H) Measures to ensure hygiene and cleaning procedures in places where food is served.

Measures will be put in place to ensure infection control in the school by doing the following:

- (1) Students will not be congregating or dining in the cafeteria.
- (2) All food options will be prepackaged and delivered to the classrooms.
- (3) Students will not be allowed to share meals
- (4) Students will have meals in their assigned classrooms
- (5) Students and staff will engage hand washing prior to eating meals/snack - hand sanitizer will be made available as well.
- (6) Throughout meals students will be given verbal reminders to ensure proper hygiene is followed.

IV. **Communication with staff, students, and families of students and the public**

- (A) **Information sent to parents and students before they are allowed back at school.** CVS will send an initial survey to students/parents informing them of re-opening procedures and the option to have students return to school. A plan for ongoing communication will be put in place to ensure parents, students and staff are aware of any changes or updates regarding reopening plans and or distance learning options. (See Attachment 11)
- (B) **Protocol postings.** Protocol and policies for return to school will be posted at all public entrances to the school, and in several areas on the school campus. This information will also be shared with parents opting to bring students back to school campus. Staff and administrators will also receive a copy of this protocol and will be required to acknowledge receipt of the document.
- (C) **Signage posted through the school.** All appropriate protocol and policies will be posted prominently at the school. (See Attachment 12)
- (D) **Formal communication plan.** Parents/caregivers of students will be contacted via phone or e-mail daily. Canyon View School will be contacting families daily to provide an status update on how the students day went, and to inform of any potential safety concerns. CVS Admin team will also make themselves available to answer parents questions via telephone or email.

Team members will be informed of any changes in operations, and updated regularly via email.

- (E) **Online outlet communication.**
Canyon View School Admin will provide the latest School announcements and

updates in the company/school website. Link to this information will be provided to students, families, staff and the school community.

V. **Measures to ensure equitable access to critical services.**

(A) Plan to update IEPs and 504 plans. CVS will continue to hold IEPs via Video/Phone Conference as needed. Additionally, CVS will implement a plan for proactive school contact with parents at the beginning of the school year to assure that issues related to the student's education and safety are being addressed. This may include:

- (1) Modifications to individual IEPs and 504 plans that involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
- (2) Information on steps taken to modify IEPs and 504 plans that focus on student safety and compliance with relevant provisions of state and federal law.

(B) Description of plans for administrative services and operations that can be offered remotely. Canyon View School will continue to offer administrative and other services through video/phone conferencing.