



Learning for Life Charter School

**2020-21 School Year
COVID-19 Response Plans
and
COVID-19 Prevention Program
for Employees**

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Version 2.3

2020-21 COVID-19 Response Plans, and COVID-19 Prevention Program for Employees

Table of Contents

Purpose	2
Three Response Plans: Lowest Risk, More Risk, and Highest Risk	3
Elements Common to All Three Plans	6
1. Lowest Risk Plan	18
2. More Risk Plan	20
3. Highest Risk Plan	27
Return to Normal Operations	29
Afterword	31
Resources	32
COVID-19 Prevention Program (CPP)	33
Appendix A: Identification of COVID-19 Hazards	38
Appendix B: COVID-19 Inspections	39
Appendix C: Investigating COVID-19 Cases	41
Appendix D: COVID-19 Training Roster	44
Additional Consideration #1: Multiple COVID-19 Infections and COVID-19 Outbreaks	45
Additional Consideration #2: Major COVID-19 Outbreaks	47
Additional Consideration #3: COVID-19 Prevention in Employer-Provided Transportation	49

Purpose

The purpose of this Plan is to be prepared to reopen the campus of Learning for Life Charter School (LFLCS) during the COVID-19 pandemic in order to address learning loss and provide continuity of instruction for all students. The health and safety of all students and staff is a priority.

The COVID-19 pandemic and the resulting shelter-in-place have taken a toll on the social, emotional, and educational needs of students and staff. The virus will stay in circulation until a vaccine is developed, widely available and utilized. The earliest a vaccine could be in production is in the winter of 2021. If that happens, it will likely take until the end of the 2021 school year to distribute enough vaccines to ensure adequate coverage. A second wave of infections is expected, possibly coinciding with flu season in October or November 2020. The second wave may result in the campus being closed again. The Plan we have developed is designed to be flexible and able to tighten and relax restrictions as the data at the local level changes over time.

LFLCS developed its 2020-21 school year calendar prior to the pandemic, but we stand ready to revise start dates if needed depending upon what is allowed by our state and local health officials. This Plan describes what protocols will be followed in order to open our campus during the COVID-19 pandemic. When the campus will open will be communicated at a later date.

The **goal** for this plan is to bring students and staff back to school safely, following all health and safety protocols to ensure all students receive a high-quality education and continue to prevent the spread of COVID-19 in the community and on the school campus.

The **key principles** that drive this plan are:

1. Keeping students and staff safe and healthy
2. Providing flexibility to accommodate the unique needs of the school
3. Ensuring equity and access for our students
4. Providing learning environments that are engaging and that keep learning moving forward
5. Involving key stakeholders in the planning process

The plan is consistent with applicable state and local orders. It is informed by guidance from many sources: the Center for Disease Control, California's Department of Public Health and Department of Education, and many more (See the *Appendix of Resources* for a more complete list). It lays out how the school is ready to protect students and employees, especially those who are at higher risk for severe illness. The plan also describes how recommended health and safety actions will be in place and how ongoing monitoring will occur.

Three Response Plans: Lowest Risk, More Risk, and Highest Risk

The COVID-19 pandemic is a dynamic ever-changing situation that requires LFLCS to be able to adjust plans for the school year as conditions change. When conditions improve, we will be able to relax certain protocols, and when cases increase or there are outbreaks in the school or immediate community, we may need to adjust to more restrictive environments.

When LFLCS reopens campus while there is still the risk of COVID-19, it must be understood there is a certain level of risk associated with reopening, but that there is also risk to the social and emotional health of students when they are in isolation for long periods of time. The level of comfort or fear of each individual is varied and LFLCS is prepared to meet student and staff needs by offering a variety of options: a lower risk learning environment for students and staff who are medically fragile, who would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19; a moderate risk learning environment for those students and staff willing to participate in an in-person learning environment with health and safety protocols in place; and a higher risk learning environment for students and staff who are willing to participate in an unrestricted in-person learning environment. LFLCS will offer these options as the health conditions and regulations allow.

LFLCS has developed a three-part plan for school operations. Our plans have been updated to correspond to the most recent guidance for schools and CA's most recent framework for reopening the economy: the California Blueprint for a Safer Economy.

Schools in the Widespread (purple) tier aren't permitted to reopen for in-person instruction, unless they receive a waiver from their local health department for grades TK-6. However, they may provide supervision of children in accordance with the [Guidance for Small Cohorts/Groups of Children and Youth](#) (September 4, 2020).

Schools can reopen for in-person instruction once their county has been in the Substantial (red) tier for two weeks. Tiers are assigned on Tuesdays and take effect the next day. For example, if a county moves to the Substantial (red) tier on Tuesday, September 8, and stays there for two weeks, schools can open Wednesday, September 23. Schools that have reopened for in-person instruction are not required to close if their county moves back to the Widespread (purple) tier.

Important considerations

- As of today, 1/29/2021, Monterey County is currently in the Widespread (purple) tier.
- LFLCS cannot ever receive a waiver, since we serve grades 7-12, and waivers are only available to K-6 schools. Therefore we can only reopen, and then only with modifications, when the County enters the Substantial (red) tier

- As an independent study program, LFLCS does not offer in-person instruction, but we do offer in-person supports on campus.

Our plan is based on 3 risk levels.

- Lowest Risk to Students and Staff: Students and staff engage in virtual-only interactions, education, activities, and events, and the campus is closed. Local, state and federal guidance required us to operate in this mode during Quarter 4 of the 2019-20 school year, and also during most of Quarters 1 & 2 of the 2020-21 school year, while Monterey County was in the Widespread (purple) tier.
- More Risk to Students and Staff: Students and staff can engage in limited in-person events on campus. Only some staff members work on campus. Students come on to campus for 1:1 supports or as part of a defined, stable cohort of 16 or fewer people, as permitted by the CDPH's [Guidance for Small Cohorts/Groups of Children and Youth](#) (September 4, 2020). Students are invited onto campus, and come from targeted groups requiring academic interventions.

The following workplace modifications are in effect. Healthy hygiene is practiced, face coverings are worn, teacher and staff safety is ensured, cleaning, disinfection & ventilation are intensified, proper distancing is implemented inside and outside of classrooms (including at arrival and departure times, and during sports and extracurricular activities), sharing of objects is limited, all staff are trained and families educated, signs and symptoms are checked, plans are implemented when a staff member, student or visitor becomes sick, healthy operations are maintained, and we are prepared to partially or totally close campus if COVID-19 spreads on campus.

- Highest Risk to Students and Staff: Staff and students can engage in less limited in-person interactions on campus. More staff members are working on campus. More students can come on campus, for a wider variety of 1:1 supports and cohort activities. Any student may schedule an appointment to come to campus or request to join a cohort, not just those non-targeted groups. Students may access non-academic supports.

Workplace modifications remain in effect as are appropriate to Moderate (orange) or Minimal (yellow) tiers. They will include all of those listed above, unless changed by regulation or guidance.

- Eventually, we expect to return to normal operations, when we would not need to limit interactions on or access to campus, and all staff would be available on campus.

We will continually monitor critical indicators of health, and alter the scope of the reopening if necessary to protect public health and safety. This may include modifying a Plan or reverting to a more restrictive Plan.

When COVID-19 is no longer a threat and/or a vaccine is in wide distribution, our school will return to normal operations.

These Plans are based on both *guidance* and *orders*. *Guidance* is provided by agencies and experts such as the Center for Disease Control (CDC), and the California Department of Education (CDE). These agencies do not have the power to order individuals, the Board of, or Administration of LFLCS to act. They offer advice that the Administration and Board of Directors of LFLCS can follow. It is the

responsibility of the Board and Administration of LFLCS to consider this advice, and then decide how the school will operate. Here is an example of guidance: the CDE advises schools to check the temperature of students as they enter campus with no-touch thermometers. The Board and Administration of LFLCS have chosen to take this advice, and have chosen to incorporate it into our Plan. If someone were to disagree with this choice, they could discuss the matter with the Board and the Administration of LFLCS, and could possibly convince them to change their decision.

Orders can come from 3 individuals: California's Governor, California's Officer of Public Health, and Monterey County's Officer of Public Health. An order from any one of these individuals must be followed, and so must be incorporated into our Plan. Here is an example of an order: the California State Public Health Officer has ordered that all people 3 years and older shall wear face coverings when engaged in Essential Activities outside the home, with some exceptions. The Board and Administration of LFLCS have no choice on this issue. We must incorporate it into our Plan. If someone were to disagree with this order, a discussion of the matter with the Board and the Administration of LFLCS could not lead to a change. The person who disagreed would have to discuss the matter with the California State Public Health Officer, and could possibly convince her to change her decision.

See the *Appendix of Resources* for the sources of guidance and the orders upon which this Plan is based.

Elements Common to All Three Plans

Some actions we will take are part of all three Plans. These actions are the following.

Health & Safety

Student & Staff Health Policies

Stay Home if Sick

Whatever Plan is being implemented, staff and students should stay home and not come to our school campus if they have tested positive for or are showing COVID-19 [symptoms](#). We will actively encourage employees and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Our policies encourage sick employees and students to stay at home without fear of negative consequences, and we will ensure employees, students, and students' families are aware of these policies.

We will educate staff and families about when they should [stay home](#) and when they can return to school. We will use the CDC's criteria to help inform when students or staff should return to campus:

- [If they have been sick with COVID-19](#)
- [If they have recently had close contact with a person with COVID-19](#)

We will monitor information from health authorities to keep informed about changes in exclusion criteria. If the criteria change, we will inform families and staff via email, text, and/or phone calls. We will also post the information on our website.

Training for Staff

We will train staff on all safety protocols. The training will be conducted virtually or while physical [distancing](#) is maintained.

Instructional Program

Instructional Model

LFLCS offers independent study, and for the past 5 years we have done this through a digitally-delivered curriculum. Our educational program is the same as it was before the pandemic: what is now being called asynchronous independent study.

Students are partnered with a Supervising Teacher. The Supervising Teacher works with our counselor to determine what courses a student should work on. The curriculum provider Edgenuity provides a catalogue of courses for our students and staff to choose from. The Supervising Teacher arranges for the right Edgenuity courses to be available to the student in a personal learning account.

When it is time for a student to work on a course, they log into their learning account, select a course, and start watching videos of a teacher explaining their subject. During and after each video, the student is given learning tasks to complete, such as typing out new vocabulary words, or taking a quiz. At the end of a series of videos that make up a unit of study, the student shows what they have learned by completing a test, an essay, a project, or other culminating assignment.

Students work on their courses at their own pace, in a location of their choice, and at the time of day they choose. If they need assistance, they can meet with their Supervising Teacher to get one-on-one help. They can also get 1:1 help from our tutors, or one of our other teachers, all of whom have different subject area credentials, such as English, Science, Math, Social Studies, and Spanish. Our students can get this help via electronic means--such as email, phone, video chat, or text--or, when allowed, in person on campus.

Students with Disabilities who have an IEP can also be scheduled to receive support from our Education Specialist, School Psychologist, Speech & Language Pathologist, or other appropriate support provider.

LFLCS is an alternative school, meaning we prioritize the enrollment of students who are considered High-Risk. We have support staff to help students academically, such as tutors, and others to help meet students' basic needs: a counselor, a social worker, and a therapist. These support providers are available to any student who needs to work with them.

Before the pandemic, students could work from home on their assignments, or they could come to our campus to get their work done. They could make an appointment with a tutor, their teacher, our counselor, or other staff to get support. We allowed students to drop in when they wanted to, and in between work sessions, they could socialize and take part in student activities. The only time students had to come to campus was once per week, for a weekly meeting with their parents and their supervising teacher. At the weekly meeting, the student, parent, and teacher reviewed the student's progress, and the student got coached on how to get better at independent study.

When regulations and orders require that schools close their campuses, students cannot come to campus to drop in, or to meet with their teachers or support providers. All meetings and support sessions will be provided virtually.

The first phase of reopening schools allows students from targeted groups to come to campus on a schedule either for 1:1 services or in established, fixed cohorts. These students will have the option of receiving services and conducting meetings either virtually or in person. Other students won't be able to come to campus, though, at this time. They will have to complete their daily assignments at home. Services on-campus will be limited to those directly related to academics. All students will have to make their own arrangements for activities.

Once schools can open their campuses more widely with modifications, more students will have the option of continuing with all virtual meetings and support sessions, or coming to campus for some of these. We will be able to offer activities as well as academic services.

When all pandemic-related restrictions are lifted, students will be able to come back onto campus to complete assignments and to engage in activities. They will not have to schedule an appointment to come to campus.

IS Student Attendance Policies

LFLCS does not provide in-person instruction; we offer independent study of a digitally-delivered curriculum. Students in independent study programs are considered to be attending school when they are completing assignments, regardless of where they are or when they are completing these assignments. So an LFLCS student working at home is just as "present" attendance-wise as one who is working on the school campus. On the flip side, an LFLCS student who is on campus, but gets no work done is just as "absent" as one who is off campus getting no work done! If a student is doing no work,

then they will not make progress. When a student is not making progress in independent study, LFLCS must ask if the program is in the student's best interests. If we find it is not, we help the student transition to a different program that better meets their needs.

This is why independent study students don't have to come to campus--attendance is based on getting the work done, not where the work is done.

At Risk Level 1, students will have to work from home. At Risk Level 2, some students will be invited to come to campus on a schedule to work with support providers or to participate in a cohort. At Risk Level 3, students can choose to come to campus, by appointment, for a wider variety of reasons, such as completing assignments on our workstations, participating in student activities, and attending group learning experiences.

When all restrictions are lifted, students will be able to come to campus on a drop-in basis, unscheduled and at-will.

Technology and Infrastructure

1:1 Computers and WiFi for all students

The LFLCS educational program requires an internet-connected digital device for every student that they can use at home. So, upon enrollment, all LFLCS students are provided a Chromebook, and a WiFi hotspot, if needed.

The Chromebooks we provide are intended for educational use only. They are managed by the school, meaning that student activity on the device is monitored, and access to non-educational websites and apps is blocked. Students do not have a right to privacy when using a digital device owned by LFLCS.

The WiFi hotspots we provide are managed as well. Students do not have a right to privacy when using these devices, either. The hotspots turn themselves off at 11 PM and turn back on again at 6 AM. They only allow access to Edgenuity and related websites. We have hotspots from a variety of data carriers so that we can provide the strongest signal possible in various parts of the county.

Family Engagement & Support

Home-School Communications

The primary channel of communication between a family and the school is the Supervising Teacher. Supervising Teachers set up weekly meetings with each family on their caseload, where school policies and plans can be discussed in addition to academic progress. Supervising Teachers can also communicate more frequently, via text, email, phone or video chat, as each family and new situations require.

Plan Distribution and Discussion

The school administration will send out our Plans for operating during the COVID-19 pandemic to all students and parents, and will also make the Plans available on our website. To engage families in our plans, our Supervising Teachers will follow up during their weekly meetings to review the Plans, to update families about Plan changes, and to receive feedback on the Plans. The Supervising Teachers can also follow up with families during ad hoc meetings anytime.

The Executive Director and the Assistant Director will be available to any family that wants additional engagement with the Plans.

Early Learning and Childcare

As part of their response to the COVID-19 pandemic, the State of California has made available support to schools who provide daycare to their students who need this during the school day so their parents can act as Essential Workers. Please let a staff member know if your child is in need of daycare.

Social and Emotional Well-Being

Fostering the social/emotional well-being of our students is a core value of LFLCS. LFLCS has become a Trauma Informed organization in order to accomplish this.

LFLCS focuses on high-risk students, and high-risk students have often had adverse life experiences. Adverse experiences can result in a student responding to his/her environment within a constant state of fight/flight/freeze arousal. One systematic way to recognize and respond to students in this state is called Trauma Informed Care.

Trauma Informed Care

Before a student can engage in education, s/he must feel safe enough to de-escalate the danger response. LFLCS facilitates this de-escalation using many tools. For example, LFLCS fosters *Developmental Relationships* within the *ARC Framework* for developing resilience within traumatized youth.

Developmental Relationships (Search Institute, Minneapolis, MN)

“In addition to **expressing care**, young people also need people in their lives who **challenge growth, provide support, share power, and expand possibilities**. And while relationships with adults can do all of those things in powerful and positive ways, so can close connections with friends, siblings, and other peers.”

The ARC Framework: Attachment, Self-Regulation, & Competency (Blaustein, Margaret E., & Kinniburgh, Kristine M.)

The ARC Framework lays out a roadmap for engaging students. First, our staff works to attach to our students with positive, developmental relationships. Next, we help students become aware of their internal states and assist them to take steps to regulate their internal states. Finally, we help students develop competencies, in executive functions (planning, organizing, executing,...), content knowledge, and academic skills.

As part of our Trauma Informed Care, LFLCS builds social/emotional learning into our program. We offer individual and group learning experiences, such as classes and seminars, on topics related to wellness, the arts, and self-regulation techniques. Students also have the opportunity to work on assignments related to these topics that are integrated into their academic courses.

1:1 Interactions for Students

LFLCS supports the social emotional well being of its students by providing many opportunities to access 1:1 interactions with school staff. This starts when the family first approaches LFLCS--every students, with their guardian(s), meets with one of the school's Directors to hear about our program, share things about themselves, and ask any questions so the student can make an informed choice about becoming

an independent study student at LFLCS. When a student does decide to join LFLCS, they and their family start working with their Supervising Teacher at least weekly toward school success. The Supervising Teacher introduces the families to our other support providers--our counselor, our Education Specialist, our Psychologist/Therapist, our school social worker, our tutors, and our IT specialist--as needed by the student and family. Our staff works together with families to help meet their basic needs (such as getting support with nutrition, housing, legal issues, health care, etc.), to accelerate the student's school success. We work as a team to help meet basic needs, often in conjunction with community partners, such as the Monterey County Food Bank, CHISPA, local shelters, legal aid groups and health care providers.

Mental Health Supports

Many students need social/emotional supports beyond this. To meet these needs, LFLCS has hired their own counselor and psychologist/therapist. We have found we can provide more and better support to students with our own employees, rather than relying on a partnering agency, such as Monterey County Behavioral Health, to provide staff for these services. In more complex situations, our counseling staff works with the student's other mental health professionals to coordinate care.

Personnel

General Personnel

Staff Meetings

LFLCS holds staff meetings weekly to support students and ensure smooth operations. While the campus is closed these meetings occur virtually. While campus is closed, we also schedule an optional, daily check in call, where staff can connect with each other. When the campus is allowed to be partially reopened, we will continue to meet virtually. Once schools can open their campuses more widely with modifications, we will return to in-person meetings, but staff will retain the option of joining virtually.

Evaluations

All LFLCS staff are at-will employees who are evaluated annually and who are not organized for collective bargaining. The evaluation process was designed around our already-existing asynchronous independent study program, so there are no established evaluation processes or timelines that have to be changed due to pandemic-related conditions.

Staff Wellness

Supporting staff is part of the job descriptions of both our counselor, and psychologist/therapist. They actively provide emotional health support to staff.

Video Conferencing

In order to enable staff to work from home while our campus is closed, LFLCS has invested in additional technology and communication tools. We have provided all staff with portable computers that can engage in video conferencing. We have purchased several new communication tools, like Zoom, that facilitate staff and students connecting with each other from a distance.

Work from Home or On Campus

Different staff members will have different needs when the campus is allowed to be reopened. Some are members of high-risk groups, or share a household with someone in one of these groups. To meet the staff's different needs, we will give staff the choice of continuing to telework from home, or coming into the site to work, or both. We will coordinate the time spent on campus to maximize health and safety.

For example, office mates will be scheduled to work on alternating days, so they do not have to occupy small interior spaces simultaneously.

Changes in routines, staffing, and duties

Barbara Lawrence-Emanuel is named the COVID-19 Response Coordinator. The COVID-19 Response Coordinator is responsible for the following:

- First point of contact for questions regarding positive tests, or possible exposures;
- Engaging in contact tracing for the school as needed;
- Notifying potential exposures (staff, students, parents);
- Sending out communications about positive cases and exposures;
- Coordinating and working with the Monterey County Public Health Department and the Monterey County Office of Education.

We have been changing many routines and processes, like enrollment, so that they are now fully electronic, rather than paper-based. We are accelerating our efforts to move all student and business records into digital rather than physical storage.

There have been few staffing changes in response to the pandemic, as our school was already engaged in providing learning at a distance.

Duties have also remained fairly consistent. But in the area of administration, duties would have to be reassigned in the event that the one full-time administrator becomes temporarily incapacitated. It is therefore prudent to establish a line of succession in preparation for this eventuality. In the event that Executive Director Kenneth Lawrence-Emanuel is unable to discharge his duties, Special Education Director Barbara Lawrence-Emanuel is assigned the responsibility of day-to-day operations of LFLCS. In the event that both Executive Director Kenneth Lawrence-Emanuel and Special Education Director Barbara Lawrence-Emanuel are unable to discharge these duties, Assistant Director Elisa Fireman is assigned the responsibility of day-to-day operations of LFLCS.

Staff Attendance and Health Policies

Work Schedules

Full-time LFLCS staff members typically work from 8 AM until 5 PM. Some staff members start and end their workday earlier or later than this, or flex their schedules, to meet students' needs. Part-time staff members work between 8 AM and 5 PM on the days they come to work, depending on the number of hours they are assigned. Since LFLCS is a non-classroom based program that does not have a bell schedule, the workday for staff is very flexible, and primarily defined and controlled by each individual. Before the COVID-19 pandemic, some staff occasionally worked remotely, but the general expectation was that the work day would be conducted at the school site. With the implementation of the Shelter in Place orders, we expanded our capacity to allow telework. Now all staff can fulfill almost all job functions at home. While our campus is closed, all staff were required to conduct all job functions from home. When we are able to bring students back on campus with modifications, staff will be able to choose, based on their professional judgement and in collaboration with the school administration, when to work at home and when to work on site.

During the pandemic, while staff worked completely from home, many of them changed their schedules to match the preferred daily schedules of our students, starting and ending their workday later.

Staff members work the number of days assigned to their job classification. For example, teachers work 193 days, and the counselor and psychologist work 199 days. Full time tutors work year-round, and

part-time tutors work on school days. Given the flexibility of the work environment, staff are able to customize their calendars.

Sick Leave

Staff members receive 48 hours of sick leave each year, and can request more from the school administration if needed. Staff are eligible for all leaves established by law, such as family leave and the new leaves made available in response to the COVID-19 pandemic. We have very flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or are caring for someone who is sick. We monitor and anticipate absenteeism of employees. When a staff member is out on leave and so cannot carry out their duties, we hire substitutes or cross-train staff to act as back-up.

When the campus is allowed to be reopened, all staff are subject to the students and staff health policies described above. We will actively encourage staff who are sick or who have recently had close contact with a person with COVID-19 to stay home, and there will be no reprisals if this must occur.

Professional Development

Topics

LFLCS annually surveys parents and students regarding their perceptions of our school climate and educational program, and uses the results to plan staff development. We also engage in robust strategic planning and continuous improvement processes that also help us determine staff development needs. It was as part of these processes that LFLCS first identified 6 years ago the need for a digitally-delivered, asynchronous curriculum and a 1:1 technology environment. In the ensuing years, these processes have also involved monitoring and supporting teacher and student growth in regards to using the digital tools, devices, and online platforms we selected.

Weekly Collaboration

The staff of LFLCS engages weekly in collaboration around improving student outcomes and improving site operations. While our campus is closed, we have continued this effort virtually. When the campus is allowed to be reopened, we will allow teachers to participate in weekly collaboration in person or virtually.

TIC Training

Each year, LFLCS provides its staff training in Trauma Informed Care (TIC). During 2019-20, we shuttered the campus and provided training to the full staff in Trauma Informed Care on 5 full days. The sixth day of training was scheduled in April, and so had to be postponed due to the pandemic. We have rescheduled this training for the start of the 20-21 school year. In lieu of this training during the campus closure, our trainer provided us digital resources for supporting students as they sheltered in place.

Staff Coaching

The trainer we hired is one example of the kinds of coaching we provide staff in working with our high-risk students. Our counselor, psychologist and administrators also provide this coaching. And in staff meetings as well as collaboration meetings, the staff coach themselves, sharing ideas on how to respond to particular situations, based on their individual expertise and experience.

Communications

Communications with Families

Communications from LFLCS will have the following goals and focus on the following key messages.

Goals

1. Students, staff, and the community will receive timely information on LFLCS's preparation for and response to COVID-19.
2. Students, staff, and families will feel supported with a full spectrum of academic, social, and emotional resources.
3. LFLCS is prepared for a smooth transition back to campus reopening.

Key Messages

- Schools have a critical role to play in “flattening the curve,” which keeps our healthcare system from getting overwhelmed so that lives can be saved.
- During the school year, even if the school campus is closed, school is still in session.
- Each year, we work hard to strengthen our independent study program.
- Distance learning is new to many school districts, but not to us. Even so, we want to increase the value of our high-quality program so that we continue to serve our students well, especially as they face a new and difficult situation, the COVID-19 pandemic.
- The negative financial impact of this pandemic will hit every sector of the economy, including public education. We are preparing for a recession and severe cuts to our education budget.
- We want to help families during this challenging time. We know that families feel a range of new pressures, challenges, and burdens. A variety of resources are available, including information on free school meals, independent study supports, mental health supports, and much more.

LFLCS will use new and existing communication channels to meet our communication goals.

Plans for Communication and Consultation with Local Health Authorities

We have established communication with local and State authorities to keep informed about current disease levels and control measures in our community. We consult regularly with our county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions. We regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.

Each week, the Director collaborates with other local educational agencies in our region, including the county's school districts, and the county Office of Education.

We have developed a plan for the possibility of repeated closures of the campus when persons associated with the facility or in the community become ill with COVID-19.

We are aware of Cal/OSHA requirements to conduct site-specific hazard assessments and have developed an effective plan to protect employees.

We have designated the Executive Director, Kenneth Lawrence-Emanuel, as our COVID-19 Point of Contact, the staff person responsible for responding to COVID-19 concerns.

Procedures for Communicating Confirmed Cases

We will monitor the types of illnesses and symptoms among students and staff to help know when we might need to isolate them promptly.

The Executive Director, Kenneth Lawrence-Emanuel, as the staff liaison responsible for responding to COVID-19 concerns, is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

We will maintain communication systems that allow staff and families to self-report symptoms and to receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. We will ask that staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#). We will notify staff, families, and the public of campus closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

We support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning, and independent study.

The Executive Director will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA, via print and electronic means.

Procedures for When Someone is Sick

The [Cal/OSHA COVID-19 Prevention Emergency Temporary Standards](#) require an employer to (1) inform all employees on how they can obtain testing, (2) offer testing to an employee at no cost and during work hours in the event of a potential COVID-19 work-related exposure,

When a student or staff member tests positive for COVID-19 and has exposed others at the school, we will implement the following steps.

When a staff member, student, or visitor becomes sick, we will identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

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

If a student is exhibiting symptoms of COVID-19, we will communicate with the parent/guardian and check the student's health history form to identify if the student has a history of allergies.

For serious injury or illness, we will call 9-1-1 without delay. We will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. We will check updates and further details regarding symptoms and indicators of severity available on the CDC's webpage.

We will close off areas used by any sick person and not use them again before cleaning and disinfection. To reduce risk of exposure, we will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as practicable. We will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. We will keep disinfectant products away from students, as appropriate to their age and abilities.

We will advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared. If students need to isolate at home, we will ensure that the students, including students with disabilities, have access to instruction, as required by federal and state law.

In addition,

1. In consultation with the local public health department, the Executive Director may decide whether campus closure 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.
2. The office where the patient was based will typically need to close temporarily as students or staff isolate.
3. Additional close contacts at school will be encouraged to also isolate at home.
4. We may close temporarily additional areas of the school visited by the COVID-19 positive individual for cleaning and disinfection.
5. We will implement our communication plans for campus closure, which includes outreach to students, parents, staff, and the community.
6. We will include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable.
7. We will provide guidance to parents, students, and staff reminding them of the importance of community physical distancing measures while campus is closed, including discouraging students or staff from gathering elsewhere.
8. We will develop a plan for continuity of education. We will include in the plan how to also continue nutrition and other services provided in the regular school setting. We will establish alternate mechanisms for these services to continue.
9. We will maintain regular communications with the local public health department.

Measures to be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> ● Send home ● Recommend testing (If positive, see #3, if negative, see #4) ● Campus remains open 	No Action needed
2	Close contact (†) with a confirmed COVID19 case	<ul style="list-style-type: none"> ● Send home ● Quarantine for 14 days from last exposure 	Consider school community notification of a

		<ul style="list-style-type: none"> ● Recommend testing (but will not shorten 14- day quarantine) ● Campus remains open 	known contact
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> ● Notify the local public health department ● Isolate case and exclude from school for 10 days from symptom onset or test date ● Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious ● Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) ● Disinfection and cleaning of classroom and primary spaces where case spent significant time ● Campus remains open 	School community notification of a known case
4	Tests negative after symptoms	<ul style="list-style-type: none"> ● May return to school 3 days after symptoms resolve ● Campus remains open 	Consider school community notification if prior awareness of testing

Testing

Testing of Staff and Students

School officials will assist students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 to be rapidly tested and will provide instructions consistent with regulation to the individual to follow while waiting for test results.

Campus Re-closure

Campus re-closure will be implemented based on the number of cases, the percentage of the students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Campus re-closure may be appropriate when there are multiple cases in multiple cohorts at the school or when at least 5 percent of the total number of student/staff are cases within a 14-day period. The Local Health Officer may also determine campus re-closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Opening the Campus after Re-Closure

The campus may typically reopen after 14 days and the following have occurred:

Cleaning and disinfection
Public health investigation
Consultation with the local public health department

1. Lowest Risk Plan

While the campus is closed, the following plan will be used to operate LFLCS.

When the campus is allowed to be reopened, a student or staff member has the option of following this plan.

Health and Safety

Student and Staff Attendance on Campus

Very Limited

While the campus is closed all students and staff work from home. Staff would only come to campus to perform essential tasks (such as mail pick-up) that cannot be completed off site. Students would only come to campus to drop off or pick up items that could not be delivered otherwise, such as meals or technological devices.

If an individual comes into the campus building, they must follow all the Required Health and Safety Actions, Healthy Hygiene Practices, and Required Face Coverings and PPE detailed below in Section 2: More Risk Plan.

Required Health and Safety Actions

Contactless Interactions

All interactions between families and staff will be contactless. For example, students will use our external lockers to pick up and drop off items.

Instructional Program

Variations to the Instructional Model

Work from Home

Students will complete all assignments at home.

Virtual Meetings and Supports Only

All meetings between students and staff will be conducted virtually, including

- Weekly meetings with the Supervising Teacher
- Tutoring sessions
- Specialized Academic Instruction with the Education Specialist
- Other IEP services from Special Education service providers
- IEP Meetings
- 504 meetings
- Student Study Team Meetings
- Individual counseling with the counselor or psychologist/therapist
- Troubleshooting with the IT Specialist
- Conferences with school administrators

An email will be sent to students each week providing them the opportunity to sign up for a tutoring appointment.

While in-person meetings are not allowed, certain Special Education assessments will be postponed. The assessments postponed are those whose validity requires the assessor and student to be physically together.

Family Engagement & Support

Virtual Family Engagement and Support

Enrollment appointments will be conducted virtually. Enrollment forms will be provided electronically. Master Agreements will be provided electronically.

Social and Emotional Well-Being

Virtual Support of Social and Emotional Well-Being

All staff will support coping and resilience. We will:

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including via social media, if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Provide information about the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746

All students will be encouraged to sign up for an elective course that includes a virtual group learning experience. LFLCS staff will host drop-in virtual meetings to help students connect to staff and each other.

Mental Health Supports

Telecounseling

Our counselor and psychologist therapist will be available for virtual appointments with any student. An email will be sent to students each week providing them the opportunity to sign up for an appointment.

Personnel

Staff Not In Attendance on Campus

Staff will work predominantly from home.

2. More Risk Plan

Health and Safety

Student Attendance on Campus

By Invitation and Appointment Only

While campus is open with this level of modifications, a student and their parent/guardian may come to campus by invitation and by appointment only.

A student may be invited to be part of a “cohort.” A cohort is a stable group in which adults and students stay together for all activities and avoid contact with people outside their group while on campus. A cohort is composed of students and supervising adults, and can have up to 16 people in it.

Once any appointment(s) is concluded, the student and their parent/guardian will be expected to leave campus. While present on campus, a student and their parent/guardian must not physically interact with any other student and/or their parent/guardian.

A student from a targeted group might be invited to campus for many reasons.

- Weekly meetings with the Supervising Teacher
- Tutoring sessions
- Specialized Academic Instruction with the Education Specialist
- Other IEP services from Special Education service providers
- IEP Meetings
- 504 meetings
- Student Study Team Meetings
- Individual counseling with the counselor or psychologist/therapist
- Troubleshooting with the IT Specialist
- Conferences with school administrators
- Testing for Special Education that requires 1:1 interaction

Required Health and Safety Actions

Screening

Screening and other procedures for all staff and students entering the facility will be implemented. We will screen everyone to determine if they are exhibiting COVID-19 symptoms, which include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

We will:

- Conduct visual wellness checks of all students and take the temperature of students with a no-touch thermometer.

- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Monitoring of Symptoms

We will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

We will monitor staff and students throughout the day for signs of illness, and send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.

Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. We will use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening students and CDC's [General Business FAQs](#) for screening staff.

Training for Students and Families

We will train all staff and provide educational materials to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- The proper use, removal and washing of face coverings
- Screening practices
- COVID-19 specific symptom identification

We will conduct the training and education virtually if feasible. If the training and education is conducted in-person, we will ensure safety protocols are implemented (such as physical distancing, face coverings, etc).

We will include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).

Signs

We will post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs such as by [properly washing hands](#) and [properly wearing a face covering](#).

Health Hygiene Practices

Hand Washing

We will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. We will:

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Teach students and remind staff to wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Teach students and remind staff 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.

- Have staff model and practice handwashing.
- Have students and staff use fragrance-free hand sanitizer when handwashing is not practicable.
- Teach students and remind staff that sanitizer must be rubbed into hands until completely dry.
- Teach students and remind staff that frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by students. (Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.)
- Call Poison Control if hand sanitizer is consumed, at 1-800-222-1222.

We will develop routines enabling students and staff to regularly wash their hands at staggered intervals.

We will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and students who can safely use hand sanitizer.

Separation of Belongings and Minimization of Sharing

We will keep each student's belongings separated and ensure belongings are taken home each day to be cleaned.

We will ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses. We will avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.

Required Face Covering and PPE

the Guidance requires students to wear face coverings at all times while at school and does not establish exceptions for physical activities or when a student is outside.

We will teach and reinforce use of face coverings or face shields.

- We will teach students and remind staff that
 - Face coverings will be most essential in settings where physical distancing cannot easily be maintained, such as buses or other settings where space may be insufficient.
 - [Face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- All staff will use face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Students 13 years old or over will be required to use face coverings, in accordance with orders from the Monterey County Public Health Officer.
- [Face coverings](#) will not be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance
- Food service workers and staff in contact with the public, such as in the front office, will use gloves and facial coverings.
- Students and staff will be frequently reminded not to touch the face covering.

- Information will be provided to all staff and families in the school community on proper use, removal and washing of face coverings.
- We will provide and ensure staff use face coverings and all required protective equipment.
- We will be securing personal protective equipment from the California Governor's Office of Emergency Services (CalOES), the Department of Public Health (CDPH), and other sources.

Cleaning Procedures and Schedules to Prevent Disease Transmission

We will suspend or modify the use of site resources that necessitate sharing or touching items, such as drinking fountains, toys, games and art supplies to the extent practicable. But where allowed, we will clean and disinfect between uses.

Staff will clean and disinfect frequently-touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

When choosing cleaning products, we will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

- To reduce the risk of asthma related to disinfecting, we will aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- We will avoid products that mix these ingredients with peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- We will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. We will provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

Custodial staff with the responsibility of cleaning and disinfecting 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 student's reach and stored in a space with restricted access.

We will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

We will ensure the safe and correct application of disinfectant and keep products away from students.

If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, we will consider alternatives. For example, we will maximize central air filtration for HVAC systems by using filtration with a filter rating of at least MERV 13.

We will ensure proper ventilation during cleaning and disinfecting. We will introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, we will air out the space before students arrive; we will plan to do thorough cleaning when students are not present. If using air conditioning, we will use the setting that brings in fresh air. We will replace and check air filters and filtration systems to ensure optimal air quality.

We will take steps to ensure that all water systems and features (for example, drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Required Physical Distancing

We will space seating/desks at least 6 feet apart when feasible. In learning areas, we will turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.

We will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).

We will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).

We will close communal use shared spaces such as group work areas if possible; otherwise, we will stagger their use and [clean and disinfect](#) between use.

Implementing Distancing Inside and Outside the School Building

Arrival and Departure

- We will open windows and maximize space between people.
- We will minimize contact on campus between students, staff, families and the community throughout the school day.
- We will stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- We will designate routes for entry and exit, using as many entrances as feasible. We will put in place other protocols to limit direct contact with others as much as practicable.
- We will use privacy boards or screens.

Meeting Spaces

- We will encourage people to remain in the same space and in groups as small and consistent as practicable.
- We will minimize the movement of people as much as practicable.
- We will maximize space between seating and desks. We will distance staff desks at least six feet away from visitor seating. We will consider ways to establish separation of people through other means if practicable, such as putting six feet between desks, partitions between desks, markings on floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Other Non-Classroom Spaces

- We will limit nonessential visitors especially from individuals who are not from the local geographic area (e.g., community, town, city, county).
- We will limit nonessential activities on campus.

- We will limit communal activities where practicable. Alternatively, we will stagger use, properly space occupants and disinfect in between uses.
- We will consider use of non-office space for meetings, including regular use of outdoor space, weather permitting.
- We will minimize congregate movement through the building as much as practicable. For example, we will establish more ways to enter and exit the campus, and stagger meeting times.
- When possible, we will use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for physical distancing between staff and others.

Food Service

- We will encourage students to bring their own meals as necessary and feasible.
- We will only have pre-packaged meals for students. We will discourage sharing food and utensils and condiments and ensure the [safety of student with food allergies](#).

Instructional Program

Variations to the Instructional Model

Work From Home, Supports at School

Students will complete most assignments at home, as described above. Some students may come to campus and work with staff on some assignments by invitation and by appointment only.

Family Engagement and Support

Virtual and On-Campus Family Engagement and Support

Enrollment appointments may be conducted virtually or in person. Enrollment forms will be made available electronically or on paper. Master Agreements will be provided electronically or on paper.

Virtual and On-Campus Supports for Social and Emotional Well-Being

All staff will support coping and resilience. We will

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including via social media, if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Provide information about the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746.

All students will be encouraged to sign up for an elective course that includes a virtual group learning experience.

LFLCS staff will host drop-in virtual meetings just to help students connect to staff and each other. The idea is to have rotating staff hosts engage students in fun activities just for the sake of making social contact.

Virtual and On-Campus Mental Health Supports

Our counselor and psychologist therapist will be available for virtual appointments with any student. An email will be sent to students each week providing them the opportunity to sign up for an appointment.

Personnel

Staff Available On Campus

Staff, like students, will have the option to work from home or to come to campus to hold meetings with students. A staff member's decision whether to work on campus or not will be based on their own professional judgement given their particular circumstances. For example, some staff members are members of a high risk group, and will therefore elect to work only at home. Therefore, a staff member a student wants to work with might not be available for appointments on campus. If a staff member is unavailable, another qualified person will be matched to the student.

3. Highest Risk Plan

Health and Safety

Student Attendance on Campus

By Appointment Only

All students will be allowed to come to campus by appointment. Students must make appointments to meet with staff on campus. Students may not come to campus without an appointment--there will be no drop-ins. Once any appointment(s) is concluded, the student and their parent/guardian will be expected to leave campus. While present on campus, a student and their parent/guardian must not physically interact with any other student and/or their parent/guardian.

Any meeting between students and staff can be held on campus, including

- Weekly meetings with the Supervising Teacher
- Tutoring sessions
- Specialized Academic Instruction with the Education Specialist
- Other IEP services from Special Education service providers
- IEP Meetings
- 504 meetings
- Student Study Team Meetings
- Individual counseling with the counselor or psychologist/therapist
- Troubleshooting with the IT Specialist
- Conferences with school administrators
- Testing for Special Education that requires 1:1 interaction

Students still have the option of virtual appointments. An email will be sent to students each week providing them the opportunity to sign up for a virtual or in-person appointment.

Required Health and Safety Actions

All Required Health and Safety Actions will be conducted as described above in 2. Higher Risk Plan.

Diagnostic Testing of Staff

Once the campus is more widely re-opened, even though we do not offer in-person instruction, we will encourage diagnostic testing of staff and students who want to come to campus based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, the school will recommend testing of staff and students who want to come to campus to detect potential cases. We will recommend periodic tests of staff and students who want to come to campus. Examples of a possible frequency include weekly, biweekly, or testing all staff and students who want to come to campus over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time. We will also encourage staff and students who want to come to campus to use a tool such as the CDC Self Checker to determine when they might need to be tested.

Table 3. Testing Cadences with Support from the State of California for K-12 schools

	Yellow CR <1.0* TP<2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity

* The case rates above are adjusted case rates.

** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence.

Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing.

Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

Instructional Program

Variations to the Instructional Model

Group Activities and Drop-ins

Students may come to campus to complete assignments, and engage in non-essential activities such as recreation, by appointment.

Group learning experiences may be offered on campus.

Some Special Education testing will be resumed, including assessments whose validity requires the assessor and student to be physically together.

Family Engagement and Support

Options for Group Family Engagement and Support

Enrollment appointments will continue to be offered virtually or in person. Enrollment forms will continue to be offered electronically or on paper. Master Agreements will continue to be offered electronically or on paper.

Options for Group Supports of Social and Emotional Well-Being

All staff will continue to support coping and resilience.

All students will be encouraged to sign up for an elective course that includes a virtual group or on-campus learning experience.

Options for Group Mental Health Supports

Our counselor and psychologist therapist will be available for virtual or in-person appointments with any student.

Personnel

Staff Attendance on campus

Staff will have more availability for on-campus appointments.

Return to Normal Operations

Health and Safety

Student Attendance on Campus

There are no controls on when a student can come to campus during hours of operation. Students may come to campus by appointment or on a drop-in basis. Students may stay for as long or a little as they like, and they do not have to leave immediately once the appointment is over.

Required Health and Safety Actions

Staff will monitor students for symptoms of illness and report as required to health authorities, but screening is not required for entrance into school buildings.

Required Healthy Hygiene Practices

Students will be encouraged but not required to maintain handwashing habits.

Required Face Coverings and PPE

Students and staff will not have to wear face coverings.

Intense Cleaning Procedures and Schedules

Sanitizing between office visits will not need to take place.

Required Physical Distancing

Physical distancing of 6 feet or more will not be required. Routes through the building may be used by people simultaneously. Not all exterior doors need to be in use.

Staff members who share offices may use the office at the same time.

Instructional Program

Variations to the Instructional Model

Group Activities and Drop-ins

Students may come to campus to complete assignments, and engage in non-essential activities such as recreation. Any meeting may be held in person or virtually.

Group learning experiences will be offered on campus. Field trips will be offered.

All Special Education testing will be resumed, including assessments whose validity requires the assessor and student to be physically together.

Family Engagement and Support

Options for Group Family Engagement and Support

Enrollment appointments will continue to be offered virtually or in person. Enrollment forms will continue to be offered electronically or on paper. Master Agreements will continue to be offered electronically or on paper.

Supports for families may be offered in group settings.

Options for Group Supports of Social and Emotional Well-Being

All staff will continue to support coping and resilience, but will not focus this support on fallout from the pandemic.

All students will be encouraged to sign up for an elective course that includes a virtual or on-campus group learning experience.

LFLCS staff will encourage participation in student activities, which may include athletics.

Options for Group Mental Health Supports

Our counselor and psychologist therapist will continue to be available for virtual or in-person appointments with any student.

Personnel

Staff Attendance on campus

Staff will have more availability for on-campus appointments.

Afterword

This plan was developed in consultation with LFLCS Board members, staff, students, and parents, as well as educators from Monterey County and the Monterey County Public Health Officer. It takes into account the feedback from students, families, staff, and administrators collected through in-person meetings and survey data.

This plan was initially approved by the LFLCS Board of Directors on June 25, 2020. It has been updated multiple times, most recently on January 29, 2021. Additional updates will be made as guidance and orders change.

Resources

- [AFT: A Plan to Safely Re Open](#)
- [American Academy of Pediatrics: Covid 19 Planning Considerations](#)
- [Bellwether: Covid-19 Strategic Planning Toolkit](#)
- [CDC Considerations for Schools](#)
- [CDC Get Your School Ready for Pandemic Flu](#)
- [Getting Smart: How to Re Open Schools](#)
- [Hanover Research: Learning Loss Discovery Guide](#)
- [Hanover Research: Strategies for Maintaining Student Engagement During Remote Learning](#)
- [John Hopkins Center for Health Security: A Plan for a Phased Reopening Guided by Public Health Principles](#)
- [McKinsey & Company: Coronavirus COVID 19: Considerations for Reopening Schools](#)
- [NPR: What it Might Look Like to Safely Reopen Schools](#)
- [PACE Policy Brief: What Does Research Say About Staggered School Calendars?](#)
- [WHO: Considerations for school-related public health measures in the context of COVID-19](#)
- [Unicef Framework for Reopening Schools](#)
- [CDPH COVID-19 Industry Guidance--Schools and School-based Programs](#)
- [CDE: STRONGER TOGETHER--A GUIDEBOOK FOR THE SAFE REOPENING OF CALIFORNIA'S PUBLIC SCHOOLS](#)
- Orders of the Health Office of Monterey County
 - [Shelter in Place Order: March 17, 2020](#) (Initiating Stage 1)
 - [Face Coverings: April 28, 2020](#)
 - [Relaxing Restrictions on Certain Lower-Risk Businesses: May 26, 2020](#) (Initiating Stage 2+)
- Orders of the State Public Health Officer
 - [Stay Home Except for Essential Needs: March 19, 2020](#)
 - [Modification to Stay at Home Order: May 7, 2020](#)
 - [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools](#)
 - [CDPH Guidance for Face Coverings June 18, 2020](#)
 - [CDPH Guidance for Small Cohorts/Groups of Children and Youth](#)

COVID-19 Prevention Program (CPP)

for Learning for Life Charter School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 1/29/2021

Authority and Responsibility

The Executive Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by utilizing the procedures and forms described in the Plans, above.

Employee screening

We screen our employees by having them self-screen according to CDPH guidelines.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards. The severity of the hazard will be assessed and correction time frames assigned, accordingly, by individuals identified as being responsible for timely correction. Follow-up measures will be taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by implementing the actions described in the 3 Response Plans, above.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department, as described in our Response Plans, above.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the measures described above in our Response Plans, above, for situations where we cannot maintain at least six feet between individuals.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems.

When maximizing the amount of outside airflow into our buildings, we will take into consideration:

- Circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- How the ventilation system will be properly maintained and adjusted.
- Whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

Cleaning and disinfecting

We implement the cleaning and disinfection measures for frequently touched surfaces and in response to a COVID-19 case in our workplace described above in our Response Plans, above.

Shared tools, equipment and personal protective equipment (PPE)

PPE such as gloves, goggles, and face shields will not be shared.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools will also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we will implement the policies and procedures described above in our Response Plans, above, regarding:

- Handwashing facilities
- Time for employee handwashing
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol)
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

The [Cal/OSHA COVID-19 Prevention Emergency Temporary Standards](#) require an employer to (1) inform all employees on how they can obtain testing, (2) offer testing to an employee at no cost and during work hours in the event of a potential COVID-19 work-related exposure,

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We will implement the policies and procedures described above in our Response Plans, above, regarding employees who had potential COVID-19 exposure in our workplace.

COVID-19 testing at no cost during their working hours will be offered.

The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Kenneth Lawrence-Emanuel

Kenneth Lawrence-Emanuel, Executive Director

January 29, 2021

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

[Information is available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.]

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			

[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	

<p>Date the case first had one or more COVID-19 symptoms:</p>		<p>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</p>	
<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			

<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

Additional Consideration #1: Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

The [Cal/OSHA COVID-19 Prevention Emergency Temporary Standards](#) require an employer to (1) inform all employees on how they can obtain testing, (2) offer testing to an employee at no cost and during work hours in the event of a potential COVID-19 work-related exposure, and (3) provide periodic (at least weekly or twice per week depending on the magnitude of the outbreak) COVID-19 testing to all employees in an “exposed workplace” during an outbreak. The CDPH Guidance does not place any additional testing requirements on a school but, rather, provides considerations to help schools determine their testing needs.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2: Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

Additional Consideration #3: COVID-19 Prevention in Employer-Provided Transportation

[This section will need to be added to your CPP if there is employer-provided motor vehicle transportation to and from work, which is any transportation of an employee, during the course and scope of employment, provided, arranged for, or secured by an employer including ride-share vans or shuttle vehicles, car-pools, and private charter buses, regardless of the travel distance or duration involved. Reference section [3205.4](#) for details.]

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.]

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.