

**ISANA ACADEMIES**  
**COVID-19 Containment, Response, and Control Plan**

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**LA DPH ORDERS:**

[LA DPH Quarantine Order](#)

[LA DPH Isolation Order](#)

## **INTRODUCTION**

This COVID-19 Containment, Response, and Control Plan (“Plan”) was developed by ISANA Academies (“ISANA”) in compliance with the California Department of Public Health (“CDPH”) COVID-19 Safety Plan requirements ([COVID-19 School Guidance Checklist](#) and [Cal/OSHA Prevention Plan](#)). This plan also serves as ISANA’s COVID-19 Containment, Response and Control Plan required under the [County of Los Angeles Department of Public Health \(“LA DPH”\) Reopening Protocols for K-12 Schools](#). ISANA will comply with all applicable CDPH and LA DPH requirements when delivering in-person services to students. ISANA is taking a phased approach to reopening with the goal of providing in-person instruction (per EC section 43521) when feasible pursuant to public health guidelines.

ISANA’s **COVID-19 Compliance Task Force** is responsible for establishing and enforcing COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. The COVID-19 Task Force is currently comprised of:

- Nadia Shaiq, Chief Executive Officer
- John Vargas, Chief Operations Officer
- Rob Thrash, Director of Pupil Services
- Beverly Thompson, Operations Coordinator
- Mayra Suarez, Communications Coordinator
- Erica Salas, Administrative Assistant

**COVID-19 Compliance Officer:** The Chief Operations Officer is the “COVID-19 Compliance Officer” who serves as Liaison to the LA DPH in the event of a COVID-19 cluster or outbreak at any ISANA campus.

**Consultation with Staff and Families:** ISANA has consulted with staff and families to develop re-opening plans to meet the needs of our students.

## **STABLE GROUP STRUCTURES**

- Stable Group Approach for In-Person Instruction:** ISANA will adopt a stable group approach for in-person instruction, generally maintaining a stable group of 8 to 15 students per class that maintains stable membership of students and instructors day-to-day and does not mix with other stable groups. Stable group members stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with people outside of their group, throughout the school day. The stable group's size depends on the available classroom space to allow physical distancing in accordance with this Plan and can exceed the range above.
- Distance Learning Option:** ISANA may offer a distance learning option as may be required by LA DPH or CDPH.
- Optional Use of Cohorts Before Reopening for In-Person Instruction:** While a school is closed for in-person instruction, ISANA may offer limited services (e.g., voluntary one-on-one and small-group in-person tutoring, in-person assessments, etc.) to cohorts in compliance with LA DPH and CDPH requirements. A "cohort" is defined as a group of up to 16 individuals (students and staff) who are meeting for targeted supports and intervention services.

## **ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL**

The following protocols address how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of stable groups:

- School Day Modification for In-Person Instruction:** The school day has been divided into shifts to permit fewer students per class and help avoid stable group mixing. Attendance is staggered to reduce the overall number of students in classrooms and campus on a given day.
- Reduced Movement for Stable Groups:** ISANA will schedule the school day to reduce student movement throughout campus to the greatest extent practicable. This includes seeking to schedule lunch, recess, and educational activities in the same space if possible. ISANA will adjust schedules to help ensure that only one stable group is moving through common spaces (such as hallways and bathrooms) at a given time.
- Designated Bathroom for Stable Groups:** Each stable group is required to use a designated bathroom; should more than one stable group be assigned to use the same bathroom; a color-coded or similar system is used to reduce the likelihood of students from different stable groups using the bathroom at the same time.
- Promoting Safe Movement and Practices with Tape and Other Markings:** ISANA will implement measures to promote safe movement such as marking pathways for students to walk to promote physical distancing and using tape or other markings to assure a six-foot distance between individuals when they have to line up (e.g., for lines to collect meals, speak with receptionist, etc.).
- Promoting Safe Movement and Practices with Staff Supervision:** ISANA employees are deployed in hallways when students enter school, proceed to classrooms, or otherwise move around campus to reinforce physical distancing and also remind students of rules concerning use of cloth face coverings. ISANA will take measures to avoid crowding on stairways and similar locations including staggering of breaks between classes and monitoring these common areas.

- Visitor Limitations:** Movement of visitors within the school, such as parents, is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any stable groups.
- Signage:** Signage will be posted at each public entrance to ISANA schools informing visitors that they should not enter the facility if they have symptoms of COVID-19. Signage will be posted throughout ISANA campuses and offices notifying visitors, as well as reminding employees and students of requirements of physical distancing, hygiene and sanitation, and use of face coverings.
- School Facilities Only Used for School Purposes:** Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.

## **FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR**

ISANA shall implement the following protocols to satisfy CDPH's face covering requirements:

- Face Covering Requirements:** All staff, students, parents, and visitors entering an ISANA campus are required to wear a cloth face covering as specified herein. Face coverings must be worn appropriately, covering both the nose and mouth.
- Student Requirements:** All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that may preclude use of face coverings. If a student attending in-person instruction does not have a face covering, ISANA will endeavor to provide a face covering at no cost.
  - Accommodation for Medical Conditions:* There is an exception to the face covering requirement for students with a medical condition, mental health condition, or disability that prevents the student from wearing a face covering. Parents may make requests for accommodations with their school's Principal. If a parent requests an accommodation, ISANA may ask for additional information in order to appropriately accommodate the student.
  - Supporting Students with IEP and 504 Plans:* Alternative protective strategies may be adopted to accommodate students who are on Individualized Education Programs (IEPs) or 504 Plans and who cannot use or tolerate cloth face coverings.
  - Plastic Face Shields for Young Students:* ISANA may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.
- Staff Requirements:** Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering must be worn by the employee at all times during the workday when in contact or likely to come into contact with others.
  - Exceptions for Private Offices with Closed Doors:* All staff must wear face coverings at all times, except when working alone in private offices with closed doors.
  - Accommodations:* Employees who have been instructed by their medical provider that they should not wear a face covering must wear a face shield with a drape on

the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.

- **Medical Grade Masks for Staff and Sick Students:** A medical grade mask or other cloth face covering as necessary (“Medical Grade Mask”) is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a cloth face covering. Sick students are also offered a Medical Grade Mask to wear until they leave campus.

## **HEALTH SCREENINGS FOR STUDENTS AND STAFF**

**Definition of COVID-19 Symptoms:** The term “COVID-19 Symptoms” as used in this Plan refers to the [potential symptoms of COVID-19 identified by the CDC](#), including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

**Definition of “Close Contact” of Individual with COVID-19 Symptoms:** A Close Contact of a person with COVID-19 Symptoms is an individual who meets one of the following criteria: (a) being within 6 feet of the person with COVID-19 Symptoms for 15 minutes or more over 24-hour period; or (b) having unprotected contact with the body fluids and/or secretions of a person with COVID-19 Symptoms (e.g., being coughed on or sneezed on, providing care to potentially infected person without personal protective equipment (“PPE”); or (c) being present in same stable group/classroom.

- **Health Screenings:** All ISANA employees, students, and visitors entering a school campus must participate in a screening before entering campus. Screenings may be completed in-person at the campus, remotely, or through other methods that may be appropriate (e.g., remotely through digital app). For instance, ISANA require families to complete a Daily Home Screening form for students before coming to campus. If ISANA conducts remote screening, the screening measures will minimally include the temperature check and screening questions described below for “On-Campus Health Screenings.”
- **On-Campus Health Screenings:** If screening is conducted at the campus, an ISANA staff member or designee will conduct the following screening protocols for each individual:
  1. Temperature Check: First, ISANA will use a non-contact thermometer to take the temperature of any person coming onto the campus prior to them entering. If the temperature reads at 100.4°F or above, the person will not be admitted on to campus.
  2. Screening Questions: Second, the individual will be asked the following series of questions:
    - a. Have you had contact with a person known to be infected with or suspected to have COVID-19 within the last 14 days?
    - b. Have you had any of the following symptoms within the last 10 days?
      - i. Fever over 100.4°F or above
      - ii. Chills
      - iii. Cough
      - iv. Shortness of breath
      - v. Difficulty breathing
      - vi. Loss of taste or smell
    - c. Have you traveled outside of the country in the last 14 days?

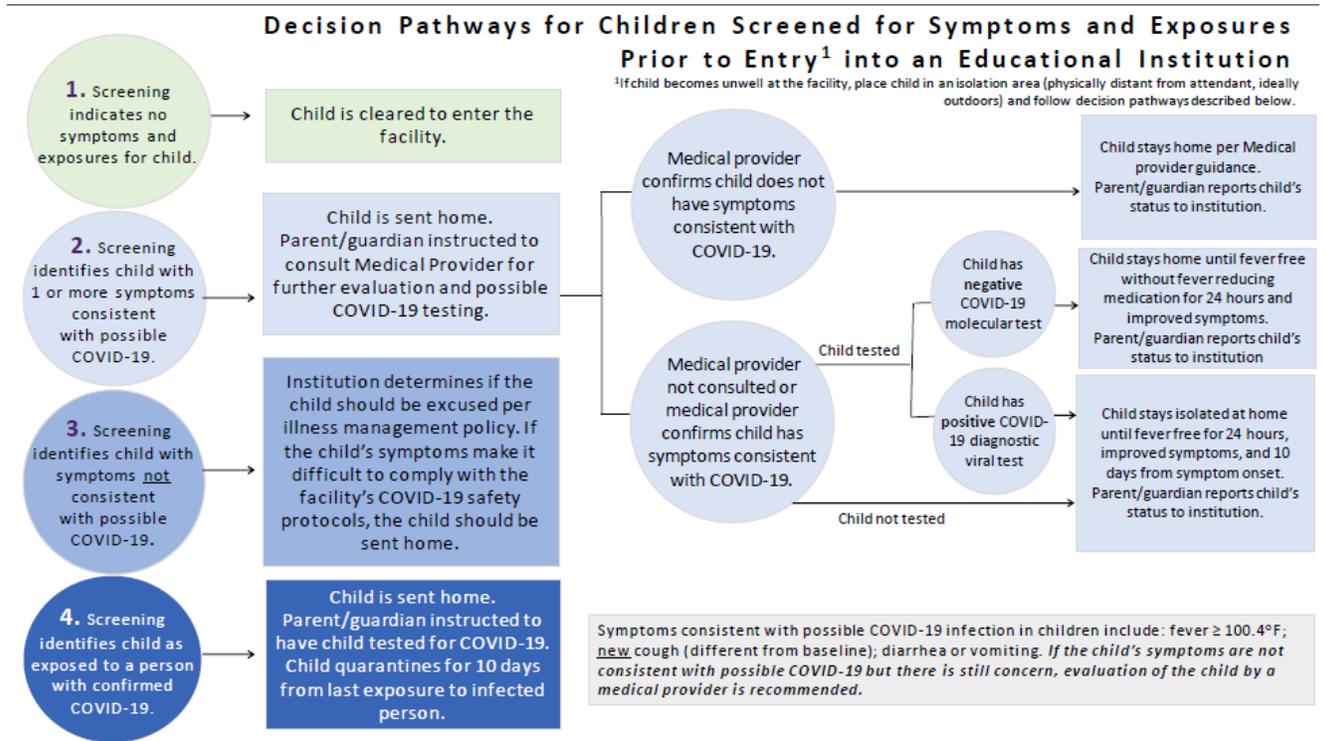
An individual “screens positive” if they have a fever of 100.4°F or answer yes to any of the Screening Questions above.

All persons entering the campus are screened and the screening results are entered onto the ISANA Screening Log. ISANA may use the [LA DPH Screening Log](#) for this log.

**What if someone “screens positive” or is a Close Contact with individual who screens positive?**

- *Report to COVID-19 Compliance Task Force:* Individuals who screen positive for COVID-19 Symptoms at entry, who have had close contact with an individual who has screened positive for COVID-19 Symptoms, or who report COVID-19 Symptoms at any point during the school day, will be reported to the Principal and COVID-19 Compliance Task Force (e.g., CEO, COO, etc.).
- *Follow LA DPH Symptom and Exposure Screening Pathways:* The COVID-19 Compliance Task Force representative will follow the [LA DPH’s Symptom and Exposure Screening Pathways](#) to determine what steps to take for the individual:

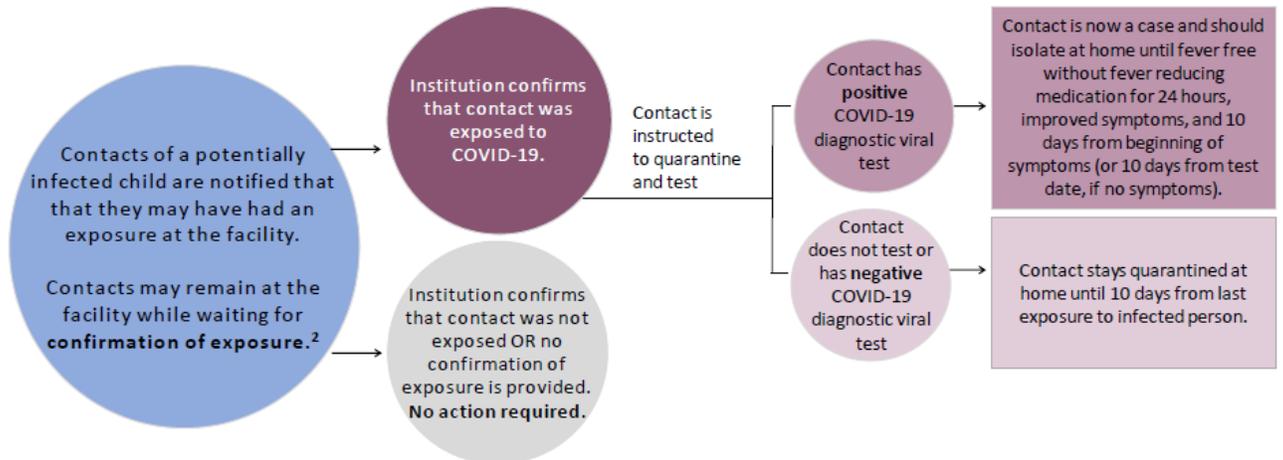
**STUDENTS:**



## Decision Pathways for Contacts of a Potentially Infected Child<sup>1</sup> at an Educational Institution

<sup>1</sup>A **potentially infected child** is defined as a child with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever  $\geq 100.4^{\circ}\text{F}$ ; new cough (different from baseline); diarrhea or vomiting.

A **contact of a potentially infected child** is a child or employee at the facility who was in close contact (within 6 feet for a total of 15 or more minutes over a 24-hour period) with a potentially infected child; had direct contact with bodily fluids/secretions from a potentially infected child; or is a member of a classroom or cohort with exposure to a potentially infected child.

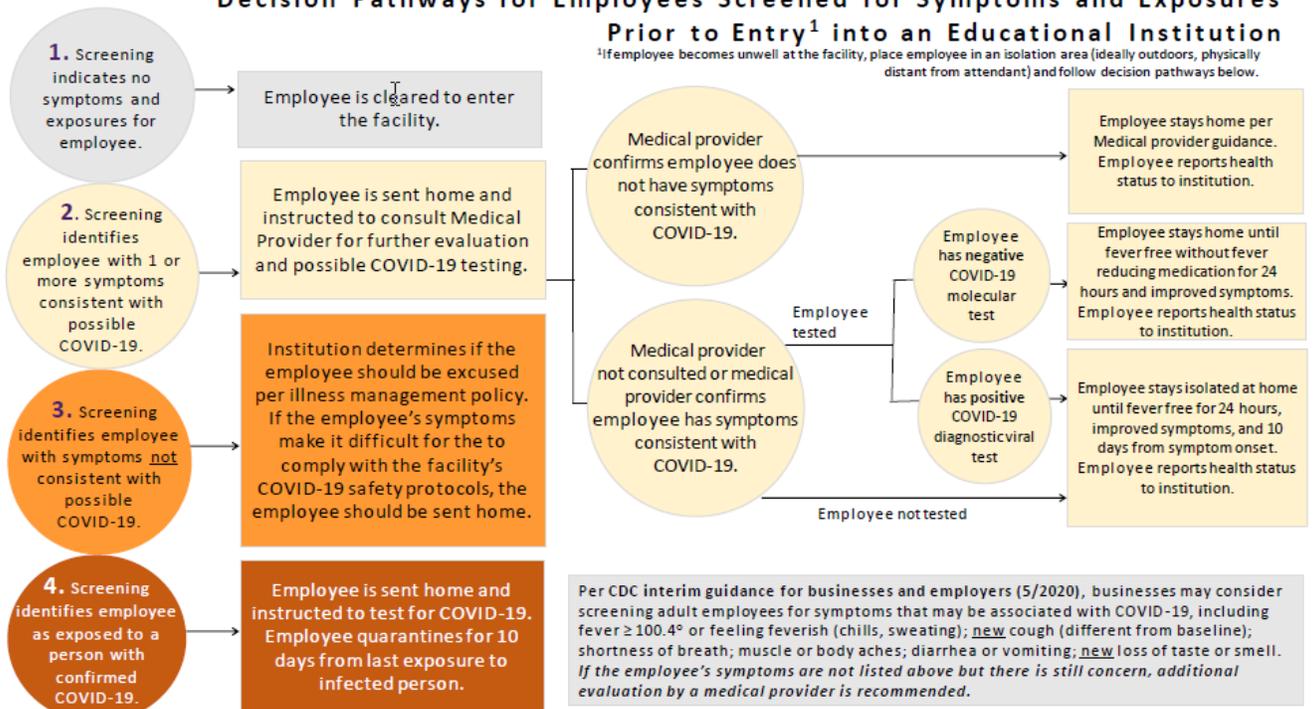


<sup>2</sup>Exposure is confirmed for the contact of a potentially infected child if the Institution receives notification that the potentially infected child had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.

## STAFF/VISITORS:

### Decision Pathways for Employees Screened for Symptoms and Exposures Prior to Entry<sup>1</sup> into an Educational Institution

<sup>1</sup>If employee becomes unwell at the facility, place employee in an isolation area (ideally outdoors, physically distant from attendant) and follow decision pathways below.

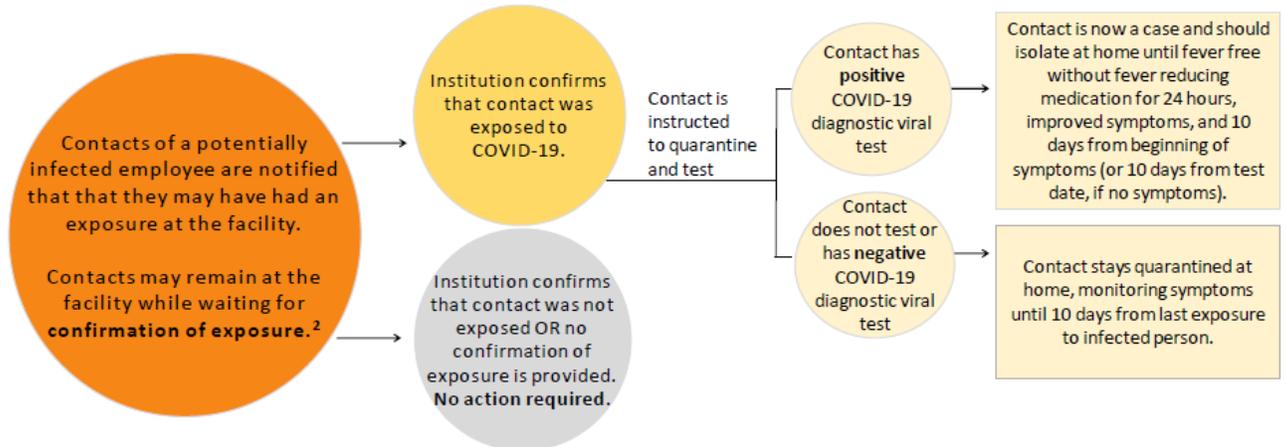


Per CDC interim guidance for businesses and employers (5/2020), businesses may consider screening adult employees for symptoms that may be associated with COVID-19, including fever  $\geq 100.4^{\circ}$  or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle or body aches; diarrhea or vomiting; new loss of taste or smell. If the employee's symptoms are not listed above but there is still concern, additional evaluation by a medical provider is recommended.

## Decision Pathways for Contacts of a Potentially Infected Employee<sup>1</sup> at an Educational Institution

<sup>1</sup>A **potentially infected employee** is defined as an employee with 1 or more symptoms consistent with possible COVID-19. Symptoms include fever  $\geq 100.4^{\circ}$  or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle or body aches; diarrhea or vomiting; new loss of taste or smell.

A **contact of a potentially infected employee** is a child or employee at the facility who was in close contact (within 6 feet for a total of 15 or more minutes over a 24-hour period) with a potentially infected employee; had direct contact with bodily fluids/secretions from a potentially infected employee; or is a member of a classroom or cohort with exposure to a potentially infected employee.



<sup>2</sup>Exposure is confirmed for the contact of a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 diagnostic viral test OR received a diagnosis of COVID-19 from a medical provider.

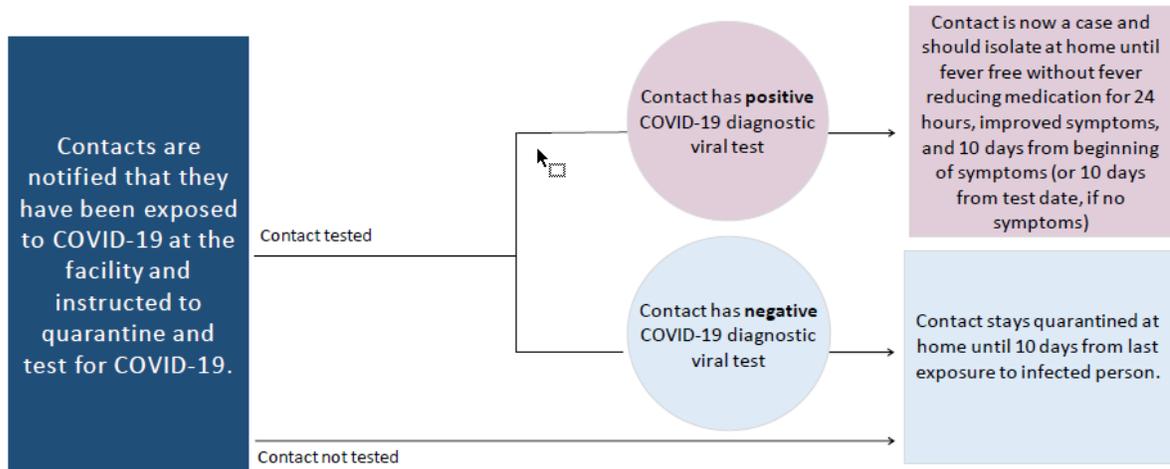
- **Isolation at School Before Individuals Return Home:** Each ISANA campus will have two pre-selected isolation spaces where students (or other individuals) may wait while arrangements are made for their return home. The first space is for individuals who screen positive, who have had close contact with an individual who has screened positive for COVID-19 Symptoms, or who report COVID-19 Symptoms at any point during the school day. The second space is for Close Contacts with individuals confirmed with COVID-19 (i.e., positive COVID-19 test result). This space is apart from the one set aside for symptomatic students (students who screen positive). It may be a separate room or an area within the same room that is set apart by a barrier. These individuals shall receive a Medical Grade Mask and be accompanied by ISANA staff to the isolation space while a determination is made on exclusion and arrangements are made for their return home.
  - *Students Identified with COVID-19:* If a student is identified while on-site to have COVID-19 (i.e., receives a phone call of a positive test result), ISANA will immediately separate the case from others and, if arrangements are needed for their return home, ISANA will give the student a Medical Grade Mask and temporarily isolate the student on-site in a pre-selected location (such as the location for symptomatic students). ISANA will ensure there are no other individuals in this space while a student with a confirmed case of COVID-19 is waiting to be picked up.
- **Providing Access to Testing:** If the Decision Pathways above require ISANA to instruct an individual to obtain a COVID-19 test, ISANA will provide access to testing per the Testing of Students and Staff section below.

# IDENTIFICATION OF CONFIRMED CASES, TRACING OF CONTACTS, AND REPORTING OF CASES

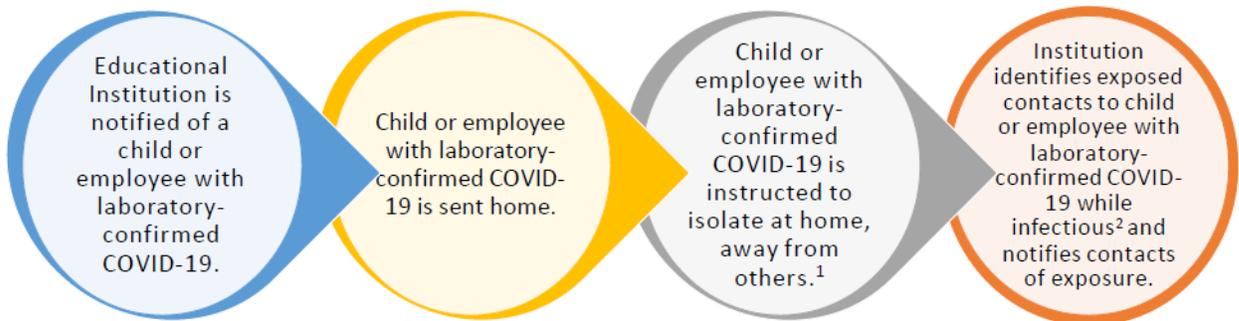
## DECISION TREES CONFIRMED CASES/EXPOSURES

### Decision Pathways for Contacts<sup>1</sup> of a Child or Employee with Laboratory-confirmed COVID-19 at an Educational Institution.

<sup>1</sup>A contact of a child or employee with laboratory-confirmed COVID-19 is defined as a child or employee at the facility that was within 6 feet of an individual with laboratory-confirmed COVID-19 for a total of 15 or more minutes over a 24-hour period; had unprotected direct contact with bodily fluids/secretions from a person with laboratory-confirmed COVID-19; or is a member of a classroom or cohort with exposure to a person with laboratory-confirmed infection.



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



<sup>1</sup> Persons with laboratory-confirmed COVID-19 should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).

<sup>2</sup>The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated

If ISANA identifies one or more confirmed cases (a student or employee who has a positive COVID-19 test result is a “case”) of COVID-19 in a student or employee who was on campus at any point within 14 days before the illness onset date (earlier of onset of COVID-19 Symptoms or COVID-19 positive test date), ISANA will follow the [LA DPH Protocol for COVID-19 Exposure Management Plan in K-12 Schools](#) summarized below:

### EXPOSURE MANAGEMENT PLAN

#### 1 Case

- 1) ISANA’s COVID-19 Compliance Officer or designee instructs the case to follow [LA DPH’s Home Isolation Instructions](#): (a) Isolate Yourself; (b) Tell your Close Contacts that they need to quarantine; (c) [LA DPH Isolation Order](#). ISANA will provide copy of the Isolation Order to the case.
  - 2) ISANA’s COVID-19 Compliance Officer or designee informs the case that the LA DPH will contact the case directly to collect additional information.
  - 3) ISANA works with the case to identify close contacts.
    - ♦ Close contacts of a case meet one of the following criteria: (a) being within 6 ft of infected person for 15 minutes or more over 24-hour period; (b) having unprotected contact with infected person’s body fluids and/or secretions of an infected person (e.g., being coughed on or sneezed on, providing care to infected person without PPE); or (c) being present in same stable group/classroom.
  - 4) ISANA’s COVID-19 Compliance Officer or designee notifies\* close contacts of exposure and instructs them to follow LA DPH’s [Home Quarantine Instructions for Close Contacts to COVID-19](#): (a) Quarantine – stay home and separate yourself from others for 10 days; (b) Monitor your health for 14 days; (c) [Follow LA DPH Quarantine Order](#) (attached with Plan). ISANA shall provide copy of the LA DPH Quarantine Order to these contacts.
  - 5) ISANA’s COVID-19 Compliance Officer or designee informs school close contacts that LA DPH will contact them directly to collect additional information.
  - 6) Within **one business day**, ISANA’s COVID-19 Compliance Officer or designee reports cases and contacts to LA DPH using: <http://www.redcap.link/lacdph.educationsector.covidreport> or by downloading and completing the [COVID-19 Case and Contact Line List for the Educational Sector](#) and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
  - 7) *Communication Plans*: ISANA’s COVID-19 Compliance Officer or designee sends general notification\* to inform the wider school community of the school exposure and precautions taken to prevent spread. ISANA shall comply with privacy laws (FERPA and HIPAA) in describing cases and exposures to the school community. To the greatest extent practicable, ISANA shall not use personally identifiable information in communications to the school community.
- \*Templates for contact notification and general notification are available at: [COVID-19 Template Notification Letters for Education Settings](#).

#### 2 Cases Within 14 Days

- 1) Follow seven steps for 1 confirmed case above.
- 2) If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A [COVID-19 Exposure Investigation Worksheet for the Education Sector](#) tool is available to help assess for epi links (characteristic that links two cases, such as common exposure). If Epi links exist, ISANA’s COVID-19 Compliance Officer or designee contacts LA DPH for additional guidance.

#### 3+ Cases Within 14 Days

- 1) If a cluster of 3 or more cases occurred within 14 days of each other, ISANA’s COVID-19 Compliance Officer or designee must **immediately notify** LA DPH by either submitting information through <http://www.redcap.link/lacdph.educationsector.covidreport> or completing the [COVID-19 Case and Contact Line List for the Educational Sector](#) form and submitting it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). LA DPH will provide additional guidance with regards to contact tracing and notifying the school community.
- 2) LA DPH determines if the outbreak criteria have been met. If outbreak criteria are met, a LA DPH outbreak investigation

is activated, and a public health investigator will contact ISANA to coordinate the outbreak investigation.

- **When Individuals Can Return After Self-Quarantine/Self-Isolation:** ISANA will follow [LA DPH's Symptom and Exposure Screening Pathways](#) (see below) to determine when individuals can return to campus after self-quarantine (for close contact) or self-isolation (positive test for COVID-19).
  
- **Contingency Plans for Full or Partial Closure:** If there is a need to partially or fully close in-person instruction at an ISANA campus, ISANA will transition to distance learning instruction for impacted families. Considering the uncertainty presented by the COVID-19 pandemic, each school is prepared to offer distance learning to all students for the remainder of the school year. ISANA will ensure it retains the operational flexibility to offer distance learning for all students.

### **HEALTHY HYGIENE PRACTICES**

The following describes ISANA's measures to make handwashing stations and hand sanitizer available, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students:

- **Wash Hands for at Least 20 Seconds:** Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Signage will be placed in restrooms to remind students and staff of the 20 second handwashing recommendations. Soap and water are available to all students and staff at the following locations: restrooms.
  
- **Hygiene Instruction for Younger Students:** Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after using the restroom, and after outdoor play. Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
  
- **Hand Sanitizers:** Ethyl alcohol-based (contains at least 60% ethanol), hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station such as: building entrances/exits, main office, classrooms, faculty breakroom, and offices.
  
- **Reduced Sharing of Supplies:** Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and items is minimized or eliminated. Students should also have their own school supplies to the extent feasible.

## **PHYSICAL DISTANCING**

The following protocols are intended to ensure safe physical distancing between individuals to minimize the potential for COVID-19 exposure.

- Physical Distancing for Students in Classrooms:** ISANA intends to have a minimum distance of 6 feet between students in classrooms.
- Classroom Furniture:** Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts. Under no circumstances should distance between student seating be less than 4 feet.
- Modifying Teaching Methods to Increase Physical Distancing:** Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- School Meals:** Measures are in place to maintain physical distancing during school meals:
  - Meals are eaten in classrooms or outdoors, without any mingling of students from different classrooms to the greatest extent practicable.
  - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
  - Staff are deployed during meal time to help maintain physical distancing and prevent any mixing of students from different stable groups.
  - Cafeteria:* If meals take place in a cafeteria:
    - Mealtimes are staggered to only allow one stable group at a time in the cafeteria.
    - Space between all tables/chairs are increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
  - Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
- Work Areas:** All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
- Physical Distancing Requirements for Staff Meals:** To ensure that masks are worn consistently and correctly, staff are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a 6-foot distance from others, including fellow employees and visitors. Eating or drinking outdoors is preferred but

eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.

- Reduced Occupancy in Staff Spaces for Meals/Breaks:** ISANA shall employ measures to reduce occupancy and maximize space between employees in spaces used by staff for meals and/or breaks such as:
  - Posting a maximum occupancy that is consistent with enabling a distance of at least 6 feet between individuals in rooms or areas used for breaks.
  - In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
  - Placing tables 6 feet apart and assuring 6 feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact.
  - Use of partitions is encouraged, but should not be considered a substitute for reducing occupancy and maintaining physical distancing.

## **STAFF TRAINING AND FAMILY EDUCATION**

ISANA will implement the following measures to train staff and educate families on the application and enforcement of ISANA's health and safety protocols.

- Staff Training:** All ISANA staff members and substitutes who interact with students will receive a copy of this Plan and training regarding ISANA's health and safety protocols before schools re-open and in-person instruction begins. Topics covered in the training will include (if not already covered by other training or communications to staff):
  - (i) Health and safety protocols in this Plan (e.g., face covering, cleaning/disinfecting, and screening protocols);
  - (ii) Information regarding COVID-19 related benefits to which employees may be entitled to under applicable law;
  - (iii) The fact COVID-19 is infectious disease that can spread through the air; COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth; and an infectious person may have no symptoms.
  - (iv) Methods of physical distancing of at least 6 feet and the importance of combining physical distancing with wearing of face coverings;
  - (v) The fact that particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective;
  - (vi) The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink, and that hand sanitizer does not work if the hands are soiled.

- (vii) Proper use of face coverings, face coverings are not respiratory protective equipment, and face coverings are intended to primarily protect individuals from the wearer of the face covering.
  - (viii) COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Instructions to Vendors Visiting Campus:** ISANA will provide all contractors, vendors and delivery personnel with instructions regarding maintaining physical distancing and the required use face coverings when around others before they visit campus.
  - Communication to Families:** ISANA will make this Plan accessible on its website and at the main office. ISANA will provide in-person instruction to students on health and safety topics including hygiene best practices, physical distancing, and face covering requirements. Before school reopens, ISANA will distribute a copy of the Plan to families and offer contact information in case families have questions.
  - School Website Postings:** ISANA will post this Plan and provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing on the school's website. The website will also instruct students, parents and teachers on how to contact the school in case of infection or exposure.

## **TESTING OF STUDENTS AND STAFF**

The following describes ISANA's strategies to ensure that students and staff who have symptoms of COVID-19 or who have been exposed to someone with COVID-19 will have access to testing.

- Providing Access to Testing:** If a student or employee is symptomatic or believes they have been exposed to an individual infected with COVID-19, ISANA will direct the individual to obtain a COVID-19 test from their health care provider or local COVID-19 testing facility (including free options) (<https://covid19.lacounty.gov/testing/>). ISANA may offer an on-site COVID-19 test option, if available.
- Periodic Testing for Asymptomatic Individuals:** CDPH is not requiring any particular frequency or procedure for asymptomatic testing at this time. If ISANA elects to periodically provide testing for asymptomatic individuals, or if this testing is something LAUSD can and does require, ISANA will offer, or at least retain the capacity to offer, the testing cadences set forth in [CDPH's COVID-19 Reopening In-person Instruction Framework & Public Health Guidance for K-12 Schools in California](#):

	<b>Yellow</b> CR <1.0* TP <2%	<b>Orange</b> CR 1-3.9* TP 2-4.9%	<b>Red</b> CR 4-7* TP 5-8%	<b>Purple</b> CR >7-13.9* TP >8%	CR >14*
<b>Staff</b>	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)**.
<b>Students K-12</b>	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; CR = case rates.

\* 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.

Note 1: Students or staff who have tested positive for active infection with COVID-19 within the last 90 days are exempt from asymptomatic testing.

Note 2: 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 [cadence](#) for complete details.

This will be a PCR Test (lab-based) and ISANA will work with a CLIA-certified lab that will provide test results with 24-48 hours.

- Test Reporting to LA DPH:** For tests conducted by ISANA (or its contractors), ISANA shall report test results to LA DPH.

## **DISINFECTION/CLEANING OF ISANA CAMPUSES**

The following cleaning and disinfection measures will be followed to help minimize COVID-19 exposure:

- Use of Cleaning Products Effective Against COVID-19:** ISANA will use a cleaning product effective against COVID-19 according to EPA's approved list "N" (Peroxide RTU).
- Cleaning Common Areas:** ISANA custodial staff and other staff/contractors ("Custodial Staff") tasked with cleaning campuses will clean and disinfect common areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator

switches and buttons, touch screens, printers/copiers, grab bars, and handrails). These areas are disinfected at least daily and more frequently as resources allow.

- Storage of Cleaning Products:** All cleaning products are kept out of children's reach and stored in a space with restricted access. ISANA's staff, including Custodial Staff, are informed of the location of where cleaning products are kept.
- PPE for Custodial Staff:** ISANA will ensure Custodial Staff are equipped with appropriate PPE such as gloves, eye protection, respiratory protection and other appropriate protective equipment as required by cleaning products.
- Training on Use of Cleaning Products:** ISANA will ensure Custodial Staff are trained on the manufacturer's directions to use Peroxide RTU and other cleaning products.
- Ventilation:** Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, ISANA uses the setting that brings in fresh air. ISANA will implement measures to promote optimal ventilation in the school such as:
  - At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.
  - The school HVAC system(s) is in good, working order.
  - HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
  - Portable, high-efficiency air cleaners have been installed if feasible.
  - Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
  - Air filters have been upgraded to the highest efficiency possible, target rating of MERV-13.
- Eliminate Use of Shared Objects:** Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative; high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- Enhanced Cleaning when School is Closed:** Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- Follow CDC Guidance on Reopening Buildings:** Custodial Staff are instructed to take steps to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. (see [CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)).
- Schedule of Cleaning/Disinfection:** At each ISANA campus, ISANA will establish a regular cleaning schedule maintaining appropriate physical distancing from other students and staff at frequent intervals:

- Restrooms: At least once every school day
  - Lobbies/entry areas: At least once every school day
  - Teacher/staff break rooms: At least once every school day
  - Class rooms: At least once every school day
  - Cafeteria dining area: At least once every school day
  - Cafeteria food preparation area: At least once every school day
  - Front office: At least once every school day
  - Other offices: At least once every school day
  - Other areas: At least once every school day
- High Touch Areas:** High touch areas throughout the campus are frequently and regularly disinfected throughout the day. and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.

## **ADDITIONAL STAFF CONSIDERATIONS**

- Support for Vulnerable Employees:** ISANA assigns work to Vulnerable Employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) that can be done from home whenever possible. Vulnerable Employees should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Each school site should create a list of either self-identified Vulnerable Employees or potential Vulnerable Employees based on the definition above.
  - Each school site will submit the Vulnerable Employees list to the Human Resources department for review. The Human Resources department will review the list and discuss with the employee options for working from home in coordination with the school site leadership.

### **Working From Home**

- All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19.
- The ISANA 2020-21 Employee Handbook has been updated to include a work from home policy, that allows employees, to the extent possible and per their position, to work from home.
- Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- The ISANA 2020-21 Employee Handbook has been updated to include information regarding all pertinent leave and benefits, include the Families First Coronavirus Response Act and paid sick leave.