

## **Lewis Center for Educational Research**

**BP3500: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS  
HEALTH AND SAFETY POLICY FOR COVID-19**

**Adopted: July 16, 2020**

**Revised:**

It is the policy of the Lewis Center for Educational Research (“LCER”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students, staff and visitors at all of its campuses. In accordance with this policy, the LCER temporarily implements health and safety measures to mitigate the spread of COVID-19. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing the other measures can make up for the absence of another. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Department of Education and several county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. Each LCER school must individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

### **1. Limited campus access:**

- The LCER will allow only necessary visitors and volunteers on the LCER campus and limit the number of students and staff with whom they come into contact.
- The LCER will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms shall be provided with distance learning opportunities to support academic success to the greatest extent possible during exclusion.
- Students and staff who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the teacher or supervisor, respectively, and the LCER will work with them to ensure that CDC recommended precautions are followed.
- If allowed on campus, any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- The LCER will minimize close contact between students, staff, families, and the broader community at arrival and departure through one or more of the following methods:
  - Designate routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
  - Instruct drivers to remain in the vehicle, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
  - Require adults entering campus for in-person pick-up or drop-off to wear a face mask.
  - Provide supervision to disperse student gatherings during school arrival and departure.

## 2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms*. Currently, the CDC has identified the following as potential symptoms of COVID-19:
  - 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
  - Diarrhea
- In-person wellness checks administered under this Policy shall:
  - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours, by asking the following questions:
    - Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
      - 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
      - Diarrhea
    - Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means being within six feet of someone, unmasked, for more than 10-15 minutes at one time.
    - Have you traveled outside of the country in the past 14 days?
  - Conduct all wellness checks safely and respectfully, and in a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus if possible.
- In-person wellness checks do not need to be performed by a nurse or other health professional.
- Staff members performing in-person wellness checks shall wear appropriate Personal Protective Equipment (“PPE”).
- *Home Screening (Students)*. Parents shall be instructed to screen the student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
  - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by

local health order or directive. Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.

- *Home Screening (Staff)*. All staff who report to work (in-person) are required to perform a self-administered wellness check for COVID-19 symptoms before leaving home for work. Local orders may require active (on-site) in addition to passive (at home) symptom screening.
  - Any employee who has a fever of 100.4 degrees Fahrenheit or higher and/or any of the COVID symptoms is directed to notify the supervisor and stay home from work for at least 10 days after the onset of symptoms, or such period as required by local health order or directive. Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  - If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the employee can report to work and follow hygiene practices.
- *Campus Screening (Students)*. Local orders may require active (on-site) in addition to passive (at home) symptom screening. If active screening is required by local order, then staff shall actively monitor each student for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check, in-person wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer, to the extent feasible.
  - Complete an in-person wellness check for signs and symptoms of COVID.
    - If student answers “no” to all questions and appears well, and temperature is below 100.04 degrees Fahrenheit, student will be allowed to remain on campus.
    - If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms, they shall don a surgical face mask and go to the isolation area; office staff shall contact the parent to pick up the student.
- *Campus Screening (Visitors)*. Each visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
  - The staff member who greets the visitor at the entrance shall administer an in-person wellness check and temperature check (confirming temperature below 100.4 degrees Fahrenheit) prior to escorting the visitor to the destination:
    - If the visitor answers “no” to all questions, they may enter the school.
    - If the visitor answers “yes” to any of the questions, they may not enter the school.
- *Transportation Screening (Staff and Students)*. The driver or a staff member shall conduct a wellness check of each individual prior to entering the vehicle, which should include a temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that an individual is exhibiting symptoms of COVID-19, the individual shall not be permitted to ride.
- To prevent stigma and discrimination, student and staff health screenings should be kept as private as possible to maintain the confidentiality of student and staff medical and student records. Race, nationality and country of origin should never be used as a basis for particularized health screening.
- Consult the local county health order to determine whether temperature checks are required.
- To the extent feasible or when required, a no-touch thermometer should be used for temperature checks if possible.
  - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
  - Thermometers must be properly cleaned and disinfected after each use.

### **3. COVID-19 testing and reporting:**

- Provided that doing so is supported by a local public health order, the LCER requires students and staff to get tested as soon as possible after developing one or more COVID-19 symptoms, or if one or more household members or close contacts tested positive for COVID-19.
- In the event of a positive test result:
  - The LCER requires that parents/guardians and staff notify school administration or supervisor immediately if the student or staff tested positive for COVID-19 or if one of the household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the LCER will take actions as required and set forth in Section 4 below.

### **4. Response to suspected or confirmed cases and close contacts:**

- If the event of a suspected COVID-19 case(s):
  - The LCER will identify isolation rooms and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms.
  - Any students or staff exhibiting symptoms should immediately be required to wear a face mask and wait in a separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- In the event of a confirmed COVID-19 case(s):
  - The LCER will notify the county public health department immediately by calling 800-782-4264.
  - The LCER will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
  - Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7.
  - For elementary schools and other settings in which stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
  - For middle school or high school, and any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 10-15 minutes) regardless of face mask use. Close contacts should be instructed to get COVID-19 testing and should remain quarantined at home for 14 days.
  - For all settings: Provide information regarding close contacts to the county public health department.
- Close contacts to confirmed COVID-19 case(s):
  - Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after the last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes the isolation.
  - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

- Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
- Returning to school after home isolation:
  - Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
    - Documentation of a negative test result should be provided to LCER District Nurse (students)/Human Resources Department (staff).
    - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
  - Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
  - Asymptomatic individuals who test positive for COVID-19 can return 14 days after the positive test result.
  - If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
  - If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes the isolation.

## 5. Sanitizing/hygiene materials and practices:

- The LCER will develop routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- The LCER shall make soap, tissues, no-touch trashcans, face masks, water and paper towels or dryers for hand washing available. If soap and water are not readily available, the LCER shall make available alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol.
- The LCER shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.

Staff should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

## 6. Routine cleaning and disinfecting: The LCER will incorporate the CDC Guidance for Cleaning and Disinfecting to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and the spread of COVID-19 at the school site.

- Custodial staff may perform routine cleaning when students are not present. Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- All frequently touched surfaces in the workplace, such as desks, keyboards, telephones, handrails, and doorknobs, will be routinely disinfected.
- Students and staff are discouraged from sharing desks, computers, books, phones, or other work tools and equipment, when possible.

- Staff will be trained in the safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- Subject to available resources, disposable disinfecting wipes shall be made available so that staff can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Each student's belongings will be kept separate.

**7. Facility measures:** The LCER will incorporate CDE guidance for maintaining a healthy facility.

- Facilities staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk.
- Facilities staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- If possible, suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and installing hydration stations; encourage the use of reusable water bottles.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.

**8. Physical distancing (staff):** The LCER will incorporate CDE guidance with respect to physical distancing between staff.

- The LCER will consider arranging work schedules and providing telework options to limit the total number of staff on campus each day.
- The LCER will arrange desks and workspaces to create a minimum of six (6) feet between individuals.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits. Encourage staff to eat meals outdoors or in large, well ventilated spaces.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.

**9. Physical distancing (students):** The LCER will incorporate CDE guidance with respect to physical distancing between students on campus.

- The LCER will consider different options for instructional scheduling models, including using a blended learning model to limit the total number of students on campus each day through the use of a blended learning model.
- The LCER will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain a minimum of six (6) feet between students.
- In ELEMENTARY school classrooms:
  - Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
- In MIDDLE and HIGH school classrooms:
  - Reduce disease transmission risk by maximizing the space between student desks.
- In ALL classrooms:

- Distance teacher and staff desks at least six feet away from students to minimize adult-to-child disease transmission.
- Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.
- The LCER will implement measures to maintain physical distancing while students move between classrooms, including potentially one or more of the following recommendations.
  - Hallways: Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
  - Restrooms: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
  - Libraries: Stagger group use of libraries.
- Outdoor and large format spaces (e.g., auditoriums) may be used for instructional activities where physical distancing cannot be maintained in classrooms.
- The LCER will implement a plan to maintain physical distancing during meals (serving meals in the classroom or outdoors, staggering cafeteria use, etc.). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.
- The LCER will implement appropriate physical distancing measures during physical activities.
  - Playgrounds and Recess: The LCER will consider holding recess activities in separated areas designated by class and/or staggered throughout the day, and limiting use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
  - Physical Education: The LCER will consider conducting physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.

**10. Use of cloth face masks:** The LCER will follow CDE and CDC guidance and state and local health orders on the use of face masks. All staff are encouraged to review these guidelines. For the purposes of this policy, the term face mask is inclusive of facial coverings including masks, shields, bandanas, gaiters, etc.

- Until such time as the statewide or local health order is lifted, all adults must wear a face mask in accordance with current CDE and CDC guidance.
  - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Staff should wear a clean face mask to work every day.
- Staff may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations to enable students to see faces and avoid potential barriers to phonological instruction.
- The LCER will post signs to remind staff that CDC recommends maintaining social distancing of at least six (6) feet, and that the State of California currently requires face masks to be worn in public settings with certain limited exceptions.
- All students who are not prevented from doing so by a breathing problem or disability should wear a clean cloth face mask:
  - While waiting to enter the school campus.
  - In any area outside of the classroom (except when eating or drinking).
  - While leaving school.
- Elementary school students should be encouraged, but are not required, to wear a cloth face mask within the stable classroom cohort.

- Middle school and high school students should use cloth face masks when in the classroom even if they are in a stable classroom cohort.
- Students excluded from face mask requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance and (2) students with special needs who are unable to tolerate a face mask. The IEP Team may make recommendations for alternative face masks.
- The LCER shall educate students, particularly younger elementary school students, on the rationale and proper use of face masks.
  - If a student or staff experiences difficulty wearing a face mask, allow the individual to remove it for a short period of time.
  - It is not necessary to exclude a student from the classroom who occasionally fails to wear a face mask, or if a few students in the classroom are consistently unable to wear a face mask, when required. Students without face masks should maintain physical distance to the extent feasible.
- The LCER will provide face masks for students and staff who lose them or forget to bring them to school.

**11. Use of gloves and PPE:** The LCER requires staff to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- The LCER will provide surgical masks, face shields, and disposable gloves for staff engaging in Wellness and Temperature Screenings.
- The LCER will provide a clear plastic barrier or face mask and disposable gloves for front office and food service staff.
- The LCER will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
  - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
  - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and face mask or respirator) in addition to PPE as required by product instructions.
  - Cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, the LCER will provide training on the proper use of PPE to protect staff from the hazards of the cleaning products used.
- Staff must wash hands after removing gloves.

**12. Protection of higher risk staff:**

- The LCER recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.<sup>1</sup>
- The LCER will designate a staff liaison for responding to COVID-19 concerns.
- Consistent with operational needs, the LCER shall support options to telework, if available and reasonable.
- The LCER shall attempt to limit vulnerable staff’ duties to minimize contact with visitors and other staff.

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<sup>1</sup> This includes staff with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

### **13. Communications to the LCER community:**

- The LCER will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Prior to the start of the school year, the LCER will communicate to staff, students, and parents about new, COVID-19-related protocols, including
  - Physical distancing requirements and recommendations.
  - Proper use of face masks and PPE/EPG.
  - Cleanliness and disinfection.
  - Transmission prevention.
  - Guidelines for families about when to keep students home from school.
  - Systems for self-reporting symptoms.
  - Criteria and plan to close schools again for physical attendance of students.
- The LCER will train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- Communications will be targeted to the most vulnerable members of the LCER community.
- The LCER will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDE guidelines.

The President/CEO is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to ensure compliance with the LCER’s charter petition. The President/CEO shall provide the Board with regular updates as to actions taken pursuant to this section.