

Lewis Center for Educational Research

**BP 3500: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
HEALTH AND SAFETY POLICY FOR COVID-19**

Adopted: July 16, 2020

Revised: September 13, 2021

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 Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), California Department of Public Health (“CDPH”), 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. In collaboration with the county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions, each LCER school must individually determine whether more or less stringent measures are necessary to align with the applicable public health order.

The LCER offers short and long term independent study as an alternative to in-person instruction. Independent study will be available for students who are required to quarantine or isolate due to being infected with COVID-19 or being a close contact exposure to a positive COVID-19 case, medically fragile, or would be put at risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardians are students whose circumstances otherwise merit independent study.

1. Limited Campus Access:

- The LCER will limit nonessential visitors, volunteers, and activities involving external groups or organizations, particularly if there is moderate-to-high COVID-19 communicating transmission.
- The LCER will limit the number of students and staff with whom they come into contact.
- The LCER will exclude from the campus any staff member, student, parent, caregiver or visitor who refused to follow this health and safety policy.
- Students excluded from campus because they are required to quarantine or isolate due to being infected with COVID-19 or being a close contact exposure to a positive COVID-19 case shall be provided with short term independent study 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, vendors 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, to the greatest extent possible, 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 covering.
 - Provide supervision to disperse student gatherings during school arrival and departure.
 - Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
 - Stagger arrival and drop-off times and locations as consistently as practicable as to minimize scheduling challenges for families.
 - Designate routes for entry and exit, using as many entrances as feasible.
 - Advise at-home health screenings of students and staff before arrival at school (see Section 2).
- In the event that LCER campuses do not offer in-person instruction, all employees will be allowed to work on-campus, where feasible, and where consistent with this policy, public health guidance, and applicable law.

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
- At-home wellness checks administered under this Policy shall:
 - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours, or potentially been exposed to COVID-19, 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, vomiting or 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, who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated, even if they were wearing a mask while they were around someone with COVID-19.
- *Home Screening (Students)*. Parents shall be instructed to screen the student before leaving the house for school. The LCER will provide all families with a list of COVID-19 symptoms. 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 and should seek COVID-19 testing. Symptomatic students should isolate and quarantine pursuant to CDPH and SBCDPH guidance, and shall not return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms which generally last for at least 10 days after onset of symptoms, 24 hours since they were fever free without the use of fever reducing medication, and after symptoms have improved.
 - If a student with potential COVID-19 symptoms tests negative, the student may return 24 hours after their fever has passed without the use of fever reducing medication and symptoms have improved. Symptomatic students may alternatively return after such period as required by local health orders or directives, or if a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.
- *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. The LCER will provide all staff with a list of COVID-19 symptoms. Active symptom screening shall be conducted at the worksite if required by a local order.
 - Any staff member 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 and await further instructions. Symptomatic staff members should isolate and quarantine pursuant to CDPH and SBCDPH guidance, and shall not return for in-person work until they have met CDPH criteria to return to work for those with symptoms which generally last for at least 10 days after the onset of symptoms, 24 hours since they were fever free without the use of fever reducing medication, and after symptoms have improved.
 - If a staff member with potential COVID-19 symptoms tests negative, the staff member may return 24 hours after their fever has passed without the use of fever reducing medication and symptoms have improved.
 - If symptoms are secondary to an underlying condition (i.e., allergies or asthma) and have not worsened, then the staff member can report to work and follow hygiene practices.
- *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 screening (confirming visitor is not exhibiting symptoms of COVID or have been recently exposed to someone with COVID-19) 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.
- To prevent stigma and discrimination, health screenings should be kept as private as possible to maintain the confidentiality of the individuals. Race, nationality and country of origin should never be used as a basis for particularized health screening.

- Any student or staff member who develops any COVID-19 signs or symptoms shall stay home, unless and until all conditions have been met pursuant to CDPH and local guidance.

3. COVID-19 Testing and Reporting:

- Consistent with CDPH Guidance, the LCER will implement surveillance testing of staff and students as directed by the San Bernardino County Department of Public Education (“SBCDPH”) and the following standards.
 - Surveillance testing is either 1) in response to an outbreak at a school site, and/or 2) on a staff-wide basis when instructed by SBCDPH based upon local disease trends.
 - In response to an outbreak, only one (1) test per symptomatic person or close contact is required. A repeat test may be necessary if the initial test is positive or if symptoms later develop.
 - Additional levels of COVID-19 testing may be implemented in response to local disease trends, an outbreak, as determined by the SBCDPH or CDPH, where required by Cal/OSHA regulations, or where otherwise required bylaw or public health guidance.
 - The LCER can cause tests to be provided at any one of its campuses, or have staff and students get tested at any local testing site or by their health insurance provider, which must cover the cost.
 - If County-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
 - The LCER’s liaison must be made aware of the test results and report those results to SBCDPH.
 - Staff or students who refuse to take a test or to report the test results to the LCER will not be allowed to return to in-person instruction or otherwise enter the LCER campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.
 - The LCER does not retaliate against an employee or student for disclosure of a positive test, diagnosis or order to self-quarantine or isolate. Any employee or student who believes that the LCER has violated this policy may file a complaint under the LCER’s Uniform Complaint Procedures.
 - The LCER must maintain confidentiality of test results, other than reporting the results to SBCDPH. All medical information about any employee must be stored separately from the employee’s personnel file in order to limit access to this confidential information. The LCER must have a separate confidential medical file for each employee where the LCER stores employee medical information. Medical information includes COVID-19 test results, an employee’s statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing an employee needs time off due to COVID-19, etc. For students, the LCER will take similar precautions to safeguard the students’ privacy and confidentiality, consistent with FERPA and all relevant legal requirements.
- Students and family members are strongly encouraged to be tested for COVID-19 before returning to the school facility and monthly while receiving in-person instruction.
- In the event of a positive test result of a student or family member:
 - The LCER requires that parents/guardians notify school administration or supervisor immediately if the student 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:

- In the event of notice of potential exposure,² the LCER will take the following actions within one (1) business day of the notice of potential exposure:
 - Provide a written notice to all employees who were on the premises in the same worksite³ as the qualifying individual⁴ within the infectious period⁵ that they may have been exposed to COVID-19.⁶
 - Provide all employees who may have been exposed, if any, with information regarding COVID-19-related benefits to which employees may be entitled under applicable federal, state, or local laws.
 - Information regarding COVID-19-related benefits includes, but is not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, LCER sick leave, state-mandated leave, supplemental sick leave, as well as anti-retaliation and antidiscrimination protections applicable to employees.
- Records of the above notices shall be retained for a minimum of three (3) years.
- In 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 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 one or more confirmed COVID-19 case(s), in addition to the steps required in response to a notice of potential exposure, the LCER will follow the COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year, including implementation of the following practices:
 - Notify the SBCPHD of any known case of COVID-19 among any student or employee who was present on the LCER campus within the 10 days before a positive test result.
 - The notification to the SBCPHD must include:
 - The full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report.
 - Notify all staff in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Notify exposed families as relevant 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.
 - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
 - Update protocols as needed to prevent further cases in accordance with CDPH Guidelines.
 - Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
 - Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.

- Maintain regular communications with the local public health department.
- Where stable classroom cohorts have been maintained: Consider having all students and staff get COVID-19 testing and remain quarantined at home for 14 days.
- Identify school contacts, inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group from school for 10 days after the last date the case was present at school while infectious).
- Close contact means being within six feet of someone, who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Close contacts should be instructed to get COVID-19 testing and should remain quarantined in accordance to CDPH and LHD guidelines.
- For all settings: Provide information regarding close contacts to the county public health department.
- If the COVID-19 case was present on the LCER campus, the individual must be excluded from campus for at least 10 days from COVID-19 symptom onset, or if asymptomatic, 10 days from the date the specimen was collected for the positive COVID-19 test.
- In the event of a cluster (three or more cases within 14 days), the LCER will contact SBCPHD officials, as necessary, and work closely with such officials to determine whether the cluster is an outbreak, requiring outbreak response.
- In the event of an outbreak, as defined by CDPH, at the school site:
 - Within forty-eight (48) hours, the Executive Director or designee shall notify SBCDPH of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual.⁸ The Executive Director shall also report the address and North American Industry Classification System (“NAICS”) code of the worksite where the qualifying individuals work.⁹ Additional notice will be provided of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
 - The LCER will notify students, families, employees, and stakeholders that the LCER and local public health department are investigating a cluster and/or outbreak. The notice will encourage all stakeholders to follow public health recommendations.
 - In accordance with state guidance regarding closing schools in response to confirmed cases,¹⁰ and in consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the number of cases at the school and the risk level within the specific community as determined by the local public health officer.
 - If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using short term independent study. Consistent with the LCER’s adopted Independent Study Board Policy 6158.
 - Provide guidance to parents, teachers and staff reminding them of the importance of community mitigation measures while a school is closed, including vaccinations, masking, etc.
- Close contacts to confirmed COVID-19 case:
 - **For Staff:** The LCER follows the CDC and CDPH Guidance on Isolation and Quarantine for COVID-19 Contact Tracing for staff who are close contact exposures to confirmed COVID-19 cases.
 - For vaccinated staff who are close contacts of confirmed COVID-19 cases are not required to quarantine but should be tested 3-5 days following the date of their exposure.
 - For unvaccinated staff who are close contacts (regardless if exposure was during school out outside of school) of confirmed COVID-19 cases should be sent home

immediately, instructed to get COVID-19 testing instructed to get COVID-19 testing three (3) to five (5) days from the last exposure. Even if they test negative, they should remain in quarantine for a full 10 days after (1) date of last exposure to COVID- 19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

- **For Students:** The LCER follows the CDC and CDPH Guidance on COVID-19 Public Health Guidance for K-12 Schools in California, 2021-122 School year for close contact exposures.
 - For vaccinated close contacts of confirmed COVID-19 cases are not required to quarantine but should be tested 3-5 days following the date of their exposure.
 - For unvaccinated students who are close contacts (at home or outside of school) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing instructed to get COVID-19 testing three (3) to five (5) days from the last exposure. Even if they test negative, they should remain in quarantine for a full 10 days after (1) date of last exposure to COVID- 19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
 - For unvaccinated students who are close contacts (during school) of confirmed COVID-19 cases, where both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses), may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:
 - Are asymptomatic;
 - Continue to appropriately mask, as required;
 - Undergo at least twice weekly testing during the 10-day quarantine; and
 - Continue to quarantine for all extracurricular activities at school, including sports, clubs, after school events, performances, etc.
 - If symptoms develop during this 10-day period, the exposed student must immediately isolate and get tested and/or contact their healthcare provider.
 - For unvaccinated close contacts (during school) of confirmed COVID-19 cases, where either party was not wearing a mask during the indoor exposure, may undergo a modified quarantine (at home) as follows, as long as they remain asymptomatic:
 - Quarantine can end after day 10 from the date of last exposure without testing; OR
 - Quarantine can end after day 7 if a diagnostic specimen is collected after day 5 from the date of last exposure and tests negative; AND
 - Continue daily self-monitoring for symptoms and continue with other safety measure to include wearing face coverings, hand washing, distancing as much as possible, through day 14 from last known exposure.
 - If any symptoms develop during this 14-day period, the exposed student must immediately isolate and get tested and/or contact their healthcare provider.
- 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 remain at home in isolation until they have met county health department criteria to discontinue home isolation.
- The LCER will consider a notification to the LCER community regarding the close contacts exposure.
- Individuals who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop

new symptoms. People who develop symptoms again within 3 months of their first bout of COVID-19 should be tested again if there is no other cause identified for their symptoms.

- Returning to school after home isolation:
 - Symptomatic individuals who test positive for COVID-19 can return:
 - At least twenty-four (24) hours have passed since last fever without the use of fever-reducing medications,
 - After other symptoms have improved, and
 - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
 - Asymptomatic individuals who never had symptoms but were tested due to a close contact with a laboratory-confirmed case patient, and who tested negative may return ten (10) days after the last known close contact with the case patient.
 - Symptomatic individuals who test negative for COVID-19, can return 24 hours since they were fever free without the use of fever reducing medication, and after symptoms have improved.
- School Closure Criteria:
 - If the LCER campus is open for in-person instruction, it may subsequently and temporarily close for in-person instruction based on the following criteria:
 - 1) An outbreak has occurred in 25% or more stable groups at the School in 14-day period,
 - 2) 3 outbreaks have occurred in a 14-day period AND 5% of school population in infected, or
 - 3) As determined by the local health department
 - After closure, may reopen after 14 days, cleaning, disinfection, public health investigation, and local health department consultation.

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.
- Sanitation routines will enable students and staff to regularly wash hands at staggered intervals.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The LCER shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- If soap and water are not readily available, the LCER shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol (Note: frequent handwashing is more effective than the use of hand sanitizers).
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- 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 CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate 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 thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- 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.
- The LCER will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely cleaned.
- Students and staff are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, when possible.
- When sharing is allowed, the items and equipment will be cleaned between uses.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for 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.
- When choosing disinfecting products, the LCER will use those approved for use against COVID-19 on the Environment Protection Agency (EPA) approved list "N" and require staff to follow product instructions.
 - To reduce the risk of asthma and other health effects related to disinfecting, the LCER will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - The LCER will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Staff should follow label directions for appropriate dilution rates and contact times.
 - The LCER will establish a cleaning and disinfecting schedule in order to avoid both under and over use of cleaning products.
- 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.
- To the extent feasible, site resources that necessitate sharing or touching items (e.g. drinking fountains) will not be used and replacement items (e.g. reusable water bottles) will be used to the extent practicable.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

7. Facility Measures: The LCER will incorporate CDE guidance for maintaining a healthy facility to include some or all of the following:

- 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 by exacerbating seasonal allergies or asthma symptoms.
 - The LCER will consider alternatives, such as increased central air filtration (targeted filter

rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.

- 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.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

8. Physical Distancing: The LCER will incorporate CDE and CDPH guidance with respect to physical distancing between students and staff.

- The LCER will implement physical distancing to the greatest extent possible and will not exclude students from in-person learning to keep a minimum distance requirement.
- The LCER will implement and layer other prevention strategies such as universal masking for all students and staff.
- The LCER will arrange desks and workspaces to create the maximum distance possible between individuals.
- Staff should minimize use of staff rooms, break rooms and other indoor settings.
- Staff and students are encouraged to eat meals outdoors or in large, well ventilated spaces.
- Prioritize the use and maximization of outdoor space for activities where practicable. For example, activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band (i.e. wind instruments) and choir practice and performances are encouraged to be held outdoors.
- Minimize mixing of students as much as practicable. For example, for elementary students, consider ways to keep students with the same group of students during lunch, maintain seating charts in all classrooms, keeping attendance for all activities.
- Where possible, trainings and other meetings will be conducted in a manner that accommodates physical distancing.
- Physical distancing (buses): The LCER will incorporate CDE guidance with respect to physical distancing between students on buses for athletic and other events (if bus transportation is provided).
- The LCER will maximize space between students and between students and the driver on school buses and will maximize air flow by opening windows as much as practicable.
- Seats on buses will be marked to require students to provide maximum physical distancing on buses. Seating will be staggered in accordance with CDE guidance.
- The LCER will ensure all individuals on the bus shall wear face covering at all times. Each bus is equipped with extra unused face coverings for students who may have inadvertently failed to bring one.

9. Use of Face Coverings: The LCER will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the CDPH and CDC guidance on face coverings; face coverings must be used in accordance with CDPH Guidelines and this Policy unless a person is exempt as explained in this Policy, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Face coverings are optional outdoors for students and staff. All students are required to wear face coverings while indoors, with exceptions per CDPH face mask guidance.
- All staff are required to mask when sharing indoor spaces with students. Staff excluded from this requirement are those that require respirator protection according to Cal/OSHA standards.
- Staff/students shall wear a clean minimum two-ply disposable face covering to school every day.
- Staff/students should avoid touching the face covering and should wash their hands frequently, including after removing the face covering.
- Staff are expected to teach, model and reinforce proper use of face coverings, and in limited circumstances, face shields to students.
- Staff/students 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 staff/students to see faces and avoid potential barriers to phonological instruction as long as the wearer maintains a physical distance from others, to the extent practicable. Staff/student must return to wearing a face covering immediately after the phonological instruction.
- The LCER will post signs regarding the proper use, removal, and washing of face coverings.
- A face shield with a drape on the bottom edge may be an acceptable alternative for students or staff who are restricted from wearing a face covering due to a documented medical condition or who otherwise have an exemption to wearing a mask, as long as their condition permits
- Proper use of face coverings by student will be strictly enforced. The LCER will exclude from campus, anyone who refuses to wear a face covering in accordance with this policy. Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- The LCER shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- A face covering or face shield may be removed when alone in a room, for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again
- The LCER will provide face coverings for students and staff who lose them or forget to bring them to school.
- All visitors will be required to wear face coverings in any indoor setting, while on campus or school sponsored event.

10. 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 screenings.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- The LCER will provide a clear plastic barrier or face covering 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 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.

11. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness:

- The LCER Registered Nurse will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The LCER Registered Nurse will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The LCER will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness including the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventative measures, such as hand washing and physical distancing; and
 - Individuals who may not be able to communicate symptoms of illness.

12. Maintaining Healthy Operations: The LCER will follow local public health orders and CDPH Guidance for maintaining healthy operations, including the following practices:

- Monitor, on a weekly basis, COVID-19 Guidance from SBCDPH, CDPH, and the San Bernardino County Office of Education.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be 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.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Implement COVID-19 testing of staff and students as directed by local county health officers, the CDPH, and where required by law. Encourage students and families to receive testing from community testing sites before returning to school for in-person instruction and regularly while attending school in person.
- Consult with local health departments when routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- Support 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 virtual learning or independent study.

13. 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-19.¹³
- 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 their contact with visitors and other employees.

14. COVID-19 Vaccinations:

- According to the CDPH, vaccination against COVID-19 is the most effective means of preventing infection with the COVID-19 virus, and subsequent transmission and outbreaks.
- The LCER will follow the CDPH mandate requiring verification of vaccination status among all staff, or will require diagnostic screening testing of unvaccinated workers at a minimum of once per week.
- The LCER will verify vaccine status of all workers according to the following modes:
 - COVID-19 Vaccine Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes the name of person vaccinated, type of vaccine provided and date last dose administered OR
 - A photo of a Vaccination Record Card as a separate document; OR
 - A photo of the employee's Vaccination Record Card stored on a phone or electronic device; OR
 - Documentation of COVID-19 vaccination from a health care provider: OR
 - Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader the employee's name, date of birth, vaccine dates and vaccine type; OR
 - Documentation of vaccination from other contract employers who follow these vaccination records guidelines and standards.
- The LCER will track verified employee vaccination status in a confidential manner, and will be stored in a confidential medical file, separate from the employee's personnel file.
- Employees who are not fully vaccinated¹⁴, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.
- Asymptomatic unvaccinated or incompletely vaccinated¹⁵ employees are required to undergo diagnostic screening testing.
- Unvaccinated or incompletely vaccinated employees must be tested **at least once weekly** with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services
- Unvaccinated or incompletely vaccinated employees must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, **do not** waive this requirement for testing.

15. 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

- Enhanced sanitation practices.
- Physical distancing requirements and recommendations.
- Proper use, removal and washing of face coverings
- Proper hygiene, cleanliness and disinfection protocols.
- Screening practices.
- How COVID-19 is spread. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including testing arranged by the LCER.
- Guidelines for staff regarding COVID-19 specific symptom identification and when to seek medical attention.
- 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.
- The LCER will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- 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 schools’ petitions. The President/CEO shall provide the Board with regular updates as to actions taken pursuant to this section.