

Faith Baptist Schools

California for ALL COVID-19 School Guidance Checklist
LACDPH TK-12 Reopening Checklist
Cal Osha COVID-19 Prevention Program (CPP)



COVID-19 Safety Compliance Certificate

- ✓ Workplace policies and practices to protect employee health.
- ✓ Measures to ensure physical distancing.
- ✓ Measures to ensure infection control.
- ✓ Communication with employees and the public.
- ✓ Measures to ensure equitable access to critical services.

This business self-attests to implementing the required Protocols as established by the Los Angeles County Health Officer.

A copy of the Protocols is available at this facility for review upon request. A copy of the Protocols has been given to all employees and posted in employee designated areas.

Any concerns regarding compliance with the Protocols should be directed to The County of Los Angeles, Environmental Health Customer Call Center at (888) 700-9995 or visit <https://bit.ly/3hSHp5k>

Do Not Remove Under Penalty of Law
(Los Angeles County Code 13.12.030B, 13.12.030F)

Business Name: Faith Baptist Schools

Address: 7644 Farralone Ave., Canoga Park, CA 91304

Date: 01/31/2021

Completed Protocol(s): Day Care for School-Aged Children

Reopening Protocols for K-12 Schools: Appendix T1

Recent Updates (Changes highlighted in yellow)

8/12/21

- Language inserted emphasizing vaccination as first line of prevention and urging schools to adopt policies that normalize, promote, and facilitate vaccination for all eligible persons on campus.
- Added additional clarification regarding determination of mask exemption in alignment with CDPH K-12 Schools Guidance 2021-2022 Questions & Answers. Determination must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

7/28/21

- Reaffirms indoor masking requirement for everyone at K-12 schools regardless of vaccination status; customary exceptions apply
- Revised testing recommendations to include vaccinated individuals after COVID-19 exposure and in surveillance testing programs, if testing capacity allows.
- In alignment with current Health Officer Order, employees exempt from wearing masks indoors must be tested at least twice per week.
- Clarified that mask is not required when individual is the only person present in a room or contiguous workspace.
- Confirms that at this time, students granted a reasonable accommodation in the form of mask exemption due to a disability or other condition are not prohibited by LACDPH from in-person education. Strongly recommended that such students be tested for COVID-19 at least twice weekly.
- Students who are excluded from campus because they will not wear a face covering should be offered alternative educational opportunities.
- Clarifies that physical distancing strategies are still recommended as long as they do not interfere with full-time attendance for all students.
- PE classes falls under the 100% masking requirement if class is held indoors.
Updated exposure guideline to note that fully vaccinated individuals who are close contacts to a case do not need to quarantine but it is strongly recommended that such individuals be tested after exposure regardless of vaccination status.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from transitional kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist provides safety measures in five areas:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to create distancing where feasible
- (3) Measures to optimize infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas contain numerous strategies that your school may choose to implement as your facility develops a plan to provide a safe environment for all employees, students, and visitors. Although some preventive and protective measures are currently required in all schools and are clearly indicated as such in the following protocol, most measures are optional and voluntary. Nevertheless, it is still appropriate for schools to implement multiple layers of COVID-19 mitigation strategies while fully re-opening to limit cases and transmission on the school campus. All measures in the associated School Exposure Management Plan **must** be implemented and are applicable to all on-site personnel. Additional resources for K-12 Schools can be found in the TK-12 School COVID-19 Toolkit.

General Reopening Guidance for All Schools

At this time, all schools are permitted to reopen for all students in any grades TK – 12.

Schools that have not yet reopened or not reopened fully and are planning to implement full in person instruction for the first time during the Summer or Fall of 2021 should refer to the LACDPH Safe Schools for All site for complete instructions on the reopening process and documents to complete.

Note for child care programs located in schools. LEAs and schools that offer day care services for children on school campuses should refer to DPH Guidance for ECE Providers.

COVID-19 VACCINATION IS THE FIRST LINE OF DEFENSE

Achieving a high vaccination rate on your school campus is the first and best way to lower risk of infection and transmission at your school, greatly decrease risk of severe illness, hospitalization and death in those who are fully vaccinated, and provide an additional layer of protection for those who are not currently eligible for vaccination (e.g., all students younger than 12 years of age). For this reason, in addition to all requirements and recommendations written in this protocol, schools are urged to adopt strategies that normalize, promote and facilitate COVID-19 vaccination for all eligible staff and students on your campus. Please see LACDPH Vaccine Clinic Toolkit for Schools, a step-by-step guide with best practices for hosting a school-based vaccine clinic. Also be aware that a Health Officer Order issued by the State of California on August 11, 2021 requires all school staff to either show proof of full vaccination or be tested at least once per week.

TK to Grade 12 Reopening Checklist

Institution name:

Faith Baptist Schools

Address:

71644 Farralome Ave. Canoga Park, CA

Maximum Occupancy, per Fire Code:

3,000+

91304

Approximate total square footage of space open to faculty and/or students:

120,000+

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of in person services for students:

110

Estimated total number of students that will return per grade (if none, enter 0):

1,100

TK: 1167 K: 112 1: 916 2: 916 3: 916 4: 89 5: 78
6: 104 7: 71 8: 74 9: 410 10: 310 11: 43 12: 40

NOTE: The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS (CHECK ALL THAT APPLY)

The school must have a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student, or visitor) tests positive for COVID-19.
- The plan addresses:
 - Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
 - Fact sheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
 - Isolation of case(s);
 - Identification of persons exposed to cases at school;
 - Quarantine of exposed unvaccinated employees and/or students; and
 - Assurance of access to testing for all exposed individuals within the school, regardless of vaccination status, as the basis for further control measures.
 - Notification to DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases should be done within 1 business day of the school’s notification of the case. This can be completed online using the secure web application: <http://www.redcap.link/lacdpheducationsector.covidreport> or by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov.
- A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health. This can be done using the same reporting options described above: (1) submitting the report online

at <http://www.redcap.link/lacdph.educationsector.covidreport> or (2) completing the COVID-19 Case and Contact Line List for the Education Sector and emailing it to ACDC-Education@ph.lacounty.gov. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.

- Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- A plan or protocol for incorporating COVID-19 testing into regular school operations.
 - At a minimum the plan should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2. Note that current Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (Cal/OSHA ETS) requires employers to offer testing at no cost to employees during paid time for:
 - o Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
 - o Unvaccinated employees after an exposure.
 - o Vaccinated employees after an exposure if they develop symptoms.
 - o Unvaccinated employees in an outbreak (3 or more employee cases).
 - o All employees in a major outbreak (20 or more employee cases).
 - In addition, the school may consider a strategy for periodic testing for asymptomatic individuals with no known exposure. The California Department of Public Health (CDPH) is not requiring any particular frequency or procedure for asymptomatic testing at this time. However, the state has put into place support for specific testing cadences through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement. Schools are advised to access information and resources regarding school-centered testing at the state's Safe Schools for All hub. In times of high rates of community transmission, LA County recommends that periodic testing include fully vaccinated individuals where resources allow.
 - The plan must provide that all testing results will be reported to the Department of Public Health.
 - Please note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.
- Consider assigning vulnerable employees (employees not yet fully vaccinated who are above age 65 and/or with chronic health conditions that would place them at high risk if infected) work that can be done from home when feasible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Consider reconfiguration of work processes to the extent consistent with academic requirements and student needs to increase opportunities for employees to work 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. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the 2021 COVID-19 Supplemental Paid Sick Leave Law.
- 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 permitted. Use of indoor school facilities provides more risk of contamination of indoor air and surfaces and care should be taken to avoid unnecessary exposure for regular school employees and students. Routine cleaning after use of indoor facilities by non-school groups is recommended. Use of outdoor athletic fields by non-school youth sports teams, leagues, or clubs is permitted as long as care is taken to avoid unnecessary exposures for regular school employees and students.
- Employee screenings are recommended to be conducted before employees may enter the workspace. Entry screening should include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are recommended if feasible.

- These screenings can be done in-person upon arrival at the site or remotely before arrival using a digital app or other verifiable approach.
 - Note that current Cal/OSHA ETS requires employers to exclude employees from the workplace who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact. Cal/OSHA does not prescribe any particular method of employee screening but implementing some method as recommended will assist in compliance with the current ETS.
- ☐ Masking is required for anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees).
- Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. The mask must be worn by the employee at all times during the workday when indoors and is in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, 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.
 - Employees who are exempt from wearing a mask while indoors, **must** undergo COVID-19 testing at least twice per week, unless the employee provides proof of full vaccination status against COVID-19. In times of high rates of community transmission, LA County recommends that periodic testing also include fully vaccinated individuals where resources allow.
 - Employers are required to provide, upon request, respirators to any unvaccinated employee along with instructions on how to ensure the mask fits appropriately.
 - Employees that are in a setting where they are in close contact with other people who may not be fully vaccinated should be offered and should consider wearing higher level of protection, such as wearing two masks ("double masking") or a respirator (e.g., KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting.
 - All staff **must** wear a face mask at all times when indoors, except: when working alone in private offices with closed doors; when they are the **only** individual present in a larger open workspace for multiple employees; or when eating or drinking.
 - For the most updated LACDPH guidance and information on masking, refer to our [COVID-19 Masks](#) page.
 - A 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 clothface mask.
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. Students who present appropriate documentation demonstrating a disability or condition that does not allow them to safely wear a mask should wear a face shield with drape at the bottom if their condition allows it. Students with documented conditions that do not accommodate the face shield and drape may request a reasonable accommodation from the school or district. Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
 - It is strongly recommended that any student who is exempt from wearing a mask indoors be tested for COVID-19 at least twice a week, unless they provide proof of full vaccination status against COVID-19. In times of high rates of community transmission, LA County recommends that periodic testing also include fully vaccinated individuals where resources allow.
 - Public schools should be aware of the requirements in AB 130 to offer independent study programs

for the 2021-22 school year.

- It is recommended that employees be instructed to wash or replace their face masks daily and parents be instructed to ensure that children have clean face masks.
- 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 increase their physical distance from others. Eating or drinking outdoors is best but eating or drinking at a cubicle or workstation indoors is preferred to eating in a breakroom if eating in a cubicle or workstation permits greater distance from and barriers between staff.
- Consider increasing space between employees in any room or area used by staff for meals and/or breaks, especially when space will be shared by employees who are not fully vaccinated or whose vaccination status is unknown.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of face masks when around others indoors.
- Break rooms, restrooms, classrooms, and other common areas used or visited by staff are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.

- Break rooms Daily
- Restrooms Daily
- Classrooms Daily + touchpoints throughout day
- Laboratories Daily
- Nurse's office Daily + touchpoints throughout day
- Counseling and other student support areas Daily
- Front office Daily
- Other offices Daily
- Other (auditorium, gymnasium, library if in use) Daily

- High touch areas in staff breakrooms are recommended to be cleaned at least once per day.
- It is recommended that hand sanitizer effective against COVID-19 be made available to all employees in or near the following locations (check all that apply):
 - Building entrance/s, exit/s ✓
 - Central office ✓
 - Stairway entrances NA
 - Elevator entry (if applicable) NA
 - Classrooms ✓
 - Faculty breakroom ✓
 - Faculty offices: ✓

- It is recommended that employees be offered frequent opportunities to wash their hands with soap and water.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

NA

B. MEASURES TO ALLOW FOR RECOMMENDED PHYSICAL DISTANCING AND REDUCE CROWDING BY STAFF, STUDENTS AND VISITORS (CHECK ALL THAT APPLY)

NOTE: LACDPH recommends that measures be implemented to create physical distancing when doing so will not interfere with the full-time attendance of all enrolled students. This is especially important during times that groups of students are outside the classroom (e.g., hallway transitions) and/or anytime masks must be removed in a group setting (e.g., lunch time, recess) where increased physical distance is preferred. For situations when physical distancing may not be feasible (e.g., very full classrooms), the importance of 100% mask adherence is critical.

- Maximum number of employees permitted in facility, is: 110.
- Face masks are required at all times on school buses and vans.
- Consider maintaining measures to promote physical distancing of students on school busses since many students remain unvaccinated. These measures may include (check all that apply):
 - Seating one child per bus seat. ✓
 - Use of alternating rows. (When possible)
 - Open windows as air quality and rider safety concerns allow. ✓
- Additional measures that may be considered to promote physical distancing and reduce rider density on school buses (Check all that apply):
 - Staggered school start times to permit more than one trip per bus at school start and close. ✓
 - Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry. ✓ (School Tron App: Allows parents to stay in cars.)
 - Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming. _____
 - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of face masks.
 - Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
 - Other: _____
- Consider implementing measures to reduce crowding as students, parents or visitors enter and move through the school building. These may include (check all that apply):
 - Schedules are adjusted to avoid crowding in common spaces and when possible, allow single classrooms or small groups to move through common spaces (such as hallways and bathrooms) at a given time. ✓
 - School employees are deployed in hallways to promote physical distancing and reduce loitering and crowding as students enter and proceed to classrooms. ✓
 - Elevator capacity, if applicable, is limited to reduce crowding. All riders are required to wear face masks. NA
 - The following measures may be implemented to avoid crowding on stairways:
 - Designation of up and down stairways _____
 - Staggering of breaks between classes ✓
 - Monitoring of stairways by school staff _____
 - Other: _____

- Consider adopting a school-wide approach to creating and maintaining stable groups, in which supervising adults and children stay together for as many activities as possible (e.g., meals, recreation, etc.), and avoid inter-mingling with people outside of their group in the setting, throughout the school day. Stable groups are considered a best practice at all grade levels and therefore recommended but not required.
 - Students with IEP or 504 plans who require specialized services may be pulled out of their general education classroom and grouped with other students requiring similar services as needed to provide appropriate level of instruction and care.
 - Specialized staff who serve students with IEP or 504 plans and/or provide specialized services will need to work with different stable groups during the school day and this should be accommodated. Staff that are not fully vaccinated should consider wearing a face shield in addition to the required mask if entering multiple classrooms for this purpose. All staff should be encouraged to wash or sanitize hands after leaving a classroom and before entering another classroom with a different group of students.
- Consider implementing measures that allow for recommended physical distancing within classrooms when possible without interfering with essential operations. These may include the following measures (check all that apply):
 - Classroom furniture is set up to maximize distance between students and between students and teachers. Where distancing is not feasible consider other safety measures including focus on high mask adherence.
 - Consider enhancing other mitigation layers, such as stable groups or improved ventilation.
 - Maintain an increased distance as much as possible during times when students or staff are not masked (e.g., due to eating or drinking, napping).
 - Nap or rest areas in classrooms have students placed an increased distance apart and alternating feet to head.
 - Other: _____
- Consider offering physical education class outdoors as much as possible and select activities that allow for physical distancing. Physical education classes held indoors requires all present to wear masks except when drinking water.
- Consider implementing school policies that promote physical distancing in locker rooms. Policies may include:
 - Offering access to locker rooms only when staff supervision is possible. Staggering locker room access.
 - Creating alternative options for storage of student clothing, books, and other items.
- Consider implementing measures to increase physical distancing during school meals when students will be unmasked. These may include (check all that apply):
 - Meals are eaten in classrooms or outdoors, without mingling of stable groups from different classrooms. _____
 - If students line up to pick up food, tape or other markings are used to promote distance between students. _____
 - Staff are deployed during meals to maintain distancing and prevent mixing of students from different stable groups. _____
 - If meals take place in a cafeteria, mealtimes are staggered to reduce the number of groups in the cafeteria at any one time. _____
 - If meals take place in a cafeteria, space between all tables/chairs has been increased to maintain distance between students while eating. Barriers between tables and/or chairs may be used as an alternative when distancing is not possible. _____

Consider implementing measures to promote physical distancing in school areas used for student support services.

- Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) are encouraged to maintain when feasible physical distance while engaging in student support activities.
- Furniture and equipment in school areas used for student support services are arranged to promote distancing between any two students and/or between students and staff.
- Sharing of equipment and supplies is avoided where possible.
- Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.

C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

Symptom screening is recommended to be conducted before students, visitors and staff enter the school. Screening should include a check-in concerning symptoms consistent with possible COVID-19 and any other symptoms the individual may be experiencing. These checks can be done remotely (using a digital app or in person upon arrival. A temperature check with a no-touch thermometer at entry can be included as part of the screening, if feasible, especially for visitors who may not be part of a systematic at-home screening process.

- Students, staff, and visitors who screen positive at entry or who report symptoms at any point during the school day should be reported to the COVID-19 Compliance Team (see Section A). The COVID-19 Compliance Team will determine whether the individual should be excused from the facility according to DPH guidance on Symptom and Exposure Screening Pathways at Educational Institutions. Students who screen positive are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while a determination is made on exclusion and arrangements are made for their return home, where indicated.
- Per the DPH Symptom and Exposure Screening Pathways, students, staff, and visitors who have had close contact with an individual who has screened positive for symptoms consistent with possible COVID-19 are notified of the potential exposure. These individuals are not required to quarantine unless the exposure has been confirmed through a positive COVID-19 diagnostic viral test or a clinical diagnosis from a medical provider. Students who have a confirmed exposure are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Quarantine Order.
- The preceding quarantine instructions do not apply to an individual who has a confirmed exposure but demonstrates proof of full vaccination against COVID-19 and is asymptomatic. Those individuals are not required to quarantine but are strongly recommended to be tested for COVID-19 as a result of their exposure *regardless of their vaccination status*.

Screening of adults and of middle and high school age students should include a question about close contact with anyone at home, school or elsewhere in the past 10 days who has tested positive for COVID-19.

- Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.
- Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.
- The preceding quarantine instructions do not apply to an individual who reports a close contact but demonstrates proof of full vaccination against COVID-19 and is asymptomatic. Those individuals are

not required to quarantine but are strongly recommended to be tested for COVID-19 as a result of their exposure *regardless of their vaccination status*.

Consider implementing measures to limit risk of infection due to visits by individuals other than staff and students. These may include (check all that apply):

- Visitors should be registered in a visitor log that includes a visitor's name, phone number and email address in case this information is needed in the future for contact tracing purposes. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information should also be captured in the visitor log. _____
- Movement of visitors within the school is best limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible, in order to reduce unnecessary interaction with any stable learning groups. _____
- Visitors arriving at the school are reminded to wear a face mask at all times while inside the school. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, 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. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them. _____

Implementing measures to promote optimal ventilation in the school is strongly recommended. These may include (check all that apply):

- Movement of classroom learning, meals, and activities to outdoor space is maximized whenever feasible and weather permitting. _____
- The school HVAC system is in good, working order. Prior to school reopening, consider having the HVAC system evaluated by an appropriate engineer familiar with the Guidance for Reopening Schools as developed by the American Society of Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE). _____
- 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. Existing fire codes requiring closure of fire-rated doors must be respected. _____
- Air filters have been upgraded to a higher efficiency (MERV-13 or higher rating is preferred). _____
- Other: _____

It is recommended to have measures in place to promote appropriate cleaning of space, surfaces, and objects throughout the school. These may include (check all that apply).

- A cleaning schedule have been established in order to avoid both under-and over- use of cleaning products. _____
- Buses are thoroughly cleaned daily and disinfected after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are cleaned after every completed bus route. _____
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are cleaned at least daily and more frequently as resources allow using appropriate products (see below). _____

- Drinking fountains may be available for use. To minimize the risk of Legionnaire's disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. This includes proper flushing and may require additional cleaning steps (including disinfection). Refer to CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>. ✓
- Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are sanitized between users. ✓
- Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe. ✓
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable. ✓
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product. ✓
- All cleaning products are kept out of children's reach and stored in a space with restricted access. ✓
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. ✓
- Enhanced cleaning and disinfection of school premises, when indicated, is done when students are not at school with adequate time to let spaces air out before the start of the school day. ✓
- Steps are taken 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. ✓
- Restrooms, lobbies, break rooms and lounges, and other common areas are cleaned at the frequency listed below. Routine cleaning is recommended at a frequency no less than once per day during periods of operation but may be done more frequently.
 - Restrooms: ✓
 - Lobbies/entry areas: ✓
 - Teacher/staff break rooms: ✓
 - Classrooms: ✓
 - Cafeteria dining area: ✓
 - Cafeteria food preparation area: ✓
 - Front office: ✓
 - Other offices: ✓
 - Other areas: ✓

Measures are in place to ensure use of appropriate face masks by all staff, students, and visitors at all times when indoors. These must include (check all that apply):

- Staff, parents, and students are informed of the requirement for face masks prior to the start of the school year and on a regular basis throughout the school year. ✓

- All students 2 and older are required to wear face masks at all times while indoors on school property except while eating, drinking, or carrying out other activities that preclude use of face masks. ✓
- Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated. Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations. NA
- Information is provided to staff, parents and students concerning proper use of face masks including the need to wash face masks after each day's use. ✓
- Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face masks. ✓
- As feasible, two face masks are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own face masks. ✓
- Parents of younger children are encouraged to provide a second face mask for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face mask during the day. ✓
- Staff who are deployed at school entry or in hallways or other common areas remind students of rules concerning use of face masks. ✓
- Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate. ✓
- Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building. ✓

NOTE: Staff and students who are alone in closed offices are not required to wear face masks. Students may also remove face masks indoors when eating or napping or when wearing a face mask is otherwise impracticable (e.g., while swimming or showering). The school 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 face mask to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

Implementing measures to promote frequent hand washing by staff, students, and visitors is recommended. These may include (check all that apply):

- 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. ✓
- Younger students are regularly scheduled for frequent handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity. ✓
- Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper hand washing. ✓
- Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. NA (We have sinks in classes.)
- 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 (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin. ✓

- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer. ✓
- Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions. ✓

SPECIAL CONSIDERATIONS FOR PERFORMING ARTS

Music classes

- Any activity that requires participants to remove their face masks (e.g., playing wind instruments) may only be done as a group if the activity is held outdoors. However, individuals may practice such activities alone indoors in a studio or practice room with the door closed.
- For activities that generate more forceful expired respiratory droplets such as singing, increased distance between individuals and engaging in these activities outside is strongly recommended. Individual singers may practice alone indoors without a mask or with a single instructor present while indoors in a studio or practice room if both of them are masked. Increased distance between the singer and instructor is recommended.
- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.
- Consider using "bell covers" for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

Theater classes

NA

- Students and instructors in theater classes must wear face masks at all times when indoors. It is recommended that there be increased physical distance if the participants are enunciating (for example, those in a theater workshop).
- Limit, where possible, sharing of props, costumes, and wigs. If they must be shared, choose props, costumes and other materials that can be more easily disinfected. All props must be disinfected before first use on the set, and between uses by different actors. All shared clothing must be cleaned after each use. All wigs or other shared prosthetics must be disinfected after each use.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from EPA's List N: Disinfectants for COVID-19.
- Consider holding virtual or outdoor rehearsals and performances instead of indoor. Masks must be worn at all times for indoor activities.

Dance classes

NA

- Students and instructors must wear face masks at all times while indoors. Masks may be removed briefly to drink water; during water breaks, students should be reminded to maintain an increased distance from others while masks are removed. Students should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to immediately take a break from exercise if they begin to experience any difficulty breathing. Masks may be briefly removed while a participant rests and catches their breath as long as they move an appropriate distance from all others in the space. Masks should be changed if they become wet, if they stick to a person's face, or if they obstruct breathing.

- For activities that generate a greater volume of respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Maximize use of outdoor space for practice and performance as much as possible. Masks must be worn at all times for indoor activities.

Music Recording

- Singing in sound booths/recording booths is permitted at this time as long as face masks are worn at all times as required and increased distance between singers and from all others in the booth is strongly recommended due to the large amount of respiratory droplets released into a relatively small, confined indoor space.
- Playing of wind instruments inside a sound booth with others present in the booth is not permitted at this time due to inability to adhere to indoor masking requirements.
- Singers or musicians playing wind instruments are permitted to perform in the sound booth without masks only if they are sealed in the booth for solo recording and no other individuals are in the booth at the time.
- Other group instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance should be maintained between all musicians at all times and masks are required as for all other indoor spaces.
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and shared equipment (e.g., microphones) should be sanitized.

Performances

- Any performances should follow the Best Practices for Large Events recommendations to reduce the risk of spreading COVID-19. Note that all performances in schools or other supervised youth settings requires use of masks in indoor spaces by all persons present regardless of vaccination status.

D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

Information should be sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

- Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 ✓
- Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 ✓
- Who to contact at the school if student has symptoms or may have been exposed:
Tina Swift or Stephanie Rasmussen
- How to conduct a symptom check before student leaves home ✓
- Required use of face masks ✓ (weekly email)
- Importance of student compliance with any physical distancing and infection control policies in place ✓
- Changes in academic and extracurricular programming in order to avert risk ✓
- School policies concerning parent visits to school and advisability of contacting the school remotely ✓
- Importance of providing the school with up-to-date emergency contact information including multiple parent contact options ✓
- Other: _____

- A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website. *Safety Compliance Certificate*
- Signage has been posted throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face masks, physical distancing, and hand washing.
- Online outlets instruct students, parents, and teachers on how to contact the school in case of infection or exposure.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
NA
 - This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
 - Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
 - Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

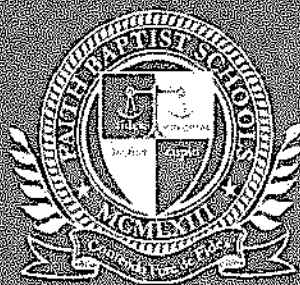
Business Contact Name: Stephanie Rasmussen

Phone Number: (818) 340-16131

Date Last Revised: 8/12/21

SUMMARY OF REQUIRED PROCEDURES CONTAINED IN THIS DOCUMENT

- The school must have a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus.
- A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance.
- A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health.
- A plan or protocol for incorporating COVID-19 testing into regular school operations, which at a minimum should describe the strategy for ensuring access to testing for students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
 - The plan must provide that all testing results will be reported to the Department of Public Health.
- 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.
- Anyone entering school buildings or transports (school buses as well as school buildings) who has contact with others (students, parents, or other employees) is required to wear a face mask while indoors regardless of vaccination status.
- All employees, on-site contractors, vendors, and delivery personnel have been provided instructions regarding required use of face masks when around others indoors.
- Copies of this Protocol have been distributed to all employees.
- Face masks required at all times on buses.
- Information should be sent to parents and students prior to the start of school concerning school policies related to COVID-19 prevention.
- A copy of this protocol is posted at all public entrances to the school and uploaded to a public facing page on the school or district website. *Safety Compliance Certificate*
- Signage has been posted throughout the school reminding staff and students of policies concerning use of face masks and importance of hand washing.
- Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student. *NA*
- Per order of the State Public Health Officer, all school staff are required to show proof of full COVID-19 vaccination or be tested at least once per week. *Fully Compliant by Oct. 15.*



Faith Baptist Schools' Operational Plan 2021

Goals and Objectives

The FB Operational Plan will address strategies to promote the goals of:

- *Preventing Infection*
- *Maintaining a Healthy Environment*
- *Mitigating the Spread of Infection with a Potential Outbreak*

Strategies

In order to accomplish these goals, the FB Operational Plan will incorporate the following strategies:

- *Strategy 1: Healthy Hygiene, Masking, and Handwashing*
- *Strategy 2: Cleaning, Disinfecting, and Air Filtration*
- *Strategy 3: Stable Groups and Student Movement*
- *Strategy 4: Screening and Testing*
- *Strategy 5: Infection Plan*

Strategy 1: Healthy Hygiene, Masking, and Handwashing

LACDPH Mask Requirements

Faith Baptist will ensure that there are adequate supplies to support healthy hygiene on campus (soap, no-touch trash cans, and hand sanitizer). The staff will teach and reinforce proper hand washing practices; avoiding contact with one's eyes, nose, and mouth; and covering coughs and sneezes appropriately. Parents should reinforce these practices by training their children at home as well.

- *K2-K5 will use iPads for signing in and out of day care. The day care workers in each of the rooms will type in the PIN codes for parents so that the iPad does not need to be disinfected between use.*
- *The staff will give frequent verbal reminders to children about practicing healthy hygiene.*
- *For younger children, the staff will create and develop a scripted story around social distancing, proper etiquette for sneezes, coughs, etc. The staff will teach children to use tissue to wipe their noses and to cough inside their elbows.*
- *The staff will practice frequent handwashing and model proper handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom by teaching a child-friendly song or counting to 20 (handwashing should last 20 seconds). Handwashing signs have been posted above all sinks to remind children to wash their hands properly.*
- *The sinks in classrooms will be utilized as much as possible for handwashing to minimize congregating in the bathrooms.*
- *The staff will explain to children why it's not healthy to share drinks or food. .*
- *Children's cots in the preschool and K5 will be labeled and used by the same child each day.*
- *Children will use Ethyl alcohol-based hand sanitizer when handwashing is not available. (Children under age 9 will be supervised when using hand sanitizer.)*
- *Hand sanitizer, soap and water, tissues, and trash cans are available to the public at or near the entrance of the facility, at the reception area, and anywhere else inside the campus or immediately outside where people have direct interactions.*
- *All faculty, staff and children over age 2 are required to wear cloth face coverings at all times while on FB property except while eating, drinking, sleeping, swimming, or while outdoors.*
- *Parents are to ensure that children have clean face coverings. Parents of younger children are encouraged to provide a second face-covering for school each day in case the mask they are wearing gets soiled.*
- *As part of this mandate, schools are required to establish their own enforcement policy. Faith Baptist Schools has established the following policies:*
 - *Teachers will give daily, verbal reminders of the masking requirements.*
 - *Students who do not bring a mask to school will be provided with a mask.*
 - *A letter will be sent home weekly to parents of students who do not properly mask.*
 - *Once parents have received four letters indicating that their student has not been properly masking, a conference will be set up with the parents and the administration.*
 - *The school will never use any physical force to put a mask on a student.*
 - *The school will aim not to exclude any student from in-person learning for a failure to mask.*
 - *No action taken in relation to any student and the mask policy will be recorded as discipline and thus will not become a permanent part of any student's cumulative file.*

Strategy 2: Cleaning, Disinfecting, and Air Filtration

- *We are following a routine schedule for cleaning and disinfecting all restroom, classroom, and offices daily.*
- *Teachers have been provided with supplies to disinfect high touch surfaces in their classrooms more frequently, including doorknobs, light switches, countertops, handles, desks, and phones.*
- *FB is using disinfectants against COVID-19 from the EPA-approved list "N."*
- *Doors and windows will be opened to ventilate classrooms whenever possible.*
- *The most efficient anti-microbial filters possible are integrated in each classroom's HVAC unit and are changed regularly, and 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.*
- *Buses are cleaned daily after transporting students.*
- *Cleaning and disinfecting (except for frequent touch-point disinfecting) is done when children are not at school with adequate time to let spaces air out before the start of the school day.*

Strategy 3: Stable Groups and Student Movement

- *Class sizes will be limited to 32 students. Students within these stable groups will remain together throughout the duration of each day, eating lunch together and going to recess together by grade level.*
- *Each teacher will maintain a seating chart for both the classroom and the lunch area to facilitate contact tracing.*
- *Children may choose to bring their own personal desk barrier to use at school.*
- *Outdoor play will be scheduled by grade levels.*
- *Cots for preschool nap time will be set up six feet apart and will alternate feet to head.*
- *We will extend the indoor environment to outdoors and take the children outside as much as possible, weather permitting.*
- *Lunch will be eaten outdoors.*
- *To limit movement on the campus, all 1st- through 6th-grade children should be dropped off in the safety zone and picked up by using their family's individual SchoolTron QR code. Limiting the number of people on campus will reduce the potential for infection.*
- *School supplies will be kept at an individual student's desk, rather than supplies being shared communally.*
- *Anyone entering a building or classroom is required to wear a cloth face covering.*

- *Visitors will be asked to sign in and will be screened for COVID-19.*

Strategy 4: Incorporate Screening and Testing

Screening procedures have been implemented for all staff and children entering the FB campus.

- *Parents and/or caregivers will also be asked to screen themselves and their children daily, prior to coming to the property.*
- *Emails will be sent home each week reminding parents to screen their children before coming to school.*
- *It is vitally important that parents daily monitor their child's health at home and that children do not attend school if they have any of the following symptoms: fever ≥ 100.4 , new cough (different from baseline), diarrhea or vomiting.*
- *No child should attend school if he is currently under isolation or quarantine orders.*
- *Students with any of the above symptoms may return to school with a negative COVID test or a diagnosis from a physician.*
- *Both staff and children will be monitored throughout the day for any signs of possible illness.*
- *If a staff member or a child exhibits signs of illness, he would be isolated from the general room population, and the caregiver of the child would be notified immediately to come pick up the child and taken home or to the appropriate medical facility.*
- *All students 12 and older who participate in high-impact sports (volleyball, football, and basketball) during a season of moderate or high community spread will be required to test weekly for COVID-19. Students who are fully vaccinated*
- *The State considers an individual fully vaccinated two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson).*
- *FB has secured a company to test these individuals on the campus each week.*
- *Effective October 15, Any faculty or staff member who does not submit satisfactory proof of being fully vaccinated will also be tested weekly for COVID-19.*

Strategy 5: Implement an Infection Plan

If you have any concerns regarding COVID-19 or need to report a diagnosis or report contact with someone who has been diagnosed, please call Tina Swift or Stephania Rasmussen through the FB office at (818) 340-6131. They will then document and track incidents of possible exposure and notify local health officials, and the necessary staff, and families immediately of any positive cases of COVID-19 while maintaining confidentiality, as required under state and federal laws related to privacy.

- Once a positive case has been identified, he must remain at home in isolation and not return to FBS for a minimum of 10 days after onset of symptoms AND until his symptoms have improved AND he is free of fever for at least 24 hours without fever-reducing medication.
- Close contact to a positive case will then be identified. Close contacts are defined as anyone within six feet of a positive case for 15 minutes or longer during the 48 hours before the infected person showed any symptoms or 48 hours prior to their positive test if they are asymptomatic. Close contact also includes anyone who had unprotected contact with the infected persons body fluids and/or secretions.
- All positive cases and their close contacts will be reported to the LA County Department of Public Health through Red Cap. Additionally, all COVID related hospitalizations and deaths will be reported to ACDC-Education@ph.lacounty.gov
- After 7 full days have passed from their last known contact to the infectious case if close contact has a negative viral test result from a specimen collected on or after day 5 from the last date of exposure, he can resume normal activities on day 8. He must continue to monitor his health and adhere to COVID-19 prevention precautions through day 14.
- If a close contact does not test on day 5 or later, he may not return to campus until day 11 and must still continue to monitor his health through day 14.
- Positive cases will be given isolation instructions and close contacts will be given quarantine instructions. <http://publichealth.lacounty.gov/acd/ncoronavirus/covidisolation/>
<http://publichealth.lacounty.gov/acd/ncoronavirus/covidquarantine/>
- The Covid Response Team will determine if a student exposed to a positive case on the FB campus meets all of the criteria for a modified quarantine. <http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ParentupdateModifiedQuarantine.pdf>
- Close contacts who are fully vaccinated or who have laboratory confirmed COVID-19 in the previous 90 days do not need to quarantine but should monitor their health for 14 days. It is recommended that fully vaccinated people receive a negative viral test 3-5 days after their last exposure to a positive case.
- If a child comes to the campus, and it is determined after he arrives that he has had close contact with an individual who has screened positive for COVID-19, he will be accompanied to the quarantine space in the back of the attendance office where they can remain until arrangements are made for him to return home and be tested.
- The ultimate goal is to prevent the spread of COVID-19. In order for a child exhibiting any of the above symptoms for COVID-19 to return to school, we will require one of the following: a note from your child's doctor indicating the symptomatic child's diagnosis (ear infection, sinus infection, etc.) and the date that he can return to day care OR a negative COVID test with the symptomatic child's name and current date. Without a note from a physician or a negative COVID test, a student exhibiting symptoms will need to isolate at home for 10 days after the

onset of symptoms AND an additional 24 hours after a fever without fever reduction medication.

- *Parents, please make sure your emergency contact information is updated in the Parent Portal so that our office staff can get in touch with you quickly if needed. When a child does show signs of illness, they will need to be picked up immediately.*
- *Children who develop symptoms of illness after drop-off at FBS will be separated from others right away, given a surgical mask to wear, and will wait in the isolation room in the back of the attendance office. The parents will be notified for the child to be picked up immediately. The child should remain in isolation until they can go home or be taken to the appropriate medical facility for testing.*
- *All faculty and staff and eligible students will be encouraged to be vaccinated.*
- *If a positive case has been identified on campus, the custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected.*
- *If any staff/children develop symptoms while in quarantine, they should follow the return-to-campus guidelines (10 days after symptoms started AND 24 hours after fevers have resolved without the use of medication that reduces fevers AND symptoms have improved). A doctor's note is not needed to return to FBS.*
- *Note that while parents/caregivers and staff may be informed of a confirmed case of COVID-19 in someone connected to the facility, it is not legal to share the name of the infected individual. It may not be hard for children or staff to guess who the person is, but that is different from an intentional release of private medical information about someone.*
- *If FB is made aware of a second confirmed case within 14 days from different households with an epidemiological link, FB will reinforce the message to children and employees on precautions taken to prevent the spread and implement site-specific interventions, as needed, to reduce transmission.*
- *FBS will contact the Department of Public Health to report a cluster of cases (3 or more laboratory-confirmed cases from different households within 14 days that are epidemiologically linked).*

If you have questions about this plan and would like to speak to someone, or need help finding medical care, call the Los Angeles County Information line 2-1-1, which is available 24/7.

Resources

LACDPH TK-12 Schools COVID-19 Toolkit:

<http://ph.lacounty.gov/acd/ncorona2019/EducationToolkit/tk12/>

California Department of Public Health School Guidance

<https://covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Reopening Schools Guidance
<https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

L.A. County Public Health Face Covering Guidance
<http://publichealth.lacounty.gov/acd/docs/WhenToWearAMask.pdf>

Centers for Disease Control Considerations for Schools
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

COVID-19 Prevention Program (CPP) for Faith Baptist Schools (FBS)

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

Date: February 17, 2021

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

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

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting possible COVID-19 hazards or violations of this plan in their areas of responsibility to the FBS Administrator.

Employee Screening

We screen our employees by implementing the following practices:

- Prior to the start of school, staff will be given screening cards that they will need to fill out before arriving on campus each day.
- A screening station will be set up at the Welcome Center where screening cards will be collected and where an employee's temperature will be taken with a touchless thermometer, prior to exiting his vehicle and walking to his classroom or office.
- In addition, employees will also be asked to screen themselves daily by taking their temperature at home, prior to coming to the property.
- Anyone who has a temperature of 100.4°F/38°C or higher, shows any signs of illness, or who answers "yes" to any of the screening questions will be excluded from the property.
- As a daily practice, when all staff arrive on campus, they will be asked about any symptoms (fever, cough, shortness of breath, difficulty breathing, fatigue, chills, congestion, runny nose, muscle or body

aches, nausea or vomiting, diarrhea, or new loss of taste or smell) that they, or someone in their homes, might have, if they have had any exposure to another individual with suspected or confirmed COVID-19 cases in the past 14 days, or if they have taken any fever reducing medications in the prior 24 hours.

- **Any child, parent, caregiver, or staff member showing symptoms of COVID-19 or who answer "yes" to any of the above screening questions will be excluded from the property.**
- Staff will be monitored throughout the day for any signs of possible illness.
- If an employee exhibits signs of illness during the school day, he would be asked to go home immediately. This employee would be provided instructions for COVID-19 testing and home isolation.
- All faculty, staff, and children over age 2 are required to wear cloth face coverings at all times while on FBS property except while eating, drinking, sleeping, swimming, or solo physical exertion. Face masks are checked at the point of entry to the campus.
- Both the employee entering the campus and the security guard at the screening station will properly wear a face covering.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by implementing the following policies:

- Class sizes will be limited to 14 students per stable group. Students within these stable groups will remain together throughout the duration of each day, eating lunch together and going to recess together while socially distanced.
- Barriers (Plexiglas or solid folding dividers) may be used in areas where there is limited space for social distancing.
- There are no more than 2 adults who interact with each of the stable groups.
- Signs have been posted at the entrance and throughout the campus, reminding people to stay socially distanced.
- Teachers over the age of 65 or who have health concerns have been given the option of working remotely.
- Classroom furniture will be set up to ensure six feet between children at their desks.
- Cots for preschool nap time will be set up six feet apart and will alternate feet to head.
- We will extend the indoor environment to outdoors and take the children outside as much as possible, weather permitting.
- Families with K5 and preschool-aged children should have one parent or caregiver leave their vehicle to walk the child to class each day. Parents of K2–K5 children should drop children off at the door without entering the classroom. If possible, the same parent should drop off and pick up their child each day.

- All 1st- through 6th-grade children should be dropped off in the safety zone where they will be supervised as they walk directly to their rooms. Limiting the number of people on campus will reduce the potential for infection.
- Start times and dismissal times have been staggered to promote physical distancing.
- We will designate one-way directional staircases and hallways in order to eliminate congestion and congregating as much as possible.
- In order to eliminate overcrowding in the offices, parents should use email, phone, and video calls as much as possible to communicate with both the teachers and the office staff.

Face Coverings

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

- All faculty, staff, and children over age 2 are required to wear cloth face coverings at all times while on FBS property except while eating, drinking, sleeping, swimming, or solo physical exertion.
- Everyone (visitors, students, and staff) entering school property (on buses as well as our buildings and grounds) is required to wear a cloth face covering.
- Face masks are checked at the point of entry to the campus. Those who do not have a face covering will be provided with one. Those who refuse to wear a mask will not be permitted to enter the property.
- Masks will be provided at the entrance to anyone who needs one.
- In addition, FB will also provide each staff member with a plastic face shield with drape that can be tucked in as well as a sufficient supply of plastic gloves and cloth face coverings.
- Signs have been posted at the entrance and throughout the campus, reminding people to properly wear their mask.

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

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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

Engineering Controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Physical barriers have been installed in offices for an added measure of safety.
- We have arranged workspaces so that face-to-face contact is avoided
- We have moved situations outdoors or increased outdoor airflow

- Arrival, departure, work, and break times have been staggered to avoid overcrowding.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by implementing the following policies:

- Maintenance department will ensure proper maintenance and cleaning of the ventilation system on a routine schedule.
- Doors and windows will be opened to ventilate classrooms before and after children arrive. Doors and windows will be kept open during the day if feasible and when outdoor conditions make this appropriate.
- The most efficient anti-microbial filters possible are integrated in each classroom's HVAC unit and are changed regularly, and 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.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- We are following a routine schedule for cleaning, sanitizing, and disinfecting certain identified items and surfaces before and after each use, daily, and weekly.
- Frequently disinfect surfaces and objects including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, mice, toilet handles, faucets, and sinks.
- In the pre-school, a container will be designated for toys that need to be disinfected and cleaned before being reintroduced into the classroom environment.
- FB is using disinfectants against COVID-19 from the EPA-approved list "N."
- In addition, each weekend, all classroom surfaces will be disinfected with an electrostatic sprayer.
- A cleaning and disinfecting schedule has been established in order to avoid both under- and over-use of cleaning products.
- Buses (if used) will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will screen all incoming riders and be equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.
- Cleaning and disinfecting (except for frequent touch-point disinfecting) is done when children are not at school with adequate time to let spaces air out before the start of the school day.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- All areas used by the individual will be cleared out and closed off to prevent people from entering.
- The outside doors and windows will be opened and fans will be used to increase air circulation in the area. Custodial crew will wait 24 hours before they clean or disinfect. If 24 hours is not feasible, they will wait as long as possible.
- The custodial crew will clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- The custodial crew will vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- They will not vacuum a room or space that has people in it. They will wait until the room or space is

- empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- They will wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, they will clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, they will disinfect with an appropriate disinfectant on EPA List N: Disinfectants for Coronavirus (COVID-19)
- While vacuuming, they will temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- They will not deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Once an area has been appropriately disinfected, it can be opened for use.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. FBS will continue with routine cleaning and disinfection. This includes every-day practices that businesses and communities normally use to maintain a healthy environment.

Shared Tools, Equipment, and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

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

- As much as is possible, each employee has been given his own supplies to prevent sharing.
- Where sharing is unavoidable, disinfectants that kill the COVID-19 virus have been provided.
- Signs have been placed on potentially shared items, "Disinfect before and after each use."
- FBS is using disinfectants against COVID-19 from the EPA-approved list "N."
- In addition, each weekend, all classroom surfaces will be disinfected with an electrostatic sprayer.
- A cleaning and disinfecting schedule has been established in order to avoid both under- and over-use of cleaning products.

Hand Sanitizing

In order to implement effective hand-sanitizing procedures, we:

- The staff will practice frequent handwashing and model proper handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom by teaching a child-friendly song or counting to 20 (handwashing should last 20 seconds). Handwashing signs have been posted above all sinks to remind children to wash their hands properly.
- In addition to 6 large public restrooms with multiple sinks, there are 40 additional handwashing sinks, and 6 more private bathrooms with sinks.
- The sinks in each classroom will be utilized as much as possible for handwashing to minimize congregating in the bathrooms.
- There are signs above each sink, outlining the proper method of handwashing.
- Hand sanitizer, soap and water, tissues, and trash cans are available to the public at or near the entrance of the facility, at the reception area, and anywhere else inside the campus or immediately outside where people have direct interactions.
- When handwashing is not possible, FBS provides all classrooms and offices with Ethyl alcohol-based hand sanitizer. (Children under age 9 will be supervised when using hand sanitizer.)

Investigating and Responding to COVID-19 Cases

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

Employees who had potential COVID-19 exposure in our workplace will be subject to the following:

- Any staff member who develops symptoms will be asked to test immediately and will be instructed to follow the isolation instructions while awaiting their test results.
<http://publichealth.lacounty.gov/acd/docs/homeisolationencov.pdf>
- FB provides health insurance for its employees, giving them access to immediate testing and follow up from their health-care provider, Kaiser Permanente.
- The information on benefits described in Training and Instruction and Exclusion of COVID-19 Cases, below, will be provided to them through the Human Resources Department.

System for Communicating

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

- If any employees or parents note any hazards regarding COVID-19 or need to report a diagnosis or report contact with someone who has been diagnosed, they are asked to call Stephania Rasmussen or Tina Swift through the FB office at (818) 340-6131. Tina will then document and track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive cases of COVID-19 while maintaining confidentiality, as required under state and federal laws related to privacy.
- Any employee over the age of 65 or any employee with pre-existing health conditions is given the option of working remotely when possible.
- FB provides health insurance for its employees, giving them access to immediate testing and follow up from their health-care provider, Kaiser Permanente.
- Information is emailed about COVID-19 hazards that employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Weekly emails are sent, and virtual meetings are conducted to reinforce and evaluate COVID-19 policies and procedures and their effectiveness with employees.
- Employees will report symptoms using their daily screening card that is turned in each morning as they enter the property.
- Employees are assured that they can report symptoms and hazards without fear of reprisal.
- In the event we are required to provide testing because of a school exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

Training and Instruction

We will provide effective training and instruction that includes the following measures:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards;
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws;
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air;
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches;

- their eyes, nose, or mouth;
- An infectious person may have no symptoms;
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings;
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective;
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled;
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment; indicating that face coverings are intended to primarily protect other individuals from the wearer of the face covering;
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms;
- In addition to being published on our website, a link to the COVID-19 Safety Plan (originally the FB Operational Plan);
- Weekly memos to all parents, faculty, and staff updating them on the reopening and safety guidelines;
- A week of inservice prior to opening training the staff in the COVID Safety Plan;
- Weekly training sessions (with the option to join socially distanced or via livestream) with the staff to address concerns and to reiterate safety training;
- Links to training videos for proper handwashing, mask wearing, and social distancing to all parents and staff;
- Signs posted at the entrance of the campus and throughout the property to remind staff and students of the importance of social distancing, handwashing, and mask wearing.

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

Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met;
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case;
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related, instructing the Human Resources Department to communicate with the employee and advise them as to what type of company-provided sick leave, FFCRA sick leave, or worker's compensation benefits they are entitled to;
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department;

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment;
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b);
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request;
- Use the FBS COVID-19 Tracking Spreadsheet to keep a record of and track all COVID-19 cases; make this information available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

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

Outbreak Management Plan

FBS has designated a COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to the DPH in the event of an outbreak on campus.

- FBS maintains a contact database of all students and employees.
- FBS will report COVID-19 cases and close contacts in the education setting to the state and to the LA County Public Health Department's web-based survey system REDcap by providing the following information:

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.

- If FB is made aware of a second confirmed case within 14 days from different households with an epidemiological link, FB will reinforce the message to children and employees on precautions taken to prevent the spread and implement site-specific interventions, as needed, to reduce transmission.
- FBS will contact the Department of Public Health to report a cluster of cases (3 or more laboratory-confirmed cases from different households within 14 days that are epidemiologically linked).
- Once a positive case has been identified in the educational setting, FBS's designated COVID-19 liaison will then track incidents of possible exposure and notify the appropriate staff and families immediately, while maintaining confidentiality, as required under state and federal laws related to privacy (FERPA and HIPAA).
- If there is a confirmed positive case in an educational cohort, the FBS designated COVID-19 liaison will make a phone call to each family in the cohort explaining the quarantining protocol, the necessity of testing, and the return-to-campus date. A separate email will also be sent to these families containing a link to the LA County of Public Health Department's quarantine instructions.
- FBS will communicate with its parents, authorized guardians, staff, and stakeholders through our parent portal, email, and/or sms messaging. In addition, occasional Zoom meetings will be set up to better discuss safety guidelines and protocols.
- FBS will continue to monitor and coordinate with local education agencies and local health officials throughout the duration of the COVID-19 pandemic. Changes to policies and protocols will be based upon state and local orders, in conjunction with the local education agencies and local health officials, and by following the guidance established by the CDC. The CDC and L.A. County have established decision trees for school leaders to use in order to make ongoing assessments during the pandemic.
- As per the current FBS Emergency Management Plan, in the event of a public health or medically related issue, school administration will mobilize information quickly so faculty, staff, and families have relevant facts and school-recommended actions as soon as possible. Public health or medically related information will be provided to school faculty and staff through the school office, then communicated to parents via text alert, phone call, or email as appropriate. If needed, a link to a web page will be provided for access to the most recent updates.
- The COVID-19 Compliance Team and School Administration will follow the L.A. County Exposure Management Plan and Decision Pathways Document in order to respond to all COVID-19 issues.


Dr. Stephania Rasmussen, FBS Administrator

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify the form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

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

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

Date: [enter date]

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

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>	
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>
<p>Was local health department notified?</p>		<p>Date:</p>

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

- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase of filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to **Stephania Rasmussen or Tina Swift**.

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our **CPP Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our **CPP Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.