

Serving Students = Supporting Communities = Leading Educators

# **LACOE Educational Programs**

International Polytechnic High School 2021-2022 School Year Reopening Plan

### **Guidelines for Re-Entry Plan**

The County of Los Angeles Department of Public Health has adopted a staged approach, supported by science and public health expertise, to enable LACOE schools serving students 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 employee and student safety and infection control protocols.

#### **School Profile:**

*INTERNATIONAL POLYTECHNIC HIGH SCHOOL is a unit within the Division of Student Programs of the Los Angeles County Office of Education (LACOE).* Located in the sprawling East San Gabriel Valley Township, International Polytechnic High School (IPoly High School) is a specialized secondary high school focused on project-based learning, collaboration, interdisciplinary and thematic instruction, international and global awareness, and community service and civic understanding. IPoly is an alternative to the large, traditional high school with a current enrollment of 475 students. The Los Angeles County Office of Education (LACOE) operates IPoly High School in partnership with California State Polytechnic University, Pomona (Cal Poly Pomona). IPoly is a tuition-free, public high school located on the campus of Cal Poly Pomona and is affiliated with the College of Education and Integrative Studies (CEIS). IPoly strives to maintain a student body that is representative of larger high schools in the Los Angeles area. Our population comes from 40 cities, four counties and represents a broad range of backgrounds and preparation. Students at IPoly High School all take the same interdisciplinary, project-based curriculum that is designed to challenge and inspire rigorous learning. Foundational to the educational mission of the school is the belief that all students will learn if learning is relevant to the student and experienced in a real-world context. Constructivist pedagogy is the basis of the IPoly program.

#### **Purpose:**

Due to the impacts of COVID-19, International Polytechnic High School will develop guidelines with feedback from all stakeholders (parents, students, staff, and CBOs). The purpose of the guidelines for re-entry is to provide procedures for students, parents, staff and community members when interacting with International Polytechnic High School. The guideline will be developed with guidance from the Public Health Officials.

The terms "employees" and "staff" are used in these protocols to refer to individuals who work in a LACOE school 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.

### **COVID-19 Containment, Response and Control Plan**

- COVID-19 Compliance Team: responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- The LACOE Ed Programs COVID-19 Team consists of:
  - Tonya Ross, Health and Wellness Coordinator, ross\_tonya@lacoe.edu, 562-401-5437
  - Lizette Scott-Bowens, School Nurse, R.N., <u>scott-bowens\_lizette@lacoe.edu</u>, 562-922-6512
  - Monica Chan, School nurse, R.N., <u>chan monica@lacoe.edu</u>, 323-262-2263
  - Breanna Moya, School Nurse, R.N., moya breanna@lacoe.edu, 909-839-2320
- The International Polytechnic High School COVID-19 liaison is Ginger Merritt-Paul. Contact: <u>paul\_ginger@lacoe.edu</u> 909-839-2320
- The International Polytechnic High School COVID-19 Compliance Team is:
  - Ginger Merritt-Paul <u>paul\_ginger@lacoe.edu</u> 909-839-2320
  - Susan Sarrategui <u>sarrategui susan@lacoe.edu</u> 909-839-2320
  - Bryan West <u>west bryan@lacoe.edu</u> 909-839-2320
  - Breanna Moya, School Nurse, R.N., <u>moya breanna@lacoe.edu</u>, 909-839-2320

### LACOE'S RESPONSE TO A CONFIRMED OR SUSPECTED CASE OF COVID-19 IN THE WORKPLACE

#### **INTRODUCTION**

Below is a description of the LACOE's responsibilities in responding to a confirmed or suspected case of COVID-19 in the workplace. This plan articulates 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, or has symptoms consistent with COVID-19. The below 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 allows for temporary, on-site isolation 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 DP-H guidance that outlines procedures for:
- Isolation of case(s);
- Identification of persons exposed to cases at school;
- Immediate quarantine of exposed employees and/or students; and
- Assurance of access to testing for all exposed individuals within the school as the basis for further control measures. A LACOE employee is considered an essential worker. LACOE employees are offered surveillance testing periodically at LACOE Downey facility and after September 7, 2021 will have testing available on site. Free testing is available at LA County Testing: https://covid19.lacounty.gov/testing/
- A plan to report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821.
- 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.
- When instructed by Public Health surveillance testing is available for all school personnel through the many free testing locations throughout the county in addition to personal medical providers.

# DEFINITIONS

### A. EXPOSURE

<u>Exposure</u> is defined as an individual's close contact within 6 feet of others for greater than 15 minutes. Exposure is highest when the close contact occurs without the use of masks or face coverings, and/or when individuals have not exercised proper hygienic counter measures (e.g. hand washing or use of hand sanitizer) and inadvertently touch their faces, eyes, noses or mouths.

Category	Minimum Criteria for Return to Work (As of June 7, 2020)
Symptomatic Positive Employees with symptoms who are <b>laboratory confirmed</b> to have COVID-19	Home Isolation - At least 10 days have passed since symptoms first started and no fever for at least 24 hours (without the use of fever-reducing medications and symptoms have improved (e.g., cough, shortness of breath).         http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf
Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19	Home Isolation -A minimum of 10 days have passed since the date of their firstpositive COVID-19 test. If they develop symptoms, then the criteria for laboratoryconfirmed cases with symptoms apply.http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf
Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative	Home Isolation - Use the same criteria for return to work as laboratory confirmed cases. http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf
Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory- confirmed case patient and were negative	Home Quarantine - Employees should quarantine at home for 10 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 10 days after exposure.         http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf
Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested	Home Isolation - Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases. <u>http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf</u>

Asymptomatic Untested	Home Quarantine - Employees should be quarantined at home for 10 days after the
Employees who had close	last known close contact with the case patient. Testing is highly recommended.
contact to a laboratory-	http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf
confirmed case patient at work,	
home, or in the community and	Home Isolation - Employees who develop symptoms of COVID-19 while in
do not have symptoms.	quarantine should contact their healthcare provider. Even if they are not tested, the
	same criteria for return to work should be used as laboratory confirmed cases.
OR	http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf
Employees who refuse or are	
unable to be tested after close	
contact with a laboratory-	
confirmed case, despite	
recommendation for testing from	
local health department or	
healthcare provider, and do not	
have symptoms.	

Return to Work: After completion of isolation or quarantine according to Public Health Officer orders, staff can return to work and resume usual activities. Neither Public Health clearance nor a negative COVID-19 test is required for return to work.

### SUPERVISOR RESPONSIBILITIES

#### A. NOTIFICATION TO COVID-19 OFFICER

COVID-19 School Compliance Team notifies Ed Programs Compliance team then they must immediately notify the LACOE COVID-19 Officer (Human Resources) when an employee reports that:

- The employee is diagnosed with COVID-19
- The employee has COVID-19 like symptoms
- The employee develops symptoms of COVID-19 at work
- The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

COVID-19 School Compliance Team should consult with the LACOE COVID-19 Officer when an employee is exhibiting symptoms of COVID-19 but reports feeling well and will notify Ed Programs COVID-19 Compliance Team.

#### **B.** EMPLOYEE SEPARATION

If the employee develops COVID-19 like symptoms while at work, the supervisor is to send the sick employee home immediately. If there is a delay, the supervisor is to ensure the employee is wearing a medical surgical mask if available and/or a face covering and isolate the employee from others until the employee can be transported home in the school's designated isolations area.

#### C. AREA CLOSURE

The School Compliance Team should immediately close off the workspace or areas used by the employee. If possible work area to be closed off for 24 hours before disinfecting. This includes the employee's immediate work area – desk, phones, offices or other work tools and equipment, and workplace surfaces that the employee may have touched, such as doorknobs/push bars, elevator buttons, restroom doors, copiers or other office machines.

#### **D.** ROLE IN CONTACT TRACING

The School COVID-19 Compliance Team will identify the work areas used by the employee and inform the Ed Programs Liaison. The school nurse will assess who had close contact with the employee and complete contact tracing as determined by LA County Health.

#### **COVID-19 OFFICER RESPONSIBILITIES AND CONTACT TRACING**

#### A. FACILITIES COORDINATION

The work space/area used by the employee is to be closed off. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

The school custodian is to clean and disinfect all the areas identified on campus used by the employee. If determined to be needed the LACOE custodial quick response team will be called to disinfect large areas of the school. IPOLY may coordinate with Cal Poly Pomona custodial services as needed.

### **B.** CONTACT TRACING

Upon receipt of a report of a confirmed and/or a suspected case of COVID-19 in the workplace, the IPoly COVID-19 Compliance Team/ School Nurse shall:

- Determine the potential exposure timeline
- $\circ$  A case person is considered to be infectious 48 hours before symptoms first appear.
- An asymptomatic person with laboratory confirmed COVID-19 is considered infectious 48 hours before the date of the positive test (actual test date, not date results received)
- Conduct informal contact tracing to identify others who may have had a close contact exposure
- A close contact is defined as an individual who was within 6 feet of the infected person for more than 15 minutes or contact with the infected person's body fluids and/or secretions, for example, being cough or sneezed on, or sharing of a drink or food utensils
- o Utilize initial information from affected employee
- o Work with the supervisor to confirm or identify additional contacts and/or areas potentially exposed
- o Maintain confidentiality of the employee and close contacts

Complete the LACDPH Line List for Cases and Contacts form

### C. SUPPORT FOR CLOSE CONTACTS

The IPoly COVID-19 Compliance Team shall provide individuals identified as close contacts with:

- Exposure Notification Letter
- Home Quarantine Instruction for Close Contacts of COVID-19 (LACDPH)
- Education, information, and support to help them understand their risks
- Referral information for testing
- Services they may need during the quarantine period

The IPoly COVID-19 Compliance Team shall also issue a General Notification Letter to all staff in the affected building(s). This notification shall inform staff about a confirmed case of COVID-19, the LACOE response steps taken, cleaning and disinfecting, and a reminder to staff to practice physical distancing, wear face coverings, and exercise good hygiene.

### D. LADPH COORDINATION

- The IPoly COVID-19 Compliance Team (or LACOE Health Professional) may contact LACDPH for guidance as needed.
- LACOE will immediately notify LACDPH when there is a cluster of 1 confirmed cases of COVID-19
- (888) 397-3993 or (213) 240-7821
- If a cluster is identified at a worksite (defined as three cases of COVID-19 within a 14-day period), the Los Angeles County Department
  of Public Health will initiate a cluster response that includes providing infection control guidance and recommendations, technical
  support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide
  the facility response.

#### E. DATA ANALYSIS

The IPoly COVID-19 Compliance Team shall analyze case and close contacts data. The Team may convene LACOE subject matter experts as needed to review data and make recommendations to support the health and safety of employees.

### F. STEPS I CAN TAKE

What can I do to protect myself and others from COVID-19?

- When not at work, stay home as much as possible.
- Stay at least 6 feet away from others.
- Wash your hands often with soap and water for at least 20 seconds. (Use hand sanitizer with at least 60% alcohol)
- Avoid touching your eyes, nose, and mouth
- Cover your cough or sneeze with a tissue, or your elbow (not your hands).
- Follow all mask recommendations.

### **LACOE Educational Programs Commitments**

As International Polytechnic High School reopens the school, essential commitments will provide a basis for effective collaboration in order to fully support staff and students. School may look different, but our commitment to students will persist.

### Working together, **we will**:

- 1. Make the health and safety of students and staff a top priority.
- 2. Engage and collaborate with partners during all phases of return to site planning and implementation.
- 3. Support teachers across all grade levels and courses to focus their instruction so every student masters essential standards through direct instruction (in-person or virtual) received on a regular basis.
- 4. Assess student learning to ensure that students are progressing and engaged, and to proactively support meeting every student's academic progress.
- 5. Support the physical and mental well-being of students through, integrating social-emotional learning into our academic core.
- 6. Support the social and emotional needs of our staff members, and we will provide them with time and support they will need for professional learning, reflection, and collaboration.
- 7. Sustain effective services for our students with special and exceptional needs.
- 8. Ensure to the best of our ability that students will receive a high quality education.
- 9. Support parents/families as they engage in their students' education and learning, including keeping students and their parents/families informed of student progress.
- 10. Support effective governance systems that maximize engagement, public safety, and instructional innovation.
- 11. Rise to meet this moment and come back stronger together.

### **Core Values**

As we collectively rise to the challenge of the COVID-19 pandemic, we hold these values as foundational guides: **Safety** — **Guided by Research and Science** 

- Commit to protect all students, teachers, and staff
- Follow directives and direction from public health professionals

### Equity — Propel and Expand Equity

- Support equitable outreach, services, and supports for all students and families
- Close the digital divide, ensure connectivity and devices for all students
- Provide equitable access to open, quality professional development for teachers, administrators, and staff

### Visionary — Reimagine. Rethink. Redesign.

- Differentiate instruction to meet every student's unique needs
- Inspire student engagement, reinforcing the important connection between teacher/s and student/s
- Support education professionals' growth during this time of transformation

### Flexibility — Expect Change

- Expect school to look different
- Empower teachers, staff, and administrators to innovate

#### Student — Focused

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- Set high expectations for all students
- Provide quality teaching and learning regardless of modality in-person, online, or a blend of the two
- When needed, provide students with appropriate academic interventions and supports
- Support all students' social and emotional needs

# Collaboration — Engage Stakeholders as Part of the Solution

- Prioritize collaboration between teachers, staff, and administration
- Provide educators time to reflect, learn, grow and collaborate to meet every student's needs
- Create a climate to support educators' innovative ideas and strategies for meeting students' needs
- Support all employees' social and emotional needs, so they can support students

# Support School-Home Connections — Consistent communication is more important than ever.

- Build and maintain strong school-home relationships (where applicable)
- Provide parents/families and students support to help them access and optimize online learning
- Support wellness, mental health, and meeting basic needs

#### Protocols for Ensuring Safety at the School Site

### **Screening**

At International Polytechnic High School all staff and visitors will be screened through being asked a series of questions and their responses will be recorded (electronically and or by paper.) It is expected that all students and staff conduct a self-screening before leaving home.

<u>Employee screenings</u> are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. *Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes* 

Employees receive a daily email to complete the daily health screening. Each employee can opt in to having the health screening link provided to them in text every morning. In the front of the school, employees will find the QR code and/or paper health screening to be filled out before entering the building. When an electronic survey is completed, employees receive a notification that they are permitted to enter the building.

If an individual arrives at the school site and has answered YES to any of the questions they will not be allowed into the facility/office/ classroom unless determined otherwise by a designated medical professional.

Student Screenings: All students will be screened using the same procedure as above for employees. All results are recorded in an online fashion and are monitored by the school nurse. Families will be given instructions in email form with all the guidelines for coming to school. Included are the instructions for student completing the qualtrics daily and taking temperature at home before they come to school. An administrator and or designated employee will be in front of the school reminding students to get out their phone and showing the green check as they pass through the one open gate. At the same time the nurse is monitoring the online survey responses. If a student does not have a survey response they are immediately sent to the distanced picnic benches and nurse will determine if students can proceed to the classroom. Isolation tents are set up and if there is a student that needs to be sent home after being assessed the nurse connect with the family and communicate in written form the next steps for a student to return to school.

### **COVID-19 Health and Safety Protocols**

# **Face Coverings**

• Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering. Facemasks will be provided to employees at no cost and as needed at all school sites and work locations.

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- The face covering is to be worn by the employee at all times while on-site when in contact or likely to come into contact with others. LACOE employees are not required to wear a cloth face covering when alone in a private office or booth or a walled cubicle.
- A medical grade mask and faces shield will be provided to LACOE nurses who care for sick children or who have close contact with any child with a medical condition that precludes the child's use of a cloth face covering. If staff members use a disposable face covering, they must dispose of the mask daily and use a new one each day. Staff must clean reusable face coverings and face shields daily.
- LACOE school staff who work directly with children will have the option to wear a face shield; however, the face covering must be worn with the face shield and drape. Wearing the face shield along will not provide sufficient protection to students and other staff.
- All LACOE school staff will be provided a desk guard to protect them from other staff and students.
- Students who are not allowed to wear a face covering due to an IEP, 504, or medical condition may use a desk guard and face shield in lieu of a face covering; however, the student must maintain social distancing of 6 or more feet from all other staff and students while in school.
- If LACOE school staff are wearing a reusable face covering, they must wash their face covering daily. Parents/Guardians are expected to ensure their children have clean (reusable) face coverings.
- Alternative protective strategies **may** be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings as attached in notes to plans.

### **Cleaning, Disinfecting, Sanitization**

- Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected **frequently**, on the following schedule:
  - Break Rooms : 1x per day
  - Restrooms: 2x per day
  - Classrooms: 1x per day
  - Laboratories: 1x per day
  - Nurse's office: 3 x per day (office and bathroom) no "sick person" access
  - Counseling and other student support areas: 1x per day
  - Front/Main Office: 3x per day
  - Other offices: 1x per day or 2x per day if in use
  - Other (MultiPurposeRoom) 1x per day
- High touch areas in staff breakrooms will be frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, will be replaced with single use items or thoroughly cleaned after each use by a different person.
- Disinfectant and related supplies is available to employees at the following location(s): Entrance at MPR and Custodian cart

- Hand sanitizer effective against COVID-19 is available to all employees and students in or near the following locations
  - Building entrance/s, exit/s
  - Central office : Lobby and both entrances
  - Stairway entrances : All three stair cases
  - Elevator entry: Both levels
  - Classrooms: Attached to wall of every instructional space
  - Restrooms: Outside every restroom on campus
  - Faculty breakroom and MPR at all entrances
  - Copy Machines in the vicinity
  - Faculty offices: Main Office in three places
- Soap and water are available to all employees at the following location(s): all bathrooms, kitchen sink
- LACOE Employees are offered frequent opportunities to wash their hands: Every workspace has touchless sanitizer dispenser or sink
- Each LACOE employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- IPoly Isolation tents will be disinfected 2 times per day and/or after every use

# Self Care and Wellness

- Monitor your symptoms. If your symptoms get worse, call your healthcare provider immediately. For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.
- Remember to get rest and stay hydrated, cover your cough and sneezes, wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

Effective strategies for preventing the spread of COVID-19 in the workplace include, but are not limited to the following:

- Physical distancing (separation of all employees, customers, visitors): Desk Guards issued to all employees on campus
- Face Coverings required
- Promotion of frequent hand washing and or use of sanitizer
- Environmental cleaning and disinfection of high-touch surfaces
- Ensuring HVAC systems are in good working order, and ventilation has been increased

- Installed bipolar needlepoint ionization by Global Plasma Solutions directly into the HVAC system as engineered infection protection device which were previously only installed in buildings such as hospitals to "scrub" the air" of all viruses such as COVID
- Sealed edges of filters
- System on 24 hours a day, 7 days a week
- Installed newest filters (highest rating filter building would accept)
- Establishing non-punitive sick leave policies that allow employees to stay home when ill and to stay home to care for sick household members.
- Symptom checks before employees enter the workspace. (Electronic or on paper form at front of school)
- Immediate exclusion from work of symptomatic staff and immediate quarantine of all workplace close contacts.

LACOE Educational Programs will follow the LAC DPH school re-opening checklists to prevent spread of COVID-19 in LACOE settings.

#### Contact Investigation: Public Health Actions : All cases will be reported to Public Health via guidelines.

All confirmed cases should be isolated and close contacts quarantined for 10 days from last exposure in order to prevent illness in new persons. "Close contact" means being a household member, intimate contact, or caregiver of a confirmed or suspected COVID19 case; within 6 feet of the confirmed or suspected COVID-19 case for a total of 15 minutes in 24 hours even if wearing a non-medical face covering; or having unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on.

Please note that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential in order to protect patient privacy. For additional questions about Coronavirus in Los Angeles County, please visit the LA County Department of Public Health coronavirus webpage at <a href="http://www.publichealth.lacounty.gov/media/Coronavirus/">http://www.publichealth.lacounty.gov/media/Coronavirus/</a>

Assurance of access to testing for all exposed individuals within the school as the basis for further control measures. A LACOE employee is considered an essential worker. Essential Workers are offered free testing at LA County locations. LA County Testing Sites can be found: <u>https://covid19.lacounty.gov/testing/</u>

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