



**Los Angeles County
Office of Education**

Serving Students ▪ Supporting Communities ▪ Leading Educators

LACOE Educational Programs
Return to Site Plan
International Polytechnic High School
2020-2021

This document is a working document that may be adjusted as conditions and/or guidance changes.

Guidelines for Return to Site Plan

Executive Summary

Schools across the United States are faced with enormous challenges in creating district and school-specific return to campus roadmaps. This challenge is deeply rooted in national, state, regional, community, school, and individual levels. Despite local control being a valuable aspect of public education in educational history, when we face a global pandemic with unknown territories that continue to evolve, local schools are best served by a coordinated and united effort at all levels. However, lack of orchestration in our current system, including universal screening and testing, as well as guidance provided to schools by the federal and state government, has led us to create our own viable, realistic, and safe roadmap for reopening LACOE Educational Programs school sites.

Our dedicated staff across all levels and departments have truly been heroes in their own right. They have devoted hours, days, and months to tackle unprecedented problems. LACOE appreciates everyone's dedication and agile thinking to constantly re-position for the next challenge, but the work is far from over. The COVID-19 pandemic continues to impact all of us in unimaginable ways. Our families are coping and managing to the best of their abilities. There have been some amazing transformations, including innovation in teaching and learning that could only be imagined a year ago. Education is no doubt changed in many ways as a result of campus closures. That being said, we know that something exceptional happens when students and teaching staff enter school buildings.

LACOE Educational Programs Return to Site Plan leverages our ability to work together as ambassadors of hope, and the objective is not just to reopen, but to move flexibly between distance learning, hybrid, and in-person modalities. Our top priority goals in this process are to:

- Keep our students, staff, and community safe and healthy
- Follow a clear roadmap to return to campus
- Provide high-quality education
- Provide an environment for social-emotional connection for students and staff

As we take a clear approach to reopen our schools, we want to share our deepest gratitude with teachers and staff, who have been working incredibly hard to stay agile and adjust instruction to vastly improve the remote learning experience for our students. Their genuine care for our students and their profession has shone through amid all the challenges and has given us hope. Their work has become a critical asset and an unforgettable history to LACOE, providing grit as we work toward increasing the number of students and staff returning to campus.

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@lacoed.edu, 562-401-5437
 - Lizette Scott-Bowens, School Nurse, R.N., scott-bowens_lizette@lacoed.edu, 562-922-6512
 - Monica Chan, School nurse, R.N., chan_monica@lacoed.edu, 323-262-2263
 - Breanna Moya, School Nurse, R.N., moya_breanna@lacoed.edu, 909-839-2320
 - The International Polytechnic High School COVID-19 liaison is Ginger Merritt-Paul. Contact: paul_ginger@lacoed.edu, 909-839-2320
 - The International Polytechnic High School COVID-19 Compliance Team is:
 - Ginger Merritt-Paul paul_ginger@lacoed.edu 909-839-2320
 - Susan Sarrategui sarrategui_susan@lacoed.edu 909-839-2320
 - Bryan West west_bryan@lacoed.edu 909-839-2320
 - Breanna Moya, School Nurse, R.N., moya_breanna@lacoed.edu, 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 testing periodically at LACOE Downey facility. Essential Workers are offered free testing at LA County locations. LA County Testing Sites can be found: <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 Downey in addition to personal medical providers.
- Work Processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.

DEFINITIONS

A. EXPOSURE

Exposure 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 <i>(As of January 28, 2021)</i>
Symptomatic Positive Employees with symptoms who are laboratory confirmed 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 first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed 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. http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf

<p>Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>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.</p>	<p>Home Quarantine - Employees should be quarantined at home for 10 days after the last known close contact with the case patient. Testing is highly recommended. http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf</p> <p>Home Isolation - Employees who develop symptoms of COVID-19 while in 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. http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf</p>
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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
 - 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
 - Utilize initial information from affected employee
 - Work with the supervisor to confirm or identify additional contacts and/or areas potentially exposed
 - 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?

- If you are not in your home, you must wear a cloth face covering over your nose and mouth. Exceptions - Masks should not be worn by anyone who has trouble breathing, is unconscious, or unable to remove the face cover without assistance, or has been instructed by a medical provider not to wear one. In addition to a mask, face shields may be worn.
- 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.
- Avoid touching your eyes, nose, and mouth
- Cover your cough or sneeze with a tissue, or your elbow (not your hands).

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

- 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

LACOE Educational Programs Distance Learning – *Per Education Code 43503:*

Distance learning may be offered under either of the following circumstances:

- LACOE-wide or school wide as a result of an order or guidance from a LA County Public Health Officer.
- For students who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19.

Distance learning shall include all of the following:

1. Confirmation or provision of access for all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work.
2. Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
3. Academic and other supports designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
4. Special education, related services, and any other services required by a pupil's individualized education program with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment.
5. Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning.
6. **Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness.** This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders.

Learning Continuity and Attendance Plan

The learning continuity and attendance plan must include (Education Code 43506), but is not limited to, all of the following:
(1) A description of how the school will provide continuity of learning and address the impact of COVID-19 on pupils, staff, and the community in the following areas:

In-person instructional offerings: The actions the school will take to offer classroom-based instruction whenever possible, particularly for pupils who have experienced significant learning loss due to school closures in the 2019–20 school year or are at greater risk of experiencing learning loss due to future closures.

Plans for a distance learning program must include all of the following:

- How the school will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery. This shall include a plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.
- A plan for ensuring access to devices and connectivity for all pupils to support distance learning whenever it occurs.
- How the school will measure participation and assess pupil progress through live contacts and synchronous instructional minutes, as well as how the time value of pupil work will be measured.
- What professional development and resources will be provided to staff to support the provision of distance learning, including technological support.
- To the extent that staff roles and responsibilities change because of COVID-19, what the new roles and responsibilities of affected staff will be.
- What additional supports for pupils with unique needs will be provided, including for English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness during the period in which distance learning is provided.
- How the school will address pupil learning loss that results from COVID-19 during the 2019–20 and 2020–21 school years, including all of the following:
 - How the school will assess pupils to measure pupil learning status, particularly in the areas of English language arts, English language development, and mathematics.
 - What actions and strategies the school will use to address learning loss and accelerate learning progress for pupils, as needed, and how these strategies differ for pupils who are classified as English learners, are eligible for a free or reduced-price meal, or are foster youth, as those terms are defined in Section 42238.01, individuals with exceptional needs, pupils in foster care, and pupils who are experiencing homelessness.
 - How the effectiveness of the services or supports provided to address learning loss will be measured.
 - How the school will monitor and support the mental health and social and emotional well-being of pupils and staff during the school year.
 - What professional development will be provided to staff, and what resources will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.

- Pupil engagement and outreach, including the procedures of the school for tiered reengagement strategies for pupils who are absent from distance learning, and how the school will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or the school determines the pupil is not engaging in instruction and is at risk of learning loss.

While schools are closed to all classroom instruction, in person assessments are permitted on campus for students who have or who require evaluation for Individualized Education Plans (IEPs) when such assessments cannot reasonably be performed elsewhere.

- Designated staff must communicate with administration that an onsite assessment needs to take place
- On site assessments need to follow all social distancing guidelines, both staff and students need to use DeskGuard, face coverings and or face shields with drop cloths
- All cleaning guidelines will be in place to disinfect area according to LACDPH guidelines
- All materials used will be disinfected as per Department of Health protocols
- Assessments when possible occur in open spaces
- Los Angeles Department of Health Guidelines will be submitted

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.

[Employee screenings](#) 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. Employees will need to show their building clearance to the receptionist to enter the school 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 returning to in person instruction on campus will be screened using the same procedure as the above employees. All results are recorded in an online fashion and responses are monitored by the school nurse. Families will be given instructions in email form with all the guidelines for coming to school. Included, will be the instructions for student completing the qualtrics daily and taking temperature at home before they get in car. 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. All students proceed to the assigned classroom and the entrance door, showing their green check. 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 is making rounds to address 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 will monitor isolation tent as she will be the one sending them there if needed.

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 costs and as needed at all school sites and work locations.
- 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 any 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. 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. IPoly staff will be issued three fabric face coverings and one face mask that has a clear window.
- 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.

Physical Distancing by Staff, Students and Visitors

- All individual LACOE employee workstations or areas used by employees working as part of a team MUST allow for separation of at least 6 feet.
- Classroom furniture MUST be arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- In compliance with wage and hour regulations, staff breaks will be staggered to ensure that physical distancing can be maintained in break rooms.

- All Breakrooms must have occupancy signs that that correlate with max capacity that ensures social distancing of all 6 feet apart.

IPoly Classrooms Student Counts with 6 Feet Social Distancing				
Room Number	Use	Student Count with 6 feet	Staff Count	Total Occupants
1016	Staff Lounge	0	12	12
1019	Auditorium	49	*	49
1023	Student Counseling Center	8	4	12
1030	PE Office	0	2	2
1031	Computer Lab	16	1	17
1033	ELA	22	1	23
1034	Math	22	1	23
1035	Geography	22	1	23
1036	Science	15	1	16
1042	ELA	22	1	23
1043	Math	22	1	23
1044	Social Studies	22	1	23
1045	Science	15	1	16
2002	CTE	21	1	22
2005	Spanish	21	1	22
2006	Spanish	21	1	22
2008	ELA	22	1	23
2009	Math	22	1	23
2010	Social Studies	22	1	23
2011	Science	15	1	16

2015	ELA	22	1	23
2016	Math	22	1	23
2017	Social Studies	22	1	23
2018	Science	17	1	18
			38	

- Anywhere within the facility that a line may form, social distancing tape or floor stickers must be visible so staff and students know where to line up. Such facility spaces are: breakrooms, restrooms, classrooms, laboratories, nurse's office, counseling and other student support areas, front office, other offices, common spaces such as the auditorium.
- All employees, on-site contractors, vendors and delivery personnel must be provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- Maximum number of employees permitted in facility to maximize physical distancing is: All employees could be present on campus and maintain physical distancing in their assigned work area.
- Maximum number of students permitted in facility to maximize 6 foot social physical distancing at IPoly is listed according to chart above. March 22, 2021 Los Angeles County Department of Health revised guidelines so students needed to maintain a minimum distance of **3 feet**. LACOE is currently revising the distancing occupancy for each instructional space and is the numbers above will be updated accordingly.

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 : 3x per day
 - Restrooms: 3x per day
 - Classrooms: 1x per day or 2x per day if in use
 - Laboratories: 1x per day or 2x per day if in use
 - Nurse's office: 3 x per day (office and bathroom) no "sick person" access
 - Counseling and other student support areas: 1x per day or 2x per day if in use
 - Front/Main Office: 3x per day
 - Other offices: 1x per day or 2x per day if in use
 - Other (MultiPurposeRoom) 1x per day or 2x per day if in use
- 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 the person using them.
- 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 by at least 6 feet and students by 3 feet): Desk Guards issued to all employees and students 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, where possible.
- 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.

Return Update – Actions Taken

As COVID-19 infections continue to decline in Los Angeles County, LACOE looks forward to the return of staff and in-person instruction. To date, LACOE has taken many steps to increase overall safety throughout LACOE’s Educational Programs school sites. The following is a list of actions LACOE has taken:

- An **exposure management plan** has been developed and implemented to support student and staff safety.
- Both a **COVID Safety Plan** (CSP) and a **COVID Prevention Plan** (CPP) has been developed for each school site.
- **Cleaning** continues to be done regularly **and disinfecting** of high-touch surfaces has been implemented.
- **HVAC systems** have been upgraded with ionization filtration systems to better clean the air throughout our schools.
- **Physical Barriers** have been purchased and are available to all staff. These are portable tri-fold plexiglass that can conveniently be used at a teacher or student's desk. As needed, we have installed permanent barriers as well.
- **PPE gear** continues to be made available at all school sites. Staff who report in person have access to both a reusable and a disposable mask. Additionally, face shields have been distributed and are available for staff to wear with the face masks. In addition to PPE gear, soap, hand sanitizer, and disinfectant wipes have been made available as allowed.
- **Products** being used for cleaning and disinfecting are part of the EPA list.
- **Screening** is now regularly conducted using Qualtrics software. All staff are screened for COVID-like symptoms.
- **Signage** has been posted in and throughout our school facilities to remind staff and students of COVID safety measures and proper handwashing and communications have been sent regarding the availability and use of hand sanitizer. Floor markings have been installed to guide students and staff when queuing up to ensure social distancing.
- **Social Distancing (for Classrooms)** - Classrooms have been organized to ensure social distancing, and student desks have been spread out in such a manner, so students maintain a safe distance from one another.
- **Social Distancing (for Offices)** - Office spaces have been reorganized as well to help staff maintain social distancing.
- **Surveillance testing** is now available to all LACOE employees in Downey.
- We have completed an LEA-wide **COVID Guidance Checklist** that is posted on our LACOE website.

We have implemented a **contact tracing protocol** for any student or staff who may be exposed within the workplace.

Description of Phases

To continue to meet the needs of students and deliver high-quality instructional educational program, IPoly will implement a phased approach that will incorporate the following models:

- **Phase 1 (Purple)**
 - **Specialized High Schools:** All students will participate in distance learning and having access to a LACOE issued device. Select students will receive in-person instructional support and/or assessments as needed per an individual education plan.

- **Phase 2 (Red/Orange)**
 - **Specialized High Schools:** Students will participate in hybrid learning; a combination of in-person instruction and virtual learning, having access to a LACOE issued device. Select students will receive in-person instructional support and/or assessments as needed per an individual education plan.

- **Phase 3 (Orange/Yellow)** – As allowed, all students will participate in in-person instruction. Select students will receive in-person instructional support and/or assessments as needed per an individual education plan.

Phased Return – for staff

Description: Below is a matrix that articulates which staff report during which phase. Each phase will have specific staff who report in-person and/or remotely, and in certain phases, some staff will report in reduced numbers.

Staff Reporting		
Phase 1 (Purple Tier)	Phase 2 (Red/Orange Tier)	Phase 3 (Orange/Yellow Tier)
Instructional Mode – Distance Learning: Remote Instruction and Instructional Portfolios	Instructional Mode – Hybrid - Distance Learning and In-Person	Instructional Mode – Fully In-person
In-Person <ul style="list-style-type: none"> • Site Admin (Principals, Assistant Principals, Specialists, School Psyches) • Custodial Staff • Paraeducators • Reduced number of Teachers as needed/allowed • Clerical (as needed) 	In-Person – All LACOE staff will physically report to work (as space allows)	In-Person – All LACOE staff will physically report to work
Remotely – Teachers, Clerical (as needed)	Remotely – Teachers, as needed, due to limitations on space	Remotely - None

To ensure safety and refinement of protocols, an incremental increase in staffing will take place. Transitioning from Phase 2 to Phase 3, the school site will implement a staggered return of staff. With approval from the site administrator, any staff may report more than the minimum requirement.

Staff Return Transition				
March 15	March 15 – March 19	March 22 – March 26	April 5	April 5 and Forward
LACOE will send official notice to collective bargaining associations with date of return 2-weeks prior. Conduct collective bargaining association consultation.	All staff can voluntarily report in-person to their school site. It is recommended/preferred that staff report to their site at least 2 days. Site in-person safety walkthroughs.	All staff can voluntarily report in-person to their school site. It is recommended/preferred that staff report to their site at least 3 days. Site in-person safety walkthroughs.	JCS/CCS staff will physically report to their school site. Specialized HS staff will report physically April 5th. <i>(due to spring break)</i>	All school site staff will report to their schools to resume in-person instruction Specialized HS staff will report physically April 5th. <i>(due to spring break)</i>

EXPOSURE MANAGEMENT PLAN

A. Exposure: A potential exposure means being a contact or having close contact within 6 feet of an individual or others for a total of 15 minutes or more within a 24-hour period with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. 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.

B. Close Contact: A “close contact” is any of the following people who were exposed to a person with COVID-19*:

1. Any person who was within 6 feet of others for a total of 15 minutes or more within a 24-hour period
2. Any person who had unprotected contact with your body fluids and/or secretions. For example, someone coughed or sneezed on another person; shared utensils, a cup, or saliva with someone; or they cared for someone without wearing appropriate protective equipment.

*A person with COVID-19 is considered to be infectious (COVID-19 can be spread to others) from 2 days before symptoms first appeared until home isolation ends. If a person tested positive for COVID-19 but never had any symptoms, the person is considered to be infectious from 2 days before the test was taken until 10 days after the test.

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Employees who had potential COVID-19 exposure in our workplace will be evaluated by a medical provider (the school nurse or other designated medical provider) who will utilize the LACDPH Exposure Decision Pathways for Educational Institutions.
<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>).

Category	Minimum Criteria for Return to Work (March 12, 2021)
<p>Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19.</p>	<p>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/ncorona2019/covidisolation/</p>
<p>Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19.</p>	<p>Home Isolation -A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply. http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/</p>
<p>Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative.</p>	<p>Home Isolation - Use the same criteria for return to work as laboratory confirmed cases. http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/</p>
<p>Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative.</p>	<p>Home Quarantine - Employees must quarantine at home for 10 days since the last known close contact with a person diagnosed with Covid-19. You can end your quarantine after Day 10 if you never had any symptoms and you take the following precautions:</p> <ul style="list-style-type: none"> ○ From Day 11 through Day 14: <ul style="list-style-type: none"> • <u>Be extra careful.</u> Wear a face covering when around other people (including those in your household), stay at least 6 feet away from others, wash your hands often. • You must monitor your health for the full 14 days. Symptoms can develop even after testing negative within 14 days after exposure. <p>http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/</p>
<p>Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested.</p>	<p>Home Isolation - Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases. http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/</p>

<p>Asymptomatic Untested Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>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.</p>	<p>Home Quarantine - Employees must quarantine at home for 10 days since the last known close contact with a person diagnosed with Covid-19. Testing is highly recommended. You can end your quarantine after Day 10 if you never had any symptoms and you take the following precautions:</p> <ul style="list-style-type: none"> ○ From Day 11 through Day 14: <ul style="list-style-type: none"> • <u>Be extra careful.</u> Wear a face covering when around other people (including those in your household), stay at least 6 feet away from others, wash your hands often. • You must monitor your health for the full 14 days. Symptoms can develop even after testing negative within 14 days after exposure. <p>http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/</p> <p>Home Isolation - Employees who develop symptoms of COVID-19 while in 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.</p> <p>http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf</p>
<p>Vaccinated Persons</p>	<p>Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test if they are:</p> <ul style="list-style-type: none"> (1) fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) (2) are within 3 months following receipt of the last dose in the series (3) have remained asymptomatic since last contact with the infected person.

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.

Instructional Models:

To continue to meet the needs of students and deliver high-quality instructional educational program, [site name] will implement a phased approach that will incorporate the following models:

- **Phase 1 (Purple) – Distance Learning and Targeted Support** – All students will participate in daily online learning classrooms according to regular bell schedule. Select students will receive in-person instructional support and/or assessments as needed per an individual education plan.
- **Phase 2 (Red/Orange) – Hybrid Instruction** – Combines Daily Online Learning and In-Person, Face-to-Face Instruction
- **Phase 3 (Orange/Yellow) – In-Person, Face-to-Face Instruction**

Instructional Framework:

International Polytechnic High School will continue to offer the same college prep curriculum and project-based assessments throughout this time. All online instruction will be conducted through the use of Google Classroom and grade level projects will move to an online format. Each grade level team will develop and maintain a Google Classroom specifically for the semester project and collaboration for each project will continue to take place with all students through online applications. All assessments will continue to be embedded into instruction and all assignments will be updated on the student's gradebook at a minimum of once per week. Additionally, the needs of students with disabilities, EL Learners, and students who are homeless will be addressed.

ALL PHASES MUST ACCOUNT FOR AT LEAST 240 MINUTES PER DAY OF INSTRUCTION or 180 MINUTES OF INSTRUCTION FOR STUDENTS CONCURRENTLY ENROLLED IN AN APPROVED COLLEGE COURSE

What counts towards the instructional activities, progress monitoring, and school connectedness?

- Teachers providing direct high-quality standards-based instruction in-person/virtually to students
- Supervising students during PE or independent practice time in classrooms
- Credentialed staff meeting with students in-person/virtually to review project assessments or personal progress.
- Counselor support in-person/virtually, one-on-one, or group
- Administrator support for progress monitoring, virtual school assemblies, student conferences
- Instructional Support team providing academic support with credentialed staff supervision

PHASE 1 –Distance Learning and Targeted Support

Description: This model will have limited staff on site. Students will receive virtual instruction daily from teachers through Google Classroom. Students need to be present for each block during the scheduled day. See Online Expectations of Student and Staff for a more detailed explanation. This phase is appropriate for a full closure of a school site due to a pandemic outbreak. Operational meetings are virtual. Targeted groups of students may come to campus for limited instruction, targeted supports and/or assessments. For in-person child supervision and limited instruction, targeted support services, and facilitation of distance learning in small group environments for a specified subset of children and youth, and for those programs to understand the required health and safety practices needed to prevent the spread of COVID-19 in their settings.

Definitions:

Cohort: a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

Supervising adult: an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. This includes child care staff, certificated or classified school staff, volunteers, participating parent or caregiver, or other designated supervising adult(s).

Considerations for Cohorts

Utilizing cohorts minimizes the number of people exposed if a COVID-19 case is identified in a child or youth attendee, provider, other instructional support provider, or staff member of a particular cohort. Children or youth, attendees and adults in supervised care environments during the COVID-19 pandemic must be in groups as small as possible. This practice decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing, quarantine, and isolation of a single cohort instead of an entire population of children or youth and supervising adults in the event of a positive case or cluster of cases. While present at the supervised care environment, children or youth and supervising adults in one cohort must not physically interact with children or youth and supervising adults in other cohorts, other child facility staff, or parents of children or youth in other cohorts.

Cohort Size

- Cohorts must be limited to no more than 14 students
- Cohorts must be limited to no more than two supervising adults.
- Cohorts can be divided, as needed, into subgroups of students from the same cohort, as long as the 14-to-2 ratio is not exceeded.
- The maximum cohort size applies to all students in the cohort, even when all students are not participating at the same time. For example:

- A cohort may not include 6 children or youth who attend full-time, 6 children on Mon/Wed/Fri, and 6 children on Tue/Thu (total of 18).
- A cohort may not include 8 children or youth who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).

Cohort Mixing

- Prevent interactions between cohorts, including interactions between staff assigned to different cohorts.
- Assign students who live together or carpool together to the same cohort, if possible.
- Avoid moving children and youth from one cohort to another, unless needed for a child's overall safety and wellness.
- Cohorts must be kept separate from one another for special activities such as art, music, and exercise. Stagger release times and other activities so that no two cohorts are in the same place at the same time.
- One-to-one specialized services can be provided to a student by a support service provider that is not part of the student's cohort.
- Specialized service includes but not limited to occupational therapy services, speech and language services, and other medical, behavioral services, or educational support services as part of a targeted intervention strategy.
- Services must be provided consistent with the industry guidance for [Limited Services](#) (PDF).

Considerations for Staff

Supervising adults should be assigned to one cohort and must work solely with that cohort. Avoid changing staff assignments to the extent practicable. Substitute providers who are covering for short-term staff absences are allowed but must only work with one cohort of children per day. Meetings among the staff from different cohorts must be conducted remotely, outdoors, or in a large room in which all providers wear cloth face coverings and maintain at least 6 feet distance from other providers. Outdoor meetings and meetings in large rooms with the windows open are preferred over meetings in small rooms with windows closed.

Precautions and Considerations

Physical distancing, in combination with the use of face coverings, decreases the risk of COVID-19 from respiratory droplets. Physical distancing between adults must be maintained as much as possible, and adults and students must use face coverings at all times, pursuant to the [CDPH Schools Guidance](#) regarding face coverings. Physical distancing between young children in the same cohort should be balanced with developmental and socio-emotional needs of this age group. Supervised care settings should follow applicable industry guidance on appropriate use of face coverings by children and youth.

PHASE 2 – Hybrid Distance Learning

Description: Students are receiving instruction both through a remote learning platform of Google Classroom in addition to coming to the school site for in person instruction. All hybrid learning will be phased in and students will remain in stable groups as defined by Los Angeles County Public Health. This phase may have multiple iterations as we adhere to public health guidelines and the needs of our faculty and students.

In May 2020 the staff collaborated on identifying a hybrid schedule that brought 50% of the schools population to campus on any given day. On July 27, 2020, one hundred percent of IPoly teaching staff voted to accept the traditional bell schedule to begin the year for the online learning model. In March 2021 all staff collaborated on grade level schedules to support in person instruction beginning on April 5, 2021 that encompass all the current health guidelines.

IPoly began the year with a bell schedule and therefore attendance blocks will not change when moving to hybrid learning. Even though the student information system will maintain the same attendance blocks, there is room to change the instructional learning rotations within the grade level and change the mode of delivery taking into account all the state guidelines established through the California Department of Education.

Hybrid Distance Learning will continue to include the use of established Google Classroom, Aeries Gradebook, and semester project based learning assessments. All families will have the option to remain on distance learning for the remaining of the school year. All students, whether at home or on the school site will have daily teacher and peer interaction.

Phase 3 – In-Person, Face-to-Face Instruction

Description: Full return to in person classes on IPoly campus.

Resources for an In-Person Return to Campus

On Campus Employee:

- Desk Guard (placed by employee)
- Face Mask
 - 1 Mask with Clear Window
 - 2 Fabric Masks
 - Optional Face Shields
- Individual Hand Wipes Pack
- Hand sanitizer

Classrooms:

- Mounted Hand Sanitizer Stations
- Front Row: Mounted Speaker with Microphone
- OWL Tracking Camera: Dedicated Laptop

On Campus Student

- Desk Guard (portable) – assigned equipment and labeled Day 1
- Antimicrobial Mat with carrying case - assigned equipment and labeled Day 1
- 2 fabric masks
- Assigned Computer for IPoly on site use
- Hand sanitizer
- Thermometer