

# COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Updated Aug. 7, 2020

School Name:	Alpha & Omega Academy		
School Address:	135 E. Ivy Street, Fallbrook CA 92028		
School Type:	School District: <input type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input checked="" type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:			

Describe the school's plans for each of the following elements.

## 1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: <https://www.fallbrookaoa.org/covid-19-re-opening-and-prevention->
  - a. The person responsible to implement and monitor this plan is: Asuzena Verdin, Principal, (760)- 594-1782
  - b. The school's COVID-19 Liaison for contact with Public Health Services is: Asuzena Verdin, Principal, (760)- 594-1782
    - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:
      - Identify contact information for the local health department for communicating information about COVID-19 outbreaks among staff and students.
      - Investigate any COVID-19 illness and determine if any school-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
      - Identify close contacts (within six feet for 15 minutes or more) of an infected staff or student and take steps to isolate COVID-19 positive staff or student.
      - Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and student parents about potential exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws.
      - Advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms.
      - Advise staff and students with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's criteria to discontinue home isolation.

The Principal and Administration will be notified immediately and the person with a suspected case must be sent home immediately.

      - o Use the approved Communication Script for notifying other employees and students in the location.
        - Comply with any other state or local requirements as needed.
        - Complete the section of Immediate Actions in the form COVID-19 Actions after suspected exposure checklist.
        - Coordinate with Leadership team in organizing a meeting to discuss:
          - o Area(s) impacted and disinfection plan
          - o Determine exposure potential based on close contact and frequency of interactions (number of times and duration)
          - o Based on the exposure determine if other employees need to be quarantined from the site
          - o Coordinate the third-party cleaning service, if deemed necessary
          - o Determine if facility closure, or partial closure, is needed
          - o Discuss operational continuity plan
        - Ensure all students and employees are informed using the approved Communication Script.

- Comply with any other state or local requirements as needed.
- Complete the section of Remedial Actions in the form COVID-19 Actions after suspected exposure checklist.

ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499

- c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
- d. The school's COVID-19 Prevention Plan is posted at: <https://www.fallbrookaoa.org/covid-19-re-opening-and-prevention-> . This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
  - i. The school will hold online video conferences to train staff before coming into the school on procedures and protocols. Staff will also be required to go through an in person training prior to students entering the facility.
- e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
  - i. Administration will regularly implement compliance checks at various times. If staff fails to meet standards or has any deficiencies, they will undergo training once more (first offense). Further offences may result in unpaid leave of absences.
- f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.

Alpha and Omega Academy will share the site with Fallbrook House of Prayer, the church on site. In order to be opened, House of Prayer must follow strict opening procedures in order to function as well. The only resource that would be shared are the outside courtyard and bathrooms. Between each service, the House of Prayer team is required to sterilize in between service and after each use. As a way to insure that the facilities are safe for use for students, AOA staff will do morning sterilization and cleaning procedures before allowing students to enter.

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
  - b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and

- c. Individuals who may not be able to communicate symptoms of illness.

As a way to address students who require prolonged and close contact with others, such as direct support providers and family members, individuals who have trouble understanding information or practicing preventive measures, or individuals who may not be able to communicate symptoms of illness, AOA will create individualized plans with parents and support staff on a case by case basis. AOA will work to create a virtual learning environment supported by Zoom and google classroom, as well as one-on-one instruction virtually, should the need arise.

- 5. The schools has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- 6. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
  - a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
  - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
    - i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - ii. Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
    - iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

AOA will have rigorous training for students and staff to teach and reinforce the use of tissues, washing their hands, and using hand sanitizers as needed. As a way to help students learn, a significant portion of the day will be dedicated to hand washing and using hand sanitizer before, during and after work time. Signs will also be displayed around classrooms and put up in common halls and walkways. Teachers will also enforce the handwashing and cleaning rules throughout the day, as needed.

- 7. Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

Alpha & Omega will place portable hand washing stations near classrooms to minimize movement and congregation in bathrooms.

- 8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

Alpha & Omega will have staggered schedules to have students and staff wash their hands at the beginning of the day, before and after snack, before and after breaks, and before dismissal.

9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

Each classroom and teacher will be provided with soap, tissues, no-touch trash cans, face coverings and hand sanitizers to be used at their discretion.

10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

The CDPH Guidance for the Use of Face Coverings and exemptions will be handed out to parents, will be placed online, and will be shared with staff before beginning the school year.

11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

AOA will provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

The school has purchased the following PPE for employees - disposable masks, gloves, face shields, and hand sanitizer. AOA has sufficient supply of PPE for staff to perform the tasks required throughout the school day.

13. Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

As a way to support and protect the school community, Alpha & Omega will strongly recommend that all students/staff will be immunized against influenza, unless contraindicated by personal medical conditions.

### 3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- a. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.
- b. Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- c. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

Alpha and Omega will teach and reinforce use of face coverings to students and staff through daily procedures in the morning, and will continually reinforce throughout the day as necessary. Signage will be displayed around common rooms and classes to remind students and staff not to touch their faces, face coverings. The school will provide staff and families with information on how to properly use and wash cloth face covering.

Alpha and Omega will also provide staff with training on how to interact with those who are exempted from wearing a face covering.

15. The school’s plans regarding students’ use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – high school	Yes, unless exempt
**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.	

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Alpha and Omega will require students and staff to wear masks unless they are exempted as required by law. Students may choose to remove their masks if they are at a designated, socially distanced desk that has been assigned to them. When their masks are removed, either for snacking or sitting in their assigned area, they will be provided a paper bag with their name and the day’s date to place it in until it needs to be put on again. Alpha and Omega will exclude students from campus if they are not exempt from wearing a face covering and refuse to wear one. If a student should inadvertently fail to bring a face covering, one shall be provided. Students who are excluded from campus will have the option to virtually attend school or choose to do independent study with teacher support, google classroom, and zoom meetings.

16. The school’s plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

All Alpha and Omega staff must use face coverings in accordance with CDPH guidelines (unless Cal/OSHA standards require respiratory protection). In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. Alpha & Omega staff handling or serving food must use gloves in addition to face coverings. Alpha & Omega will offer disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer.

#### 4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Implement procedures for daily symptom monitoring for staff.

AOA will ensure staff maintains physical distancing from each other as a way to reduce transmission between adults. AOA will ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk will be given the option of telework where appropriate, or to teach in a virtual learning or independent study context. AOA will conduct all staff meetings, professional development in training and education, and other activities involving staff with physical distancing measures in place or virtually, where physical distancing is a challenge. AOA will minimize the use of staff rooms, break rooms and other settings. AOA will also implement procedures for daily symptom monitoring for staff, such as temperature checks.

#### 5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

AOA will suspend the use of site resources that necessitate sharing or touching of items, such as the water cooler and kitchen facilities.

19. Staff should [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles

- Bathroom surfaces
- Tables
- Student desks
- Chairs

AOA staff will clean and disinfect frequently touched surfaces at school at least daily and throughout the day as practicable. Staff will wear disposable gloves to clean and disinfect, then clean surfaces using soap and water, then use disinfectant. Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student desks
- Chairs

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

Alpha & Omega will thoroughly clean and disinfect daily and after transporting any individual who is exhibiting symptoms of Covid-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

AOA will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, the items used will be cleaned and disinfected between uses.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions.

- a. To [reduce the risk of asthma](#) and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- b. Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

AOA will select disinfectant products on list N with asthma-safer ingredients, as recommended by the US EPA design for Environment program. AOA will avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. AOA will follow label directions for appropriate dilution rates and contact times. AOA will provide workers training on the chemical

hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act. The AOA custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access. AOA will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

23. Ensure safe and correct application of disinfectant and keep products away from students.

AOA will ensure safe and correct application of disinfectant and keep products away from students. Custodial and cleaning staff will follow label directions for appropriate dilution rates and contact times. Supplies will be locked in a custodial office, until after school hours.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

- a. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

AOA will ensure proper ventilation during cleaning and disinfecting. The plan is to do a thorough cleaning when children are not present, and will be mostly done with materials outside. When cleaning is done indoors, windows and doors to outside will be open, with air conditioning used on the setting that brings in outside air. AOA will replace and check air filters and filtration systems to ensure optimal air quality.

25. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

If needed, AOA will install portable high-efficiency air cleaners and upgrade the building's air filters to the highest efficiency possible. Class work will also be done completely outside in a shaded area, allowing for fresh outside area and ventilation. Offices and work spaces used by staff without students will be modified to increase the quantity of outside air and ventilation.

26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

All water systems and features will be shut down and turned off to minimize the risk of Legionnaires' disease and other diseases associated with water.

## 6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

27. During arrival and departure:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning



and end of the school day. Prioritize minimizing contact between adults at all times.

- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- e. Implement health screenings of students and staff upon arrival at school.
- f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

During arrival and departure time, AOA will minimize contact at school between students, staff, families and the community. AOA will prioritize minimizing contact between adults at all times by not allowing parents, volunteers or other adults aside from staff on campus. AOA will stagger arrival times for drop off to minimize scheduling challenges for parents. AOA has designated routes for entry and exit, with social distancing protocols in place to limit direct contact with others as much as practicable. AOA will implement health screenings of students and staff upon arrival at school through questionnaires and temperature screenings. AOA will provide extra, unused face coverings for students who have failed to bring one.

## 28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
- h. Activities that involve singing must only take place outdoors.
- i. Implement procedures for turning in assignments to minimize contact.
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

AOA will keep students in assigned desk/workspaces throughout the school day, including for recess and snack. The same student cohort will also be assigned to the same teacher throughout the school day. AOA plans to maximize use of its outdoor space by providing classtime outside under a shade and canopies. As a way to keep students from mixing among cohorts, students will be placed in cohorts with identical schedules to keep them with the same teacher, to minimize contact, and to minimize movement of both students and teachers. AOA will maximize space between seating and desks. The teacher and other staff desks will be at least 6 feet away from student desks. Student desks will be distanced by 6 feet, and when indoors, will be divided by partitions in addition to the 6' distancing. For smaller cohorts, AOA will partition off play spaces for students that will allow them to maintain separation throughout recess. Staff will also make sure to give clear guidance that is developmentally appropriate to students to help them minimize movement. AOA will not permit any activity that has an increased likelihood for transmission from contaminated exhaled droplets. AOA will implement digital assignments, when possible, to minimize contact. Once indoors, AOA will implement clear screens to increase and enforce separation between staff and students.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- f. Consider holding recess activities in separated areas designated by class.

AOA will prohibit nonessential visitors, volunteers and activities involving other groups at the same time as in-person instruction. AOA will limit communal activities where practicable, and disinfect non-classroom spaces in between uses. AOA will use outside, non-classroom space for instruction, with shades and tarps for coverage. AOA will minimize movement throughout hallways by establishing a staggered passing time for students who need to use the restroom. AOA will use cohort groups to reduce changes of classrooms, and will create floor and hallway guidelines (one way walk throughs) to enable physical distancing. AOA will eliminate mealtimes by implementing a shortened day with no lunch hour, and will extend the day when allowable. Recess and snack times will be held outside, with students staying in assigned seats in their cohort groups to ensure physical distancing.

30. For sports and extracurricular activities: [\(Updated August 3, 2020\)](#)

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (*see [CDC Guidance on Schools and Cohorting](#)*). *Activities should take place outside to the maximum extent practicable.*
- c. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (*e.g.*, running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- d. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- e. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- f. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.

- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

AOA will not hold any outdoor or indoor sport events, assemblies, dances, rallies, field trips or other activities that would require close contact or that would promote congregating. AOA will not permit activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances. Any physical education that occurs at school will follow the six feet physical distancing guidelines within a stable cohort to limit transmission. Any physical activity will take place outside, and AOA will avoid equipment sharing as possible. When equipment is shared, the staff will clean and disinfect equipment to reduce the risk of COVID-19 spread. AOA will provide information to parents and guardians regarding to this guidance, along with the safety measures in place with which parents or guardians must comply. AOA will not allow activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances.

## 7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

31. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

AOA will have each child bring in an individual storage container for their belongings, which will stay with them at their assigned seat throughout the day. Students will be required to take home the belongings every day, allowing for staff to clean and sterilize learning areas and desks.

32. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

AOA will limit the use of sharing supplies and equipment between students by requiring students to provide their own high-touch materials for use. If a student does not have the equipment for use, the school will provide it, but will clean and disinfect before and after the child uses the equipment.

33. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

AOA will limit the sharing of electronic devices, clothing, toys, books and other games/learning aids as much as practicable. AOA will invest in more chromebooks, allowing for students to have individual machines to use. If a student has to share an electronic device, they will be cleaned and disinfected between uses. Students will be required to bring their own toys, books and games to be used at their individualized learning space, and will not be allowed to share them with other students.

## 8. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

34. Train all staff and provide educational materials to families in the following safety actions:

1. Enhanced sanitation practices
2. Physical distancing guidelines and their importance
3. [Proper use, removal, and washing of face coverings](#)
4. Screening practices
5. How COVID-19 is spread
6. COVID-19 specific [symptom](#) identification
7. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff

members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.

8. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
9. The employer's plan and procedures to follow when children or adults become sick at school.
10. The employer's plan and procedures to protect workers from COVID-19 illness.

Through online tutorials, screenings, and in person events, AOA will train all staff and provide educational materials to families in the following safety actions.

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- [Proper use, removal, and washing of face coverings](#)
- Screening practices
- How COVID-19 is spread
- COVID-19 specific [symptom](#) identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- The employer's plan and procedures to follow when children or adults become sick at school.
- The employer's plan and procedures to protect workers from COVID-19 illness.

AOA will also place this information online on [fallbrookaoa.org](http://fallbrookaoa.org).

35. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.

AOA will conduct parent training and education virtually for parents. When staff is trained in person, they will be required to follow the minimum 6-foot distancing requirement.

## 9. Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

36. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

AOA will prevent discrimination against students/student families who have been or were diagnosed with Covid-19, or who are perceived to be a Covid-19 risk.

37. Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

AOA will actively encourage staff and students who are sick or who have recently had close contact with a person with Covid-19 to stay home. AOA has implemented policies to ensure staff, students and their families that there is no reprisal for illness, and will encourage them to stay home without concern of job loss or being dropped from the academy.

38. Implement screening and other procedures for all staff and students entering the facility.

AOA will implement temperature checks for both students and staff entering the facility. AOA will also have students and students' families submit a daily questionnaire to ensure that no student has Covid-19 symptoms or has been in contact with a Covid-19 positive individual.

39. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

At the beginning of each school day, AOA will have a staff member conduct visual wellness checks of all students and check temperatures with a no-touch thermometer. AOA will also have parents submit a daily questionnaire online to allow for parents to submit monitoring questions at home before the school day.

40. Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).

At drop-off at the beginning of the school day, AOA will have a staff member ask students and students parents if the student or anyone in their home is exhibiting Covid-19 symptoms. The parent will also have the option to answer these questions at home through an online questionnaire. The questions must be answered before the student is able to enter campus.

41. Make available and encourage use of hand-washing stations or hand sanitizer.

AOA will provide portable hand-washing stations and hand sanitizer throughout campus. Students and staff will be encouraged to wash their hands or sanitize their hands regularly, before class, at break, after using the bathroom, and before going home.

42. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

AOA will document and track incidents of possible exposure, notifying local health officials, staff and families immediately of any exposure to a positive case of Covid-19 at school. AOA will maintain confidentiality, as required under FERPA and state law related to privacy of educational records. A staff liaison will investigate any COVID-19 illness and determine if any school-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases. AOA administration will also identify close contacts (within six feet for 15 minutes or more) of an infected staff or student and take steps to isolate COVID-19 positive staff or student.

43. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

If a student is exhibiting symptoms of Covid-19, staff will communicate with the parent/caregiver, referring to the student's health history form and/or emergency card.

44. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).

AOA will monitor staff and students throughout the day for signs of illness. AOA will send home students and staff with a fever of 100 degrees or higher, cough, or other Covid-19 symptoms.

45. Policies should not penalize students and families for missing class.

To not penalize students for missing class, AOA will implement a virtual learning plan for students who are required to stay home, using individualized lesson plans with google classroom, zoom and one on one virtual learning sessions.

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

46. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

AOA administration will provide an isolation room apart from staff and students for anyone who exhibits symptoms of Covid-19.

47. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

AOA will require any student or staff exhibiting symptoms to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

48. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

If transportation is needed for an individual exhibiting Covid-19 symptoms, AOA will have an admin take the individual home or to a healthcare facility in a designated minivan. The admin will wear PPE equipment throughout the transport, as will the individual exhibiting symptoms. After dropoff, the minivan will also be cleaned and sterilized.

49. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

If an individual has serious injury or illness, AOA staff will call 911 without delay.

50. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

AOA administration will notify local health officials immediately of any positive case of Covid-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.

51. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not

use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

AOA will close off areas used by any individual suspected of being infected with the virus that causes Covid-19 and will not use the area before cleaning and disinfection. AOA will wait 24 hours before cleaning and disinfecting the area, or as long as practicable. AOA will ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. AOA will keep disinfectant products away from students.

52. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

AOA will advise sick staff and students not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

53. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

AOA will provide all students access to instruction when out of class, as required by federal and state law. AOA will offer distance learning options, with either virtual learning on google classroom and zoom, or through an independent study option.

54. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

Based on the unique circumstances of each student, AOA will offer at-risk or high risk students the option of distance learning or independent study.

55. Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).

AOA will implement the necessary processes and protocols if it were to have an outbreak, in accordance with CDPH guidelines.

56. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

AOA will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. AOA will update protocols as needed to prevent further cases.

57. Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

AOA will update protocols as needed to prevent further cases if an outbreak were to occur, incorporating CDPH guidelines to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

## 11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. The school has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

AOA will monitor staff absenteeism and have a roster of trained back-up staff where available. AOA will also monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed. The AOA principal will be designated as staff liaison to be responsible for responding to COVID-19 concerns. Workers will be notified about how to contact the principal in case of illness. The liaison will be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

AOA will maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. AOA will consult with local health departments if routine testing is being considered by a local educational agency. AOA staffing will test for COVID-19 monthly through swab testing. AOA will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options virtual learning or independent study.

## 12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based



Programs” follows each of those described below.

59. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

AOA will have a designated administrator check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

60. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker’s compensation for COVID-19](#), including worker’s sick leave rights under [the Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor’s Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- h. Maintain regular communications with the local public health department.

In consultation with the local public health department, an AOA official will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

AOA will close off the classroom or office where the infected student/staff was based and will not use these areas until after cleaning and disinfection. AOA will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, AOA will wait as long as possible. AOA will also temporarily close additional areas of the school visited by the COVID-19 positive individual for cleaning and disinfection.

AOA will implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community, including information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

AOA will provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while the school is closed, including discouraging students or staff from gathering elsewhere.

AOA will develop a plan for continuity of education online, using Google classroom, zoom and one-on-one online sessions. AOA will also maintain regular communications with the local public health department.

**The following signatures attests that the information provided above is true and correct.**

Signature: \_\_\_\_\_

Name:

Date: \_\_\_\_\_

Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: \_\_\_\_\_

Name:

Date: \_\_\_\_\_

Title: