

The Center for Learning Unlimited

Guidance for Parents and Families

February 16, 2021

*To be revised as new information is known*

**Guide for Re-opening and Running  
School Under COVID-19  
2020-2021**



THE CENTER FOR  
**LEARNING  
UNLIMITED.**  
*Educating the Complex Child*

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# Guiding Principles for Our Community's Health and Well-Being

The Center for Learning Unlimited (CLU) has been keeping up-to-date with local and State authorities including the State of California, California Department of Public Health (CDPH), , California Department of Education (CDE), Los Angeles County Office of Education (LACOE), and LA County's Department of Public Health (DPH) for guidelines that will ensure a safe reopening that prioritizes social emotional development, individualized academics, and specialized services for each student. The health and well-being of the entire CLU community is our highest priority. Our planning for reopening have been shaped by the following guiding principles:

**Protect the health and safety of our students and staff on the school campus -** In preparation for reopening CLU will follow all guidelines outlined by the CDC, DPH, and LACOE. As guidelines are updated, CLU will update policies, procedures, and implement any program changes to promote a safe environment for all. All program decisions have and will continue to be rooted by current guidelines.

**Ensure on-going, timely communication:** CLU will ensure families, staff, and partners have the information needed to remain safe. Information will be distributed through multiple channels in a clear and concise manner. Updates will be provided on the following:

- School closures
- Academic instruction updates
- Local (i.e., school) outbreak
- Partnerships with local authorities
- Disinfection procedures

**Well-prepared with plans to adjust as COVID-19 pandemic is evolving:** During this time of uncertainty CLU will adapt and be as flexible as necessary to respond to public health guidance and medical circumstances. We assume that COVID-19 will wax and wane in our community and are prepared to re-evaluate plans for reopening based on local guidance, realizing that plans can change at any time. We will continue to work with our local agencies to remain up-to-date and base all of our decisions and plans on their guidance.

**Provide individualized, high-quality instruction:** CLU will continue to deliver high-quality instruction to each student by frequently engaging the entire IEP team.

- Distance Learning needs to be at the same, or nearly the same level, as in-person instruction (including expectations about attendance and assessment/grading)
- Goal to return amount and quality of student learning to pre-COVID-19 times as soon as possible

- Support students who have health related challenges, those who are in quarantine, and, to the extent possible, those whose parents opt for a full-time distance learning program during the 2020-21 school year
- Support our teachers as they adapt instructional practices for distance learning
- Ensure strong support for our students during this time
- Social - emotional health and learning of students and staff more important than ever
- Ensure on-going evaluation and review of the effectiveness of instruction and learning
- Include enrichment and elective programs to the extent possible
- Support “fun” in student learning

**Ensuring Access and Equity for all Students:** CLU will provide all students access to high-quality grade-level or instructional-level curriculum and social-emotional support.

## Planning Assumptions

### COVID-19 Assumptions

- There will still be active cases of COVID-19 throughout the 2020-2021 school year.
- A COVID-19 vaccine may not be available during the 2020-2021 school year.
- The virus can progress quickly and guidance from local and state health officials may change quickly resulting in potential program changes accordingly.

### Operational Assumptions

- CLU will need continued flexibility to respond to the changing COVID-19 conditions and the corresponding local and state guidelines.
- CLU, staff, students, families, and partners will need to be prepared to transition between distance learning and in-person instruction in response to the safety needs of the community and guided by state and health agencies.
- There will be families who would like to return to campus as soon as possible, and families who would like to delay their returns as long as there are active COVID-19 cases in the community.
- CLU recognizes there will be staff and families that will not feel comfortable returning to campus before a vaccine has been distributed.
- There are students and staff who have health related challenges who may need to wait for a vaccine before returning to campus. There are student populations who benefit most from in-person interactions for academic instruction.

## Instructional Model Definitions

**Asynchronous Learning:** occurs on the child's own schedule. Asynchronous learning allows the student to move at their own pace, rewatch lesson recordings, and practice retention without concern about the speed of lecture. Examples: viewing pre-recorded lessons, assigned reading, self-guided lessons, and homework.

**Cohort:** A stable group of no more than 14 children or youth plus two supervising adults in an 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.

**Cohorting:** For all four types of on-site programming, students must be organized and proceed through the day within cohorts.

- a. If a cohort has fewer than 14 children or if a child stops attending a previously full cohort, other children who are not already assigned to a cohort can be added to the group to reach the maximum of 14; provided all the children, once assigned, remain with the same cohort at all times.
- b. If children are assigned to a cohort but only attend part-time, they must be counted as full-time members. Part-time members cannot “share” their slot with other part-time students.
- c. Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 16 individuals who can be included in a cohort. Important additional details for implementation of cohorts are available from the [CA Department of Public Health at Guidance for Small Cohorts](#).

**Limited On-Campus Density:** While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades TK - 2 returning after granting of a school waiver. Schools that have been granted a waiver to return students in grades TK -2 may bring additional students on to campus for specialized services in grades above grade 2 but not up to 25% of total student enrollment.

**Supervising Adults:** A supervising adult is an adult assigned to one cohort of children, or youth, who does not physically interact with any other cohorts. Supervising adults may be child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if the cohorts are present at school on different days of the week or different sessions during the day, for example an AM and PM session. Assignments to more than two cohorts is not permitted. Deployment of substitute providers who are covering for short-term absences is allowed, but must only work with one cohort of children per day. “Floaters”, who cover for supervising adults during the day for personnel breaks, may constitute a third supervising adult in the cohort, but may not provide coverage for more than two different cohorts during the day and should be spending limited time with any one cohort as needed to provide coverage for the permanently assigned supervising adults.

**Synchronous Learning:** happens in real time when your child and teacher interact, usually at a scheduled time. Synchronous learning allows for discussion, engagement, asking questions, immediate feedback, and social interaction. Examples: live stream of lessons and live interaction via Google Meet.

## Instructional Model Options for 2020-2021

Following outlines the two learning options available to parents for the 2020-2021 school year.

<b>Hybrid School Option</b> Phased Re-entry to In-Person Instruction		
<b>Phase 1</b> <i>Distance Learning</i>	<b>Phase 2</b> <i>Hybrid Schedule</i>	<b>Phase 3</b> <i>Gradual Reopening</i>
Students started the year in distance learning. Classes are 5 days per week online.	When it is safe to do so per DPH, students will re-enter the classroom as part of a Monday-Wednesday OR Tuesday-Thursday stable cohort. On non-in person days, students work on asynchronous lessons at home. Fridays will be distance learning for all students.	When permitted by DPH to reopen school campus , Administration will consider moving to 5 days/week with stable cohorts and adding permissible activities (e.g., P.E.)

OR

<b>Full Distance Learning Option*</b> Combination of Distance Learning and Independent Study	
<b>Phase 1</b> <i>Distance Learning</i>	<b>Phase 2</b> <i>Independent Study</i>
Classes are 5 days per week online. Students commit to Full Distance Learning for the entire Fall Semester and possibly spring. There is an option to re-enter the Hybrid Schedule Model at the start of Spring Semester.	<p>When CLU enters Hybrid Schedule Model (see above), students transition from Distance Learning to working independently at home on work assigned by their CLU teacher. CLU teacher meets weekly with students only to review progress and answer any questions the student may have.</p> <p>Students who select the Full Distance Learning model cannot change options mid-semester. The entry point to hybrid or in-person learning is at the semester break only.</p>

Factors for families to consider when selecting Full Distance Learning Model:

- The student or a family member has health risks
- The family is not comfortable sending their child back to school for in-person instruction
- The family cannot commit to honoring the stable cohort when in-person instruction begins (example: household member travel, mixing with other groups/non-family members)

\*With documented permission by District.

## Instructional Model Details

### Option 1: Hybrid School

#### Phase 1: Distance Learning

- Students begin 2020-2021 school year in distance learning with their CLU Teacher.
- School will be held 5 days a week.
- School hours will be set and regular.
- Students are expected to be ready on time: breakfast done, dressed appropriately, ready at their table or desk at home.
- Students will be graded and assessed..
- Attendance will be taken.
- There will be daily live interaction online between teachers and classmates.
- Phase 1 and beyond: all adults must wear a cloth face covering at all times while on campus, except while eating or drinking. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.

#### Phase 2: Hybrid Schedule (Return to School)

- Students will be grouped into two cohorts, A and B, each consisting of half the class. Students in Cohort A will attend school in person on Monday & Wednesday. Students in Cohort B will attend school in person on Tuesday & Thursday.
- On days student is not on campus (either Monday & Wednesday or Tuesday & Thursday,) students will have a mix of online and live interaction or rotating in-person instruction with their cohort, and will continue to work on both synchronous and asynchronous lessons, as they have been doing Phase I.
- On Fridays, students will work asynchronously but will have access to teaching staff support, when questions arise, from 8:30 a.m. - 12:00 noon.
- Students will stay in their classroom cohorts during their in-person days. Special subject (e.g., music) and/or professional service providers may rotate in, while maintaining 6 foot distancing.



- Students will eat snacks and lunch with their cohort in the classroom or in designated outside areas, while maintaining 6 foot distancing.
- Students will bring their Chromebooks to school with them on in-person days.
- In the event of a school closure, all student schedules will return to the same format that is being provided during Phase I (Distance Learning).
- Safety Considerations:
  - Safety Considerations:
    - See CLU Health & Safety Campus Protocols.
    - By staying with the same cohort or “pod” of classmates, the number of possible exposures is minimized. If one cohort is affected by COVID-19, only that cohort would need to quarantine.
    - Staff and student desks are at least 6 feet away to minimize adult-child virus transmission.
    - Teachers maintain a 6 foot distance from students as much as possible.
    - Students will sit physically distanced as much as possible per the guidelines from DPH.
    - Daily health screening must be completed at home via the Envoy app before students can come to school.
      - Every school day morning, parents must check their child for COVID-19 symptoms, take their temperature, and complete the health survey via the Envoy app. If child is cleared to come to campus, parent must submit their child’s screening result before child arrives at school.
      - **SICK CHILDREN and STAFF should STAY HOME to protect the cohort!** (see *CLU Health & Safety Campus Protocols*)
    - Drop off and pick up procedures: drivers are to remain in their vehicles. If an in-person pick up or drop off is required, they must wear a face covering.
    - Parents and students are expected to follow transportation guidelines as outlined by their District. Parents to contact District for details.
    - Time for frequent hand washing will be built in to the school day.
    - Hand sanitizer will be made available throughout the campus.
    - Enhanced cleaning and disinfection implemented per DPH guidelines. Custodians will clean and disinfect classrooms daily (morning, afternoon, throughout the day, as needed).Custodians will increase the frequency of restroom checks and cleaning of high touch surfaces.

- Windows and doors will be open as much as possible to let fresh air in. See *Intensive Cleaning, Disinfection, & Ventilation* section for details.
- Visible signage to remind children and adults of hygiene, safety, masks, and distancing.
- Response protocol for suspected or confirmed cases followed (per DPH).
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.4 or higher must be sent home immediately until testing and /or medical evaluation has been conducted.
- Classroom cohorts are effective ONLY if everyone follows the county health guidelines both IN and OUT of school. Although school staff cannot enforce what families do outside of school hours, we ask that ALL students and their household members:
  - Follow DPH health orders 24/7
  - Limit off campus activities and adhere to health order (i.e. family gatherings, playdates, tutoring, sports, camps, events)
  - Limit travel of all household members

### **Phase 3: Gradual Reopening of School**

- Students may return to campus 5 days a week but must remain with their stable class cohort.
- Previously restricted classes (e.g., P.E.) may be reinstated per DPH guidance.
- Safety Considerations:
  - See CLU Health & Safety Campus Protocols.
  - By staying with the same cohort or “pod” of classmates, the number of possible exposures is minimized. If one cohort is affected by COVID-19, only that cohort would need to quarantine.
  - Staff and student desks are at least 6 feet away to minimize adult-child virus transmission.
  - Teachers maintain a 6 foot distance from students as much as possible.
  - Students will sit physically distanced as much as possible per the guidelines from DPH.
  - Daily health screening must be completed at home via the Envoy app before students can come to school.
    - Every school day morning, parents must check their child for COVID-19 symptoms, take their temperature, and complete the health survey via the Envoy app. If child is cleared to come to campus, parent must submit their child’s screening result before child arrives at school.

- **SICK CHILDREN and STAFF should STAY HOME to protect the cohort!** (see *CLU Health & Safety Campus Protocols*)
- Drop off and pick up procedures: drivers are to remain in their vehicles. If an in-person pick up or drop off is required, they must wear a face covering.
- Parents and students are expected to follow transportation guidelines as outlined by their District. Parents to contact District for details.
- Time for frequent hand washing will be built into the school day.
- Hand sanitizer will be made available throughout the campus.
- Enhanced cleaning and disinfection implemented per DPH guidelines. Custodians will clean and disinfect classrooms daily (morning, afternoon, throughout the day, as needed).
- Custodians will increase the frequency of restroom checks and cleaning of high touch surfaces.
- Windows and doors will be open as much as possible to let fresh air in. See *Intensive Cleaning, Disinfection, & Ventilation* section for more details.
- Visible signage to remind children and adults of hygiene, safety, masks, and distancing.
- Response protocol for suspected or confirmed cases followed (per DPH).
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.4 or higher must be sent home immediately until testing and /or medical evaluation has been conducted.
- Classroom cohorts are effective ONLY if everyone follows the county health guidelines both IN and OUT of school. Although school staff cannot enforce what families do outside of school hours, we ask that ALL students and their household members:
  - Follow DPH health orders 24/7
  - Limit off campus activities and adhere to health order (i.e. family gatherings, playdates, tutoring, sports, camps, events)
  - Limit travel of all household members

## **Option 2: Full Distance Learning**

### **Phase 1: Distance Learning**

- Students begin 2020-2021 school year in distance learning with their CLU Teacher.
- School will be held 5 days a week.
- School hours will be set and regular.
- Students are expected to be ready on time: breakfast done, dressed appropriately, ready at their table or desk at home.
- Students will be graded and assessed.
- Attendance will be taken.
- There will be daily live interaction online between teachers and classmates.
- Phase 1 and beyond: all adults must wear a cloth face covering at all times while on campus, except while eating or drinking. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.

### **Phase 2: Independent Study**

- This option may benefit students when:
  - The student or a family member has health risks
  - The family is not comfortable sending their child back to school for in-person instruction
  - The family cannot commit to honoring the stable cohort when in-person instruction begins (example: household member travel, mixing with other groups/non-family members)
- Student schedules will remain consistent with the daily schedules established for Phase I, although, with Independent Study, the onus is on the family to complete work per provided schedule.
- CLU Teacher assigns work, sets deadlines and meets weekly with student(s) only to review progress and answer any questions the student may have.
- Weekly meetings can be individual or in small groups and will be scheduled by the teacher during regular school hours.
- Weekly meetings are mandatory. Missed meetings and incomplete work may result in loss of points, contacting parents, contacting district, scheduling an IEP meeting to discuss options. Any assessments must be proctored by the teacher (in person or virtually) and may take place during the weekly meeting. Teachers will communicate with students/parents when assessments shall take place.
- Students will receive report cards with progress noted for the standards that can be assessed with independent study.
- Students will be given services and accommodations as applicable (per IEP).
- Students will not be placed in cohorts.
- To maintain consistency in the student's teacher(s) and stable classroom cohorts when in-person learning begins, students who select the Full Distance Learning cannot change options mid-semester. The entry point to hybrid or in-person

- learning is at the semester break only.
- In the event of a school closure, students who chose this option will continue to follow the original expectations and agreement and the CLU teacher will meet weekly with students to review progress and answer any questions the student may have.
  - Safety Considerations:
    - If parents or students need to come on campus for special services or meetings, all safety protocols including the health screening and mask guidelines are in effect.

## **Instructional Materials, Chromebooks, & Forms**

*(Applies to both Instructional Model Options)*

- Arrangements will be made to pick-up instructional materials and Chromebooks as needed at the start of the school year, or when a new student is enrolled into the program.
- Registration paperwork can be dropped off and left in the CLU mail slot, mailed to CLU, or scanned and emailed to the Assistant Director ([jennifer@cflu.org](mailto:jennifer@cflu.org)).
- At the end of the year, distribution of yearbooks will be determined.
- IEP attendance/signature pages will be completed by the service team and then emailed or mailed to parent(s)/guardian(s) for signature. Parents/guardians can return completed doc via mail or email.
- Draft and final IEP documents will be emailed or mailed to parent(s)/guardian(s).

## **CLU Health & Safety Campus Protocols**

### **Face Coverings**

According to the Center for Disease Control (CDC) face masks, or face coverings, are a critical tool in the fight against Covid-19 that could reduce the spread of the virus. They are especially helpful when used universally within communities. There is also evidence that face masks help prevent people who have Covid-19 from spreading the virus to others. CLU is committed to created a safe environment for all of our staff and students, therefore we have implemented the following face mask requirements:

- CLU staff and visitors are to wear a mask covering their mouth and nose at all times when they are within 6 feet of another person, or when they are in a high traffic or common area, such as the school hallways, lobby, and reception.
- Upon students returning to campus, all students, staff, and visitors are expected to wear a mask covering their mouth and nose at all times, except when they are in a room by themselves, or are engaging in socially distanced outdoor activities, or during socially distanced lunch and snack times.
- A clean mask from home can be worn or CLU will provide a mask to anyone needing one.
- Cloth masks must be washed daily.
- Parents are strongly encouraged to send at least two clean masks to school with their student.
- If a mask is visibly soiled, torn, or saturated, a replacement mask will be provided. Masks will be made available at the front desk, back entrance, Assistant Director's office, and classrooms. Masks are required to be worn for the entire visit and should not be removed until leaving the CLU campus. Used masks can be disposed of in designated receptacles upon exiting.
- Children under the age of 2 years are not required to wear a mask while on campus.
- Only students instructed not to wear a mask by their medical provider are exempt from wearing one. A medical note from their provider is required.
- Alternate protective strategies may be adopted to accommodate students who are on Individualized Education Plans and who cannot use or tolerate face coverings. Those not adhering to CLU's mask policy will not be permitted on-site.

## **Daily Health Screenings**

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to SARS-CoV-2. Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms. At this time the CDC does not have universal screenings (screening for all students K-12) be conducted at school, however, parents or guardians are strongly encouraged to monitor their student for signs of infectious illness everyday. Students who are sick should not attend school in- person.

Based on the recommendations of the CDC, LA County's Department of Public Health (DPH), and Los Angeles County of Education (LACOE), CLU has implemented the following:

- All staff, personnel, and visitors are required to check-in and have their temperature screened on the AI Temperature Screening scanner located in the lobby and complete the DPH's screening form.
- All staff and personnel will complete the Covid-19 symptom questionnaire on the Envoy application.
- **Parents are expected to screen their student the morning of their scheduled in-person instruction day before student comes to school.**
  - Every school day morning, parents must check their child for COVID-19 symptoms, take their temperature, and complete the health survey via the Envoy app. If child is cleared to come to campus, parent must submit their child's screening result before child arrives at school.
- Upon arrival, students will have their temperature checked using a temporal thermometer.

## **Promoting Healthy Hygiene Practices**

As CLU prepares to welcome students and personnel back to campus we have implemented the following with the intention of limiting the spread of COVID-19 and protecting all of those in our community:

- CLU personnel have been taught how to use, remove, and wash their face coverings according to CDC guidelines.
- Personnel have taught how to wash their hands according to the CDC guidelines.
- Prior to returning to campus students will be taught how to use face coverings and wash their hands.
- CLU personnel will model and practice handwashing.
- CLU will supply fragrance-free, ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer effective against COVID-19 when hand washing is not practical.
- Personnel and students will be encouraged to rub sanitizer into hands until dry.
- Sanitizing stations have been placed throughout the campus.
- Hand washing routines at staggered intervals have been developed for students and personnel.
- When needed, CLU will provide masks to those on campus.

- CLU will ensure there are adequate cleaning supplies.

### **Intensive Cleaning, Disinfection, & Ventilation**

- School personnel will follow a scheduled cleaning schedule to disinfect frequently-touched surfaces on campus. Frequently touched surfaces include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Student desks and chairs
  - Counters
- Sharing of materials will be limited. When materials need to be shared they will be cleaned between uses.
- To increase ventilation, classroom windows and doors will be left open during the school day if outdoor conditions permit. Portable high-efficiency air cleaners are placed in classrooms when outdoor ventilation is not available. .
- When possible, students will work outside at designated work stations.

### **Drinking Stations**

- To ensure a hands-free environment, all water coolers have been disconnected.
- Bottles of water are available for students and personnel in the lobby and in classrooms.
- Students are encouraged to bring their own beverages with them to school.



## **Classroom & Campus Modifications**

- Unnecessary tables and chairs have been removed from the classroom and common areas.
- Picnic tables have been marked with tape to indicate a distance of at least 6 feet between seats.
- Student transition to and from transportation will be staggered to allow for physical distancing.
- To reduce possibilities for infection, students must remain in the same space and in cohorts for instructional activities, lunch, and recess unless an exception is made by administration.
- Staff have been assigned to specific cohorts and are expected to remain in the assigned cohort unless an exception is made by administration.
- Work spaces have been arranged to be at least 6 feet apart.
- Activities that involve singing are only to occur outdoors. Students will continue to access their music elective during their scheduled time via Zoom.
- Activities will be designed to accommodate small groups as much as possible.
- Nonessential visitors will be restricted to the lobby and not permitted to access classrooms, offices, or restrooms.
- Visitors arriving at the school with non-enrolled children (e.g., younger siblings), must ensure that these children stay next to an adult, avoid touching any other person or item that does not belong to them.
- Hallways have been marked to promote physical distancing.
- Use of common areas will be scheduled.
- Play equipment sharing/exchanges will not be permitted. All equipment will be cleaned between use.
- Students utilizing the floortime room for rest are required to provide their own blanket/pillow and storage bag. The floor time room will be sanitized after each student.
- The use of the kitchen will not be permitted, with students required to bring a self-contained sack lunch and snack.
- Only disposable cutlery is permitted.
- Students will eat their meals/snacks outside, as weather permits, or in the classrooms in designated areas.
- Mingling with other cohorts is prohibited.

## **Maintaining Healthy Operations**

- Staff and student absences will be closely monitored.
- Symptoms and types of illnesses will be monitored in order to help isolate them as promptly as needed.

- CLU families and personnel are expected to self- report symptoms to the Assistant Director for tracking purposes.
- CLU will accommodate students at a higher risk for severe illness or who cannot safely socially distance by providing flexible programming options such as continued distance learning or independent study.

### **Student Arrival & Dismissal Procedures**

- CLU has provided parents with socially distanced parking spaces for student drop-offs and pick-ups.
- CLU personnel will be available to greet each student at the drop-off/pick-up location. School personnel will screen the student's temperature and then provide him or her with hand sanitizer. The student will be supervised to ensure continued social distancing practices as they walk to their classroom.
- Tape or other markings are used to provide a visual reminder to students to maintain physical distance as they walk through the playground to enter the school.
- Multiple entrances and exits will be used to avoid overcrowding during arrival and dismissal.
  - Lower and middle school students will enter/exit through the middle school classroom's back door.
  - Upper school students will enter/exit through the backdoor adjacent to the staff bathroom.

### **Response to Symptomatic Person Or When a Student, Staff or Personnel has Contact with Someone Infected, or is Diagnosed with COVID-19**

- If an elevated body temperature (greater than or equal to 100.4 degrees) is detected by the AI Temperature Screening and/or the questionnaire reflects affirmation of Covid-19 related symptoms (e.g, cough, shortness of breath, new loss of taste or smell, sore throat), the individual will not be permitted on campus. The person will be advised to consult with their medical provider to determine if Covid-19 testing is recommended.
- Students will wait for parent or guardian pick-up in the conference room as they are being supervised from the lobby.
- CLU staff or personnel will not be permitted on campus if a fever has been detected.
- These individuals with Covid-19 will be advised not to return to campus until they meet the criteria to discontinue home isolation when they have not had a fever for 24 hours, and have not used fever reducing medications during that time frame, symptoms have improved and 10 days since the symptoms have first appeared.
- Those in close contact with a confirmed case of COVID-19 case will not be permitted on campus and will need to be quarantined for 14 days from last exposure. Testing will be

recommended but will not shorten the 14-day quarantine. The school/classroom will remain open.

- The DPH will be notified of a confirmed case of COVID-19. The student or personnel will not be permitted to attend school for 10 days from symptom onset or test date. Close contacts will be identified and will need to quarantine, this may include the entire student cohort. COVID-19 testing will be recommended but it will not shorten the 14-day quarantine. Disinfection and cleaning of classroom and primary spaces where case spent significant time will take place.
- If a person tests negative they may return to campus 3 days after symptoms resolve.

### **Classroom or School Closure**

The health and wellness of our staff and families are of the utmost importance. As such, CLU administration will collaborate with the LA County's Department of Public Health (DPH) to address the specific circumstances impacting. Decisions will be made based on DPH guidance and will be communicated to all CLU stakeholders in a timely manner.

The closure of a classroom or campus will be a collaborative process with CLU administration and DPH. See below for details.

## Appendix A: Steps for Managing Exposures to 1, 2, and 3 or More COVID-19 Cases at School

1 Case	<p>1) <i>Required:</i> School instructs the case to follow COVID-19 Home Isolation Instructions (a).</p> <p>2) <i>Required:</i> School informs the case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</p> <p>3) <i>Required:</i> School works with the case to identify school contacts.</p> <p>4) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19.</p> <p>5) <i>Required:</i> School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</p> <p>6) <i>Required:</i> School submits contact information for case and site contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to DPH by emailing: ACDC-Education@ph.lacounty.gov.</p> <p>7) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.</p> <p>*Templates for contact notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
2 Cases	<p>1) <i>Required:</i> Follow required steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links. <b>If Epi links exist, School implements additional infection control measures.</b></p>
3+ Cases	<p>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies DPH at: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</p> <p>2) <i>Recommended:</i> Prior to notifying DPH of the cluster, the school determines whether at least 3 cases have epi links. If epi links <b>do not</b> exist, the school continues with routine exposure management.</p> <p>3) <i>Required:</i> DPH requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by the school to determine if outbreak criteria have been met. <b>If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated and an OMB investigator will contact the School to coordinate the outbreak investigation.</b></p> <p>4) <i>Required:</i> School provides updates to the OMB investigator until the outbreak is resolved.</p>
(a)	<p>Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. <a href="http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/">http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/</a>.</p>
(b)	<p>Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious. <a href="http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/">http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/</a>.</p>

## Attendance Policies for Distance Learning

This policy is posted in each student's Google Classroom, if revisions are made to the policy they will be communicated in an On The Horizon (OTH) email and updated in Google Classroom.

### Responsibilities

Attendance responsibilities are shared by students, parents, and the school staff.

- Student Responsibilities:
  - Attend assigned classes every day that school is in session.
  - Students who have access to the internet will earn attendance by checking into their homeroom, participating in synchronous (student and teacher working together via Zoom or Google Hangouts) activities, and/or uploading completed asynchronous (student completes work independently, checking in with teacher when necessary) assignments into their Google Classroom.
  - Students without the internet will be put on an individual plan with an assigned case manager for additional support and contacted daily via an alternate communication plan.
- Parent/Guardian Responsibilities:
  - Encourage and require your student to attend Homeroom and all assigned synchronous activities, at their assigned individual time with their teacher, service provider, and other school personnel.
  - Email teacher of a student absence **NO LATER THAN 10:00 AM THE DAY OF THE ABSENCE.**
  - Inform CLU if something is occurring that is preventing your student from attending school regularly.
  - Work cooperatively with school personnel to resolve any attendance problems that may arise.

## Parent Resources

- Checklist: Planning For In-Person Classes
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-In-Person-Classes.pdf>
- Teaching Handwashing
  - <https://www.cdc.gov/handwashing/index.html>
- Covering Coughs and Sneezes
  - [https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
- Use of Masks
  - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- COVID-19 & Special Needs Children: Wearing a Mask
  - <https://www.thehelpgroup.org/frequently-asked-questions-part-nine-wearing-a-mask/>
- Finding a Testing Location
  - <https://covid19.ca.gov/testing-and-treatment/>
- Resources for Families during Covid-19
  - <https://www.childrensinstitute.org/coronavirus-resources/>
- Covid-19 Daily Temperature & Symptom Monitoring Worksheet
  - [https://scdhec.gov/sites/default/files/media/document/Information\\_and\\_14-day\\_Monitoring\\_Sheet.pdf](https://scdhec.gov/sites/default/files/media/document/Information_and_14-day_Monitoring_Sheet.pdf)

## Guide for Reopening and Running School Under COVID-19 Acknowledgement

I, \_\_\_\_\_ do hereby verify by signing this form that I have read, understand, and agree to comply with the conditions of the Guide for Reopening and Running School Under COVID-19 for the Center for Learning Unlimited and have reviewed this information with my child.

Print Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_