

2021 COVID-19 School Guidance Checklist

☒ Entrance, Egress, and Movement Within the School:

- NASA has developed plans for the ingress and egress of students, as well as specific plans and structures for the movement of students and staff throughout the campus. Each class will have a map as guide.
- All available entrances will be open prior to school begins and after school ends to reduce congestion. Students will move in stable groups. When possible, hallways will be designated as one-way when students move from class to class.
- Parents are not allowed on campus before, during, or after school. Appointment will be required.
- Directional arrows are utilized to support safe movement.
- Signs are posted reminding all to maintain six feet of space and wear masks.
- Staggered times for arrival and dismissal.

☒ Face Coverings and Other Essential Protective Gear:

- In accordance with the California Department of Public Health's (CDPH) guidance, all staff and students are required to wear face coverings at all times while at school unless exempted.
- Staff, students and visitors must wear mask over mouth and nose while waiting to enter or exiting campus and on school grounds.
- Face coverings may be temporarily removed for drinking water.
- NEW Academy of Science and Arts will make available face coverings to staff, students, or visitors who do not bring one.
- Students may be transferred to our online learning option if they continue to refuse to abide by mask requirements.

☒ Health Screenings for Students and Staff:

- Students are to self-screen prior to leaving home for school.
- Kiosk temperature check at entrance.
- Staff and students exhibiting symptoms are sent home immediately.
- Staff and student exhibiting symptoms are sent directly to the isolation/care room on site. Parents are contacted immediately by the school to pick up their student
- At each site, a care room will be equipped with appropriate personal protective equipment (PPE). All sick persons with potential COVID-19 symptoms will be evaluated in this room and parent/guardian will be notified.

☒ Identification and Tracing of Contacts:

- NASA will be required to use the city COVID-19 Online Exposure Reporting Portal to report cases.
- NASA will designate a COVID-19 Response staff
- The COVID-19 Response staff will receive monitor and track potential positive cases.
 - The team traces, tracks, notifies and follows-up with positive individuals, school sites, families, and Los Angeles County Public Health. Staff will use a database to record symptomatic, exposed, presumed positive and positive cases.
- Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
- Coordinate with the LACPH on whether and when the school should be closed and reopened. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community, and repeat recommendations for prevention and control measures.
 - Implement online/distance teaching and learning during school closure.
- Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

☒ Healthy Hygiene Practices:

- All students and staff are encouraged to wash hands prior to arrival at school.
- A hand sanitizer station will be available in each classroom, entrance and throughout the campus.
- All students and staff are required to sanitize when entering a classroom and exiting a classroom.
- All staff practice routines with students related to proper sanitization, hand washing and sneeze and cough into a cloth or tissue, if not available, into one's elbow and to wash their hands or use sanitizer immediately after.
- Signs are posted throughout schools.

☒ Physical Distancing:

Minimum 5 feet.

- Utilizing all school entrances for ingress and egress.
- School entrances will be staffed to enforce physical distancing during student arrival and departure.
- Non-essential visitors will be excluded on campus to lessen any negative impact on physical distancing, including classroom and school volunteers.
- Using visual cues such as wall and floor signs and markings stressing maintaining physical spacing.
- Limiting the number of persons in office space and utilizing student desk shields and plexiglass dividers in office space.
- Limiting number of staff utilizing staff and workrooms at one time.
- Limiting staff meetings and professional learning communities to Zoom meetings when possible.

Staff Training and Family Education:

City of Hope has provided important information on:

- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptoms screening practices.
- COVID-19 specific symptom identification.
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to school when they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- COVID-19 specific symptom identification and when to seek medical attention.
- Employer's plan and procedures to follow when staff or students become sick at school.
- Employer's plan and procedures to protect staff from COVID19 illness.
- All staff complete training in the proper use of disinfectants.
- Use of face coverings.

On May 7, 2021 NASA provided a parent webinar on the reopening and what to expect.

Testing of Staff:

- NASA will follow OSHA guidelines related to COVID-19 exposure, symptoms, testing, and notification.
 - Staff will be tested every week (subject to change based on CDPH guidance).
 - All information received in connection with testing and reporting shall be kept confidential except for reports to LACPH as required. Other students will be directed to LACPH testing sites.

Testing of Students:

- NASA will follow OSHA guidelines related to COVID-19 exposure, symptoms, testing, and notification.
- Students will be required to get tested at the NASA site every week.
- The parent(s) or guardian(s) will be instructed to communicate the test results with the designated person at the school.
- All information received in connection with testing and reporting shall be kept confidential except for reports to LACPH as required. Other students will be directed to LACPH testing sites.

Identification and Reporting of Cases:

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements. NASA shall notify Los Angeles County Public Health Department of any known case of COVID-19 among any student or employee who was present at the school facility within the 14 days preceding a positive test for COVID-19. Specifically, NASA shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 14 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
 - The full name, address, and telephone number of the person making the report. This information shall be reported via the county communication platform COVIDdeath@ph.lacounty.gov within 24 hours from the time an individual within the NASA is first made aware of a new case.

Communication Plans:

Any potentially exposed staff or students and members of the school community, will be notified of the following:

- Date the case was last on school premises,
- All school areas where the case spent time will be cleaned and disinfected before they are in use again,
- LACPH contact tracing,
- A reminder to use face coverings, stay at least 6 feet from other people, and wash hands often with soap and water for at least 20 seconds
- NASA's initial COVID-19 contact information will be general in nature via electronic letter, emails, or ParentSquare with information regarding potential exposure. All communication will be modeled after the CPP guidance and AB685. For close contacts of exposed cases, additional instructions such as classroom closures, testing as necessary and quarantining will be conveyed to those individuals. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.