

N.E.W. Academy of Science and Arts

Safe Return to In-Person Instruction Plan



SAFETY PLAN

STUDENT PROGRAMS AND SERVICES

SAFETY PLAN

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STABLE GROUP STRUCTURES

N.E.W. Academy of Science and Arts (NASA) will adhere to the California Department of Public Health's Cohort Guidance (CDPH) for school settings. In reference to this guidance, students will be organized into stable groups in order to limit contact and exposure to COVID-19 between students and staff. NASA will offer full day in-person instructional programming to all students including English Learners, homeless and foster youth, and students with Individualized Education Plans (IEP), 5 days a week.

If enrollment exceeds maximum CDPH guidelines for the classroom space and does not exceed school enrollment guidelines for that class, NASA may offer those students an independent study program option that is virtual/on-line instruction, in order to maintain the smaller class size until an in-person spot becomes available or CDPH updates their guidelines.

All students with an Individualized Education Plan (IEP) will participate with the general education program through either in-person or independent study virtual/ on-line learning, based on class size and enrollment date.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

In order to minimize contact and the potential of COVID-19 exposure in all NASA programs and classrooms, procedures have been established for entrance, egress and movement within all school settings. School staff will be present to monitor entrance and exit of students at the beginning and conclusion of each school day to ensure adherence to social distancing guidelines and safety protocols.

Additionally, routes have been designated for entry and exit to lunch, recess, and other transition times, as feasible. School sites will also use signage and floor markers throughout campuses in order to remind students and staff to socially distance. During regular school hours, school sites will restrict visitors, volunteers, and activities, and there will be no intermingling of stable groups. Congregate movement through hallways and other similar settings will be minimized as much as practicable. All restrooms have been assigned to specific stable groups to ensure limited capacity.

Any meeting that cannot accommodate 3-foot social distance shall be virtual. Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff. Student desks will be arranged to face the same direction and will be spaced 3-feet between students and three (3) feet from the teacher.

Students and staff will practice physical distancing at all times. School sites will have signage throughout campus to remind students and staff about physical distancing, hand washing, and spreading germs.

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Face coverings will be mandatory for all staff and students in accordance with CDPH guidelines while indoors and outdoors, in all NASA facilities, with the exception of persons who may qualify for exemption. The mandatory face covering requirement extends to all visitors, two (2) years of age and older while on NASA property, including individual school sites and office buildings. Face covering may be temporarily removed while working alone in an enclosed office, or briefly while eating or drinking, in accordance with CDPH guidelines.

In order to support staff and students in meeting this requirement, NASA will provide Personal Protective Equipment (PPE) to students and staff who are in need of a face covering.

Students and staff must wear face masks while on school premises. Face masks may be taken off while eating and drinking during designated nutrition times. Face coverings are optional while outdoors and or when participating in outdoor recreation and as allowed by CDPH guidelines. Personal face masks must be in compliance with the school dresscode policy. Per CDC guidance in COVID-19 Handbook, Volume 1, no disciplinary action should be taken against a student who does not have a mask as described in the U.S. Department of Education.

EXEMPTIONS FROM WEARING A FACE MASK INCLUDE:

- Individuals with a verified Medical Exemption Form with a mental health or disabling condition that prevents wearing a face mask.
- Individuals with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a facemask without assistance.
- Individuals who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

In limited situations, where face coverings cannot be used or worn by those with special needs or those students who fall under an exemption, a face shield with a cloth drape should be worn while on school district property, including individual school sites and office buildings. When a face shield is used instead of a face covering, the wearer must maintain a physical distance of three (3) feet from others. A face shield should not take the place of a face covering, except as previously stated.

Face coverings are not a substitute for physical distancing. Age-appropriate face covering training for students will be made available upon the return to in-person instruction.

Special Note from CDE:

“Students with disabilities must not be excluded from educational environments if their disability prevents them from wearing a face covering. LEAs must continue to adhere to least restrictive environment requirements of the Individuals with Disabilities Education Act (IDEA) when educating students with disabilities, including educating students with

disabilities with their non-disabled peers to the maximum extent appropriate (34 Code of Federal Regulations §300.114). It is imperative that LEAs continue to monitor the applicability of existing exemptions to individual students with a disability and avoid implementation of policies related to face coverings that may result in a denial of FAPE under the IDEA.” (<https://www.cde.ca.gov/sp/se/lr/om021121.asp>)

HEALTH SCREENINGS FOR STUDENTS AND STAFF

Staff Procedures

Prior to reporting to work, or immediately upon arrival to work each day, all staff are required to complete the in person daily self-screening questionnaire. The daily self screening questionnaire self-screens for the following: sore throat; new or worsening cough; new respiratory illness; new loss of taste or smell; new or worsening shortness of breath; fatigue; muscle or body aches; severe headache; diarrhea; nausea or vomiting; non-allergy congestion or runny nose; fever; and fever reducing medication.

Vaccinated staff are asked to participate in COVID-19 testing every two weeks, unvaccinated staff should test weekly.

Contactless thermometers are used at the school/work site using thermometers and evaluation by temperature kiosks at points of entrance to NASA campuses. Staff members are required to stay home, if they have symptoms consistent with COVID-19. The daily self-screening questionnaire also ask staff members if they have traveled outside of California in the past 10 days; and if they have been in close contact with any person who has been diagnosed with COVID-19 in the last 14 days; if the staff member has tested positive for COVID-19 in the last 14 days; and if they have been tested for COVID-19 due to potential exposure or symptoms and if the results are pending.

Student Procedures

Parents/guardians must complete daily health screenings for their student(s) including temperature checks, prior to sending their student to school daily.

According to the California Department of Public Health, the following symptoms could be a potential indicator of COVID-19: Fever of 100.4 or higher, cough, shortness of breath or trouble breathing, new loss of taste or smell, headache, sore throat, fatigue, or muscle aches, nausea or vomiting, red or itchy eyes, congestion or runny nose.

Students are asked to participate in weekly COVID-19 tests. Any student who arrives at school, and is experiencing or complaining about COVID like symptoms, will need to be isolated from other students and picked up immediately.

Parents will be notified immediately and the student shall wait in a designated isolation room.

Vaccination Efforts

NASA in partnership with health care community partner QueensCare Health Centers helped administer vaccination efforts. We provided 3 vaccination drives to NASA's local community in efforts to protect from COVID-19 spread. We continue to provide health information, testing, and vaccination with QueensCare.

ISOLATION AREA PROCESS AT SCHOOL

PROCEDURES FOR SENDING STUDENTS TO A DESIGNATED ISOLATION ROOM

- Employee walks the student over to the designated area
- A mask will be given to any student who does not have one.

ISOLATION ROOM PROCEDURE

- Upon arrival, the nurse or designee will be contacted.
- The student will be asked clarifying questions and have temperature taken.
- Nurse or designee will call the student's parent/guardian to come and pick the student up immediately.
- Nurse or designee will wait with and monitor the student until parent/guardian arrives.
- Nurse or designee will verify the parent/guardian identity.
- The Parent/Guardian will be provided "COVID-19 Return to School Instructions".
- Nurse or designee will document in the student information spreadsheet.
- Teachers and appropriate school staff will be notified.

Note:

- Students who display a fever or any COVID-19 symptoms, will follow the established "COVID-19 Return to School Instructions." The nurse or designee will notify appropriate personnel and monitor/follow-up on any students with COVID-like symptoms to ensure they remain at home an appropriate length of time, according to the guidelines of CDPH, or if tested positive, contact tracing will begin.
- Contact tracing procedures will include the following: individual's name, position, email, worksite location(s), specific concern, relevant dates, times of onset of symptoms, test results, any on-campus contacts beginning 48 hours prior to the onset of symptoms or testing date. (noting all high-risk and low-risk exposures), and cleaning/sanitation.

HEALTHY HYGIENE PRACTICES

Mobile hand sanitizing stations are located on the school site and all classrooms have sinks and soap available. Staff and students will be expected to wash/sanitize their hands regularly. There will be limited sharing of classroom supplies and items that are shared will be cleaned after each use. Respiratory etiquette guidelines will be followed per CDC guidelines.

IDENTIFICATION AND TRACING OF CONTACTS

NASA has developed protocols based on CDPH guidance to ensure the school community is following best practices to mitigate the risk of COVID-19. NASA has developed a system to document and track positive cases and exposures. Designated individuals have been assigned to oversee identification of positive cases, contact

tracing, and submission of exposed students/employees. Below is a summary of the protocol NASA has in place for responding to positive COVID-19 cases in a school/work setting:

1. COORDINATE WITH LOCAL HEALTH OFFICIALS:

When there is a positive COVID-19 case, NASA will submit the required information and follow notification procedures within 24 hours.

2. CONTACT TRACING AND QUARANTINE:

NASA has established a procedure for the identification and tracing of individuals who have exhibited COVID-19 symptoms, reporting a positive COVID-19 case, or reporting a possible COVID-19 exposure. The procedure is outlined below:

- Information should be reported via the county communication platform coviddeath@ph.lacounty.gov within 24 hours from the time an individual within NASA is first made aware of any case.
- Notification of potential COVID-19 exposure/symptoms/confirmed case(s) may come through a variety of methods including, but not limited to: self-reporting, parent report, supervisor report, absence information, or other agency.
- Staff members or students will be required to stay at home until contacted by designee to determine next steps.
- Initial contact with a person under investigation will be done as soon as reasonably possible by the following individuals: contact tracer, lead nurse, site nurse, and/or other designated staff. The purpose of this contact will be to verify positivity and determine onset of symptoms, level of risk, and actions that need to be taken at that time.
- The designee who conducts the initial contact will utilize the COVID-19 guidance to direct next steps. Next steps may include: referral for COVID-19 testing, isolation, quarantine, and/or contact tracing of possible exposures.
- If a positive COVID-19 case is identified, the following notifications will occur: through proper channels, Personnel, Risk Management, and Facilities. Facilities staff will disinfect/sanitize affected areas.

3. COVID-19 CONTACT TRACING LINE LIST WITHIN ONE (1) BUSINESS DAY. ALL COMMUNICATIONS MUST MAINTAIN CONFIDENTIALITY.

- Communications will include notifications to impacted individuals (staff or students) of potential COVID-19 exposure. For staff members, the notifications must include COVID-19 related benefits and options. Staff and parents of impacted students will be provided the "NASA COVID-19 Exposure Notification in an Educational Setting".
- In consultation with NASA, stable groups and/or schools will move to virtual learning as necessary to further prevent transmission. Per CDPH guidance, closure may be appropriate when there are three or more epidemiologically linked cases at the school within a 10-day period. Written communication will be provided to those impacted by school/worksite closures.

- These procedures are logged and maintained in a confidential spreadsheet by a designated NACP staff. The documentation includes exposure and infection information to monitor schoolsite and/or worksite outbreaks.

The following is an overview of NASA's communication structure and course of action when a positive COVID-19 case has been confirmed:

- Positive COVID-19 case information obtained:
 - » Who is positive?
 - » Who did the individual have contact with in the previous two (2) days since symptoms starting or a positive test, whichever is earlier?
 - When was the individual last at the school site/worksite?
 - Date and location of test?
 - What worksite have you visited in the previous 14 days since testing positive?(staff only)

Courses of Action for On-Site Positive COVID-19 Cases:

Letters of notification emailed to staff within one (1) business day.

- Positive Cases: All known staff on site, contractors on site, and school board president.
- Three positive cases within 14 days or 20 positive cases within 30 days at each worksite. All site staff, known staff on site and school board president.

Additional notice regarding testing requirements to each site.

- Department Notification Workflow:
 - » Maintenance and Operations: Site and room number for cleaning.
 - » Cabinet: Information about site, room number, and cohort.
 - » Transportation: Site and cohort (if applicable) for cleaning and schedule changes.
 - » Facilities: Site information to notify contractors within one (1) business day.
 - » Special Education: Site information to notify contractors within one (1) business day.

Notifications to Agencies:

- » Staff and student positive cases and exposures.
- » Contact line list tracing form sent within one (1) business day.

- Third Party Administrator
 - » Staff positives on and site(s) in the last 14 days.
 - » Senate Bill 1159 online submission online form within three (3) days.
 - » Notifications for Work-Related Positive Case(s).
- Cal/OSHA
 - » Hospitalization or deaths within eight (8) hours.
 - » Confirmed COVID-19 case phone call within one (1) business day.

Notification for On-Site Positive Case(s):

All positive staff, students, and identified exposures.

- » Phone call followed by email within one (1) business day regarding isolation or quarantine by school site staff to any staff who had close contact.

PHYSICAL DISTANCING

Classroom space will be arranged to allow for maximum space between everyone. Staff workstations will be placed at least three (3) feet from students and other staff workstations. Student desks will be arranged to face the same direction, and students will be spaced three (3) feet apart and three (3) feet from the teacher.

- Large plexiglass partitions installed in office areas, isolating office staff from general public/visitors
- Individual desk/tabletop plexiglass partitions for use on student desks and as dividers where other use may be needed when three feet between individuals is not possible

STAFF TRAINING AND FAMILY EDUCATION

All employees have been trained in the mandated safety guidelines and additional COVID-19 training.

The School Nurses will develop a training and orientation for staff that will be shared at future staff meeting(s), with a question and answer session. The staff training will include the following topics:

- Proper use of PPE including face coverings
- Handwashing and sanitizing procedures
- Safety policies and procedures
- Social distancing expectations
- Health guidelines
- Health screening
- COVID-19 signs and symptoms/Isolation Room Procedures
- Protocols for reporting COVID-19 and illnesses

NASA will also provide information for families and students who are returning to in-person instruction. This information will be shared before the first day of students returning to school.

TESTING OF STAFF

NASA will follow state law in regards to surveillance and outbreak. Testing cadence will be conducted consistent with the requirements of Assembly Bill 86 and Cal/OSHA testing requirements.

IDENTIFICATION AND REPORTING OF CASES

Notifications for COVID-19 Positive Case(s) Workflow:

Reports/Emails:

- All site staff notifications for positive cases
- Cal/OSHA- confirmed positive, hospitalizations or deaths
- People identified as positive or exposed

Notifications for Work-Related Positive Case(s):

- Cal/OSHA
- Hospitalization or deaths within 8 hours
- Confirmed COVID-19 case phone call within 24 hours

COMMUNICATION PLANS

NASA's administration will develop public notifications regarding COVID-19. NASA regularly communicates with stakeholders regarding relevant information related to school reopening and health and safety developments.

At all times, student and staff confidentiality will be of utmost importance, and names or other identifying information will not be disclosed per HIPPA and FERPA requirements, while meeting AB 685 and Cal/ OSHA Prevention Program requirements. NASA understands that guidance from public health and/or other regulatory agencies may shift over time and will be prepared to implement any new guidance appropriately and timely.

CLEANING AND MAINTAINING HEALTHY FACILITIES

Per COVID-19 Prevention Program (CPP) for NASA:

The following cleaning and disinfection measures are in place for frequently touched surfaces:

- Frequent daily cleanings of restrooms and high traffic areas (offices, staff rooms, etc.)
- An extensive nightly classroom sanitation process
- Weekly deep clean of all instructional spaces using an aerosol-based disinfectant solution
- Disinfecting wipes provided to staff for the cleaning of classroom surfaces at regular

intervals throughout the day

Should we have a COVID-19 case in our workplace, the following procedures will take place:

- Area will be closed off for 24 hours before cleaning/disinfection takes place
- After 24 hours, staff executing the disinfection will utilize appropriate PPE (fine-particulate ventilators, gowns, etc.)
- All staff/students using this space are relocated until the cleaning/disinfection takes place
- After sanitizing, the area will remain closed for 24 hours with adequate ventilation before being reopened
- Cohort shuts down until tracing concludes

Shared Tools, Equipment and Personal Protective Equipment (PPE)

- PPE will not be shared, e.g., gloves, goggles, masks, and face shields
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses by providing employees with the materials and training needed to complete it themselves
- The need for PPE (such as gloves, goggle, and face shields) will be evaluated as required by CCR Title 8, Section 3380 and PPE provided as needed.

We maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- Upgrade to the air conditioning system that includes air filter, U-V light, and air ventilation system
- Providing additional portable air purifiers (in all instructional and office spaces
- Ensuring doors remain open (if possible) throughout the day

Links for these and other related policies can be found posted on NASA's website:
<https://newnasa.org/covid-19>

CONTINUITY OF SERVICES

We know that students learn best when they are on campus with their teachers and their peers. As we reopen our campuses for in person instruction and advised by agencies such as the California Department of Public Health and Los Angeles County Department of Public Health, we may do so for in person instruction. This model would help achieve our goal of maintaining social distancing and reduce number of interactions between people to mitigate the risk of viral spread.

To ensure continuity of instruction during the school year, NASA has developed a schedule based on the California Department of Education guidelines. NASA will follow its regular instructional (before pandemic)schedule Teachers will design lesson plans that meet the academic, language, and emotional needs of all NASA students, including English learners, students with special needs,

English only students, and RFEP and IFEP students.

NASA has developed health and safety protocols to ensure the wellbeing of all students as they return to the brick and mortar classroom. There will be a nurse at the school to aid students, conduct temperature checks, and screen students at the entrance of the school site. NASA has purchased personal protective equipment, including face masks, face shields, and gloves for students, teachers, administrators, and all school personnel. NASA acquired plexiglass dividers for every student to use at their desks, lunch tables, and other areas where needed, such as teacher desks and front office. NASA has also purchased several hands-free sanitizer stations and hands-free water fountains to accommodate students while keeping 6 ft. distance from each other. To ensure that students follow the mandatory 6 ft. distance, NASA has purchased signs and floor labels to display throughout the campuses.

In addressing learning loss, NASA developed a summer school program in conjunction with our Learning Center and 21st Century. Students attended the summer program in person and using all outlined protocols. Some of the subjects included were Language Arts, math, science, and enrichment. Teachers prepared lesson plans based on students' academic needs. Teachers will use the data collected to set micro and macro goals and develop a specific plan of action to resolve these academic issues. Teachers will also utilize formative assessments such as portfolios to show student growth and projects to evaluate student attainment of standards as well as problem-solving and critical thinking skills and the application of content knowledge from all core subjects. They will conduct summative assessments, involving unit assessments, running records, and California mandated assessments such as CAASPP, CAST, and ELPAC. Data gathered from these assessments will play a vital role in determining new goals to alleviate learning loss and drive instruction. Students who are not meeting standards and performing below grade level will participate in before and after school tutoring and intervention to ensure that students improve academically and meet the content standards. In creating lesson plans, teachers will be very intentional and focus on prioritizing academic goals to ensure student mastery of crucial standards.

Our Learning Center, in partnership with 21st Century will provide tutoring in math and Language Arts to all students from TK-5th grade before and after school. Teachers will submit a list of specific standards that students will need to accomplish, to the Learning Center staff. NASA and the Learning Center will then work collaboratively to ensure that students improve, and close the achievement gap. The Learning Center will assess students based on the academic goals and instruction provided. These data will inform tutoring efforts. Communication between the Learning Center and teachers will remain paramount in determining student progress.

Teachers will:

- Support students' social-emotional well-being daily.
- Employ the first two weeks of the school calendar year to connect with families and students and build rapport.
- Continue providing social-emotional support to students every day at the beginning of their daily schedule by checking in, and listening to students' concerns, providing support, allowing students to interact with their peers.

- Provide a safe online learning environment where all students feel welcomed, loved, and respected. Additionally, teachers will open a line of communication with students that includes Zoom meetings, phone calls, emails, and texts. NASA will also provide counseling services through Luminarias and our very own in-house counselor, who will assist families and students as needed.

NASA's partners with Luminarias Institute, a non-profit counseling organization dedicated to the wellbeing of our students, parents, and staff. Luminarias provides our community a full-scope school-based set of services for mental wellbeing. They will provide social emotional supports related to stresses from the pandemic to our students and the community. The school has also hired a counselor in an effort to provide further mental and emotional support to our students as they return to the classroom.

While maintaining all social distance orders and ensuring staff wear proper masks and gloves, NASA will continue to provide breakfast and lunch to our students on a daily basis.

NASA will ensure continuity of services in case isolation, quarantine, or future school closures by returning to distance learning plans and instruction used prior to in-person instruction.

PLAN DEVELOPMENT

N.E.W. Academy of Science and Arts (NASA) stakeholder engagement includes consulting with parents, pupils, teachers, principals, administrators, other school personnel, and the community at large. NASA consulted with parents, and teachers in preparing our response to the COVID-19 pandemic following guidance from the California Department of Education (CDE), and the federal, state, and local government and health agencies. Communication with parents has continued via Parent Square, which is our online and phone platform for parent/community communication. We utilized other classroom platforms such as Class Dojo. Families know this as a form of communication that is easily accessible to their smart phone (even before the pandemic).

We created the NASA Covid Task Force, which consists of stakeholders who help formulate and implement our plan and strategies. NASA also communicated with the School Site Council (SSC), the English Learner Advisory Committee (ELAC) and the parent liaison on return to class protocols and feedback. Parents were also surveyed via platforms, and in meetings like coffee with the principal.

All communication is provided in English and Spanish. We have also been able to upload some information in a Guatemalan K'iche.

NASA provides opportunity for remote participation in any public meetings and public hearings via opportunities to engage remotely with teleconferencing via Zoom and through phone calls as well as other online modes (google meet, etc.). Posted agendas also contain information on remote access to meetings.

Assurances were posted on the CDE website ESSER III assurances and at our school

website at: <https://newnasa.org/covid-19>

In addition, the LEA provides the following assurances:

- ✔ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.
- ✔ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- ✔ The LEA will periodically review and, as appropriate revise its plan, at least every six months.
- ✔ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- ✔ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- ✔ The LEA has created its plan in an understandable and uniform format.
- ✔ The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.
- ✔ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

N.E.W. Academy of Science and Arts

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