



# N.E.W. Academy Canoga Park

## Safe to Return to In-Person Instruction

# SAFETY PLAN

Fall 2021

Under COVID-19 Conditions

July 23, 2021



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\*NEW Academy Canoga Park will follow the latest public health guidelines for student safety and will continue to work with public health agencies and experts to update these protocols as necessary. All guidelines here are based on the information available to us at the start of July and may be subject to change

# NACP FALL 2021 SAFETY PLAN

N.E.W. Academy Canoga Park (NACP) will adhere to the policies and protocols set forth by the California Department of Public Health (CDPH) for school settings. In reference to this guidance, students will limit contact with a variety of students hence limit exposure to COVID-19 between students and staff. NACP will offer full day in-person instructional programming to all students 5 days a week.

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,

## WE ARE READY FOR LEARNING

### LEARNING ACCELERATION

NEW Academy Canoga Park will return to a regular school day on August 17th, but our students will be coming back to new and improved opportunities for learning with programs and services to help serve and support our students

Teachers and Instructional Assistants will increase support in reading and math

Increased opportunities for one-on-one tutoring and personalized learning support

Updated digital content (virtual field trips, real-life cultural experiences, and more)

One to one technology options for all students

After school tutoring

### ONLINE PROGRAM - Independent Study

An independent study program may also be available for families with medical, social-emotional, or other needs. Students will receive daily live on-line instruction for part of the day and complete independent work when not learning directly with a teacher. This program will be an independent study program separate from our school. This means your student will not be learning from teachers at NACP. This is not Distance Learning and is not the same experience your student was offered previously. You may request more information, if needed.

## WELLNESS AND SUPPORT

- Increased mental health services will be available for students, staff, and families. Opportunities include one-on-one counseling, small group counseling, school-wide wellness campaigns, tier 1 non-referral appointments, training for positive school culture, parent support office hours, staff professional development on mental health, and crisis management.
- Counseling staff and Parent Coordinator will have more availability to connect with families, offer support services, as well as connect families with other outside resources to provide ongoing support
- Students, Staff, and Families could access the LAUSD school district Student and Family Wellness Centers that will open for mental health counseling and therapy. Students, families and staff can also call the LAUSD district hot line from 8a.m. to 5p.m., Monday through Friday, at 213-241-3840 press 1 for English, 2 for Spanish
- More direct services will be offered for students with learning differences and disabilities
- Students and families will continue to have access to  
Child Care Resource Center (CCRC) <https://www.ccrcca.org>; 20001 Prairie St.  
Chatsworth, CA 91311  
Los Angeles County Department of Mental Health: West Valley Mental Health  
Center; Get help now (800) 854-7771 (open 24/7) or text “LA” to 741741  
20151 Nordhoff, Chatsworth, CA 91311; <https://dmh.lacounty.gov/>

## A DAY AT NACP

Spending the day on campus at NACP may look and feel very similar to what it was like before our school campus closed. However, there will be several extra precautions in place to make sure students can learn and play safe and comfortably.

### ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

In order to minimize contact and the potential of COVID-19 exposure in all NACP 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 CDPH guidelines on social distancing.

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 campus, while necessary, in order to remind students and staff to socially distance. During regular school hours, school sites will restrict visitors, volunteers, and activities as per CDPH, if necessary. Congregate movement through hallways and other similar settings will be minimized as much as practicable.

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 six (3) feet from the teacher.

Students and staff will practice physical distancing as per the CDPH. NACP will have signage throughout campus to remind students and staff about physical distancing, hand washing, and spreading germs.

### RECESS/NUTRITION

Students will be able to use playground equipment and enjoy sports during recess following the latest public health and safety guidelines.

### LUNCH/MEALS

All students will be able to get a meal at no charge. Breakfast will be provided to students in the morning before school begins. Lunch will be served in the cafeteria. Students will be able to eat meals with friends following the latest public health and safety guidelines.

## AFTERSCHOOL PROGRAMS

NEW Learning Center will offer high quality, safe, and supervised academic, enrichment, and recreation programs from the end of the school day until 6 p.m. Programs will offer in-person enrichment activities so students may thrive physically and mentally, focusing on academic, physical, creative, and social and emotional learning. For more information on how to participate, please visit [newacademycanoga.com](http://newacademycanoga.com) or call Elisa Campos at 213-841-7767.

## OUR COMMITMENT TO SAFETY

NACP is committed to maintaining high standards of safety for public charter schools in an effort to protect our students, staff, and families.

## GUIDANCE FROM HEALTH OFFICIALS

NACP will continue to adhere to the most recent COVID guidelines issued by the California Department of Public Health (CDPH), the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), Los Angeles County Department of Public Health (LACDPH) and the State of California.

## ROBUST SAFETY PROTOCOLS

Robust safety protocols are in place at NACP, including needed personal protective equipment, frequent disinfecting, and hand cleaning, among others.

## UPGRADED AIR-FILTRATION SYSTEMS

Upgraded air filtration systems in all of the school buildings.

## ADDITIONAL SUPPORT

Increased staffing to effectively clean and disinfect schools.

## HYGIENE

Restrooms and hand washing sinks in classrooms are stocked with soap and paper towels. Hand sanitizer stations are available in every classroom and in locations throughout campus.

## COVID-19 TESTING

NACP operates a school-based COVID-19 testing and contact tracing program.

## VACCINATIONS

Students ages 12 and older and family members of NACP are eligible to receive vaccinations at any district school-based community vaccination center. Appointments can be made on your Daily Pass.



## FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Face coverings will be mandatory for all staff and students in accordance with CDPH guidelines. Currently, while indoors, in all NACP 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 NACP 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, NACP 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 indoors. 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. Personal face masks must be in compliance with the school dress code policy. Any student or staff member who refuses to wear a face mask indoors will be sent home.

### 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 face mask 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 six ( 6 ) 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. Students and staff will be reminded about respiratory etiquette per CDC guidelines.

### 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 on-line 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.

No Contact thermometers are used at the school/work site. 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; if they are fully vaccinated and have received their final dose at least two weeks ago; 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.

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.

## 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.



- 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.

## 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 according to CDPH guidelines.

## IDENTIFICATION AND TRACING OF CONTACTS

NACP has developed protocols based on CDPH guidance to ensure the school community is following best practices to mitigate the risk of COVID-19. NACP 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 NACP 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, NACP will submit the required information and follow notification procedures within 24 hours.

### 2. CONTACT TRACING AND QUARANTINE:

NACP 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:

- 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 “NACP COVID-19 Exposure Notification in an Educational Setting”.
- In consultation with NACP, 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 school site and/or worksite outbreaks.

### The following is an overview of NACP’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.

### 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 on-line submission on-line 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.

## STAFF TRAINING AND FAMILY EDUCATION

All employees have been trained in the mandated safety guidelines and additional COVID-19 training. Employees completed the COVID-19 course(s) in the LAUSD MyPLN training, administered during the school year.

The School Nurses have developed 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

NACP 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

NACP 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. Testing will be available on a weekly basis on-site and at alternate LAUSD district campus locations including Reseda High School and Northridge Middle School. **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

NACP's administration will develop public notifications regarding COVID- 19. NACP 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. NACP 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.

# N.E.W. Academy Canoga Park

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