



Opportunities for Learning

2020-2021

COVID-19 School Safety Plan

*The following is a working document that will be updated as required in accordance with guidance from the
Orange County Healthcare Agency and the California Department of Public Health
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Introduction

In response to the COVID-19 Pandemic and in an effort to reopen our school for onsite learning, Opportunities for Learning Capistrano has taken necessary measures to evaluate the school site and implement improvements to better serve students during this unprecedented time. This document outlines the responsibility of the COVID-19 Compliance Taskforce and describes all relevant changes to the school campus or school program as well as outlines the steps the school will take in the event on a positive COVID-19 case on school grounds.

COVID-19 Compliance Taskforce

The Opportunities for Learning Capistrano has established a COVID-19 Compliance Task Force who is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring staff and students receive appropriate education about COVID-19. The COVID-19 Compliance Officer will serve as a liaison to the Orange County Healthcare Agency in the event of a COVID-19 cluster or outbreak on campus.

Opportunities for Learning Capistrano COVID-19 Compliance Taskforce
Jessica Boucher <i>Principal</i>
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COVID-19 School Safety Plan

The OFL Capistrano COVID-19 Compliance Taskforce has created the following COVID-19 School Safety Plan. This plan has been developed in alignment with Orange County & California Departments of Public Health and California Department of Education guidance. Supporting documents that have been included in this document as required are:

California for All COVID-19 School Guidance Checklist:

https://drive.google.com/file/d/1shjLFXh7Niz1rHVSU0T2l6rEE_97PHwJ/view?usp=sharing

Opportunities for Learning Infectious Disease Policy:

<https://drive.google.com/file/d/1ynlsi8t6dHnhPTEgyiiB9rbEFOy70FYS/view?usp=sharing>

Preparing for Reopening

Prior to reopening the school site the COVID-19 Compliance Taskforce will ensure the following measures have been implemented prior to students returning to school to minimize exposure to the COVID-19 virus.

- Students & Staff have received appropriate education regarding:
 - 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 work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
 - For staff, COVID-19 specific symptom identification and when to seek medical attention.
 - The employer’s plan and procedures to follow when staff or students become sick at school.
 - The employer’s plan and procedures to protect staff from COVID19 illness.
 - Changes to school program due to COVID-19.
- Students and staff are advised to stay home without fear of reprisal if they experience COVID-19 symptoms, receive a positive COVID-19 test, receive a doctor’s diagnosis of likely or presumed COVID-19, or have been in close contact with a person who has received a positive COVID-19 test or diagnosis.
- Health prescreens and temperature checks will take place for any individual entering the school.
- A daily occupancy logging system has been created and implemented.
- An internal digital reporting system has been created to notify all necessary stakeholders of a positive COVID-19 case onsite.
- A reporting chain of command has been established and implemented .
- The school has taken the appropriate measures to promote social distancing in the school site.

Face Coverings at School and School Sponsored Events

All occupants are required to wear a clean face covering which properly covers the nose and mouth while on or around the School Site. Staff and students are required to wear face coverings while traveling on school sponsored transportation and at school sponsored events. Staff, students and visitors will be offered an appropriate face covering if they arrive at the school site without one or if their face covering becomes soiled or otherwise damaged. Exemptions from wearing face coverings are only for those with a medical condition, mental health condition or disability where wearing a face covering could obstruct breathing or when an individual is incapacitated or otherwise unable to remove a face covering without assistance. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings. PPE is available and accessible to all individuals at the school site. Staff or students who require a face covering exemption should follow the procedure outlined in the Face Covering Policy.



Learn more about face coverings at: <https://covid19.ca.gov/masks-and-ppe/>

Proper Hand Washing & Sanitizing

The School encourages staff and students to wash their hands frequently throughout the day including: when arriving at or leaving home; when arriving at or leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; after using the restroom; after touching their nose or mouth (everyone should try to avoid touching their nose, mouth, and face covering); after blowing their nose, coughing, or sneezing (everyone should cover their cough or sneeze with a tissue); and before and after meals. Staff & students should wash their hands in the available restroom sink with soap and water for at least 20 seconds. Hand sanitizer is available at the front desk as well as at each teacher desk, each classroom and other supervised locations throughout the site.



Learn more about handwashing at: <https://www.cdc.gov/handwashing/pdf/handwashing-poster.pdf>

Social Distancing

All individuals are encouraged to keep an appropriate six feet or more of social distance at all times while at school. The School has posted social distancing protocols and reminders for its occupants. Staggered staff schedules and student cohort appointment blocks have been created to limit daily occupancy. Floor markers have been placed to further encourage social distancing where appropriate. Student and teacher desks and chairs have been reconfigured to allow for additional opportunities for social distancing. Plexiglass barriers have been installed on the teacher's desk as an added precaution. Students and staff are required to wear their face masks at all times while in the school site. PPE is available and accessible to all individuals at the school site.



Learn more about social distancing at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Changes to School Program

Distance Learning

Orange County is currently assigned to the Oranged Tier of the CA Blueprint with COVID-19 spreading at moderate levels. OFL Capistrano students are currently enrolled in a Distance Learning Model. Students connect regularly with their Teachers on various learning platforms as well as via Zoom and Google Meets. School Counselors and Tutors are available virtually by appointment. Students are encouraged to reach out to their Teacher to schedule an appointment.

OFL Capistrano continues to evaluate local conditions in preparation for student's return to onsite learning using a phased reopening approach and with proper clearance from the Orange County Healthcare Agency and the California Department of Health when local conditions allow. OFL Capistrano is connecting with stakeholders to begin consideration and assignment of future stable student groups.

Families who prefer to remain in a Distance Learning Model may do so for the remainder of the 20/21 School Year.

Specialized Services & Student Cohorts

OFL Capistrano is currently offering specialized services in small cohorts in accordance with guidance from the Orange County Healthcare Agency and the California Department of Public Health. Students who are participating in student cohorts are required to follow social distancing guidelines including wearing a face covering while on or around school grounds. Student cohorts are limited to a maximum of 12 designated students per cohort. Students participating in a designated cohort will work with no more than 2 teachers who will work onsite with only students within the same cohort. Student cohorts will observe block schedules to further limit the risk of potential exposure by keeping the number of individuals on school grounds to 25% of building occupancy.

Stable Student Groups

OFL Capistrano anticipates a return to onsite learning for all students on July 1, 2021. Students will be assigned to a stable student group and will participate in onsite learning within the parameters of stable group guidance. Stable groups will be limited to no more than 60 students.

Limited Occupancy

The School has limited the amount of individuals onsite to not exceed 10% of regular occupancy at any one time. New student orientations are conducted virtually by appointment only. Non-essential visits and/or activities are discouraged. Currently enrolled students may reach out to their teacher virtually to arrange for curriculum or technology pick-up when needed. Student materials can be picked up in the front lobby. Staff schedules have been staggered to limit the number of staff onsite at any one time.

Student & Teacher Seating

Teachers desks have been moved to allow for 6 feet of social distancing from student tables and/or desks where possible. Plexiglass barriers have been installed in areas where social distancing is not possible. Student seating will be limited to 2-3 students per teacher appointment block when onsite learning resumes. Additionally, new student and teacher workstations have been ordered to allow for optimal social distancing at the school site.

Restrooms

Staff and student restrooms have been modified to accommodate one occupant at a time. Touchless soap and paper towel dispensers have been installed where possible. High touch surfaces of the restroom are cleaned by staff observing the regular cleaning schedule and are thoroughly cleaned three times weekly by the janitorial service.

Cleaning & Disinfecting

When students are onsite, all student tables, chairs, plexiglass barriers and other high touch surfaces (e.g., door handles, light switches, handrails, drinking fountains, restroom surfaces, etc.) will be cleaned and disinfected with EPA N list approved cleaners at the completion of each student block. When only

staff is onsite, all staff workstations, plexiglass barriers and other high touch surfaces will be cleaned no less than three times daily. Doors and/or windows are opened during cleaning periods when possible to increase ventilation. Air scrubbers with portable air purification to improve air circulation throughout the school site. Regular janitorial services are conducted after-hours three times per week. The use of shared items, such as electronic devices, books, or instructional materials, will be limited if possible. Commonly shared items, such as dishes, utensils, or cups/mugs, will be replaced with single use items to the extent feasible. Staff receive training on cleaning and disinfection procedures as appropriate. Additionally, UVC lighting has been installed with cleanings performed nightly.

Meal Program

The School offers a five day supply of Grab & Go style lunches every Monday with additional pick times offered as requested by families and appointments only. Students should call the school when they arrive for lunch pick up in order for a staff member to distribute the lunches. Measures have been implemented to limit contact during lunch distribution such. Staff members who distribute school lunches wear appropriate PPE including face coverings and gloves.

Health Prescreens & Temperature Checks

Staff will be trained to check for signs and symptoms of COVID-19 in themselves and others. Staff and students will complete the digital health prescreen system Safetrac before arriving on school campus. Students and other individuals who do not have access to Safetrac prior to arrival may complete the health prescreening and temperature check with a contactless thermometer upon entry with staff assistance if needed. Individuals who present with a temperature of 100.4 F or higher and/or answer yes to any of the health screening questions will not be permitted entry. Performing a thorough health screen will assist the School with not only limiting potential exposures but also serves as a daily digital log of all occupants on school premises.

Students who develop COVID-19 related symptoms during the day or are found to have symptoms during check-in will be given a medical grade mask to wear and will be moved to a designated isolation area while arrangements are made for the student to be picked up. Families will receive the ***Symptom Decision Tree*** handout when picking up their child and should follow-up with their child's Teacher the following day. Students should return home and follow the guidance based on their specific symptoms as indicated on the handout.

OFL Capistrano recommends any individuals experiencing COVID-19 symptoms to consult with a medical professional and get tested. If you do not have a regular doctor, you can find a healthcare provider using the information below.

<https://211sb.org/> or

Orange County Healthcare Agency

(714) 834-2000 General COVID-19 Inquiry

(800) 564-8448 Medical Inquiries

COVID-19 Testing

OFL Capistrano's COVID-19 testing strategy is to recommend symptomatic as well as response testing as needed for all staff and students. Individuals who require COVID-19 testing can make an appointment using the link below.

<https://occovid19.ochealthinfo.com/covid-19-testing>

Symptomatic Testing

COVID-19 testing is recommended for individuals experiencing symptoms of COVID19. Staff and students are advised to stay home and isolate in case they are infectious while awaiting test results. Staff or student return to campus would be determined on an individual case-by-case basis using guidance from Orange County Healthcare Agency.

Response Testing

COVID-19 testing is recommended for individuals who have been exposed to a known positive COVID-19 case whether or not they display symptoms of COVID19. Staff and students are advised to stay home and quarantine during this time in case they are infectious. Staff or student return to campus would be determined on an individual case-by-case basis using guidance from Orange County Healthcare Agency.

Individuals who test positive for COVID-19 should isolate as noted in the Home Isolation Instructions provided below.

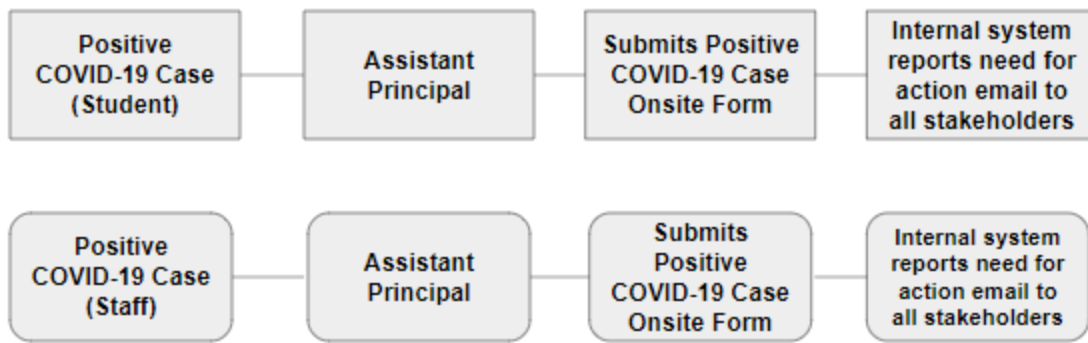
<https://occovid19.ochealthinfo.com/sites/virus/files/2020-12/Testing%20Positive%20for%20COVID-19%20ENGLISH%202020-12-09.pdf>

Occupant Tracking

Measures have been put in place to ensure improved occupant tracking throughout the School Site. Upon entering the school site, all individuals complete the occupant tracking form for the purpose of potential future contact tracing. Additionally, all staff update a weekly schedule to ensure that only a limited number of people are present at the school site at the same time. Staff that do come in to the school site maintain appropriate social distance while on campus.

COVID-19 Reporting Chain of Command & Internal COVID-19 Reporting System

OFL staff may learn of a positive COVID-19 case in a variety of ways. In an effort to quickly report a positive COVID-19 case onsite and with respect to the privacy of the individual affected by COVID-19 the following reporting protocol has been established.



Staff is encouraged to reach out directly to Human Resources when reporting sensitive personal information

Students and their families are instructed to inform their Assistant Principal if their child tests positive for COVID-19. The Assistant Principal will then submit a **Positive COVID-19 Case Onsite Form**. This form is digital and will generate an email notifying all necessary parties. This form does not include identifying information of the individual who tested positive. Only the Compliance Officer or Human Resources will be informed of the identity of the positive case so that proper documentation, reporting and contact tracing efforts can be completed. The Human Resources Department (HR) will drive all staff related COVID-19 reporting and/or contact tracing efforts.

Case Reporting & Communication

The COVID-19 Compliance Officer will serve as the primary contact to the COVID-19 Schools Response Team, Communicable Disease Control Division at the Orange County Health Care Agency for all student related positive cases and will report all known positive cases in accordance with County and State Guidance. The COVID-19 Compliance Officer will conduct contact tracing and will initiate all necessary communications to any individuals exposed to positive case onsite as required.

Outbreaks

COVID-19 outbreak is determined by three or more confirmed positive cases at the same facility within a 14-day period. Schools who experience an outbreak must close for 14 days. The COVID-19 Compliance Officer will work with the local public health agency as required.

School Closures

In most cases, entire sites may not be required to close even if there is a confirmed case in a staff member or student. Closure of a cohort may be necessary to prevent disease transmission. Individual site closure may be appropriate when there are multiple cases in multiple cohorts at a site or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on

the size and physical layout of the site. The Principal will determine when to close a site in consultation with the COVID-19 Compliance Taskforce, the School Leadership Team and the local public health agency. Students will be transitioned back to Distance Learning for the duration of the closure.

Guidance & References

In addition to complying with this plan, OFL Capistrano will implement all applicable measures in the following state and local health guidance, as they are updated from time to time:

Symptom Decision Tree

<https://drive.google.com/file/d/1HllewuyExaUaNQCXuFfjb8T6-Ary8IZr/view?usp=sharing>

Orange County Together: A Guide to Safely Reopen Schools in the COVID-19 Era

<https://newsroom.ocde.us/orange-county-together-guide-provides-recommendations-for-safely-reopening-local-schools/>

OC Health Care Agency

<https://occovid19.ocalthinfo.com/>

COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

COVID-19 Industry Guidance: Schools & School Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

Orange County Office of Education

<https://newsroom.ocde.us/>

CA Safe Schools for All

<https://schools.covid19.ca.gov/>

California Department of Public Health

<https://www.cdph.ca.gov/>

COVID-19 CA. GOV

<https://covid19.ca.gov/>

Centers for Disease Control & Prevention

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>