



## **New Horizon School Westside Covid-19 Protocol**

### **COVID-19 Protocols**

New Horizon School Westside's main focus during the reopening of the school amidst the pandemic situation is to provide and promote a safe and healthy environment for every student and school personnel.

These guidelines and considerations are based on COVID-19 reopening guidance from government health agencies (Centers for Disease Control, California Department of Public Health, and Los Angeles County Public Health), the current local epidemiological data, international best practices currently employed, and the practical realities of managing school operations. COVID-19 is an evolving disease and as new data and practices emerge, the guidance will be updated accordingly.

### **Background Information**

COVID-19 is an infectious respiratory illness that can spread from person to person. Novel coronavirus called SARS-CoV-2 is the cause of COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

#### **Signs & Symptoms of COVID-19:**

- Fever (100 degrees F) 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
- Diarrhea

#### **Emergency warning signs of COVID-19:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion

- Inability to wake or stay awake
- Bluish lips or face

This list does not include all possible symptoms. The school will continue to update this list as new medical knowledge comes up surrounding COVID-19.

## **Campus Access**

### Staff & Students

- Daily active screening for all students and staff starting the morning of the first day of school. This involves screening questionnaires (COVID-19 SCREENING QUESTIONNAIRE), visual wellness, and temperature checks. Those with body temperature greater than 100 degrees Fahrenheit, exhibiting COVID-19 symptoms, and recent exposure to COVID-19 will not be allowed on campus.
- Daily visual wellness and temperature checks for all students upon morning drop-off.
- All school personnel are required to self-screen before leaving for work, by checking temperature and symptoms (cough, shortness of breath, or fever, or any other COVID-like symptoms the employee may be experiencing as outlined in this guideline). School staff will STAY HOME if he/she has a fever and/or symptoms consistent with COVID-19. The daily screening will also include a question regarding close contact with anyone who has tested positive for COVID-19.
- Routine staff COVID testing options are being explored, per the recent guideline.

### Campus Visitors

- New Horizon School Westside has adopted a NO VISITOR policy while students are on campus.
- All deliveries and mail will be delivered and left at the gate.
- Contactless deliveries for mail and parcels will be established. If verification of receipt is required, the school will request for electronic confirmation. Otherwise, delivery recipient and courier will observe the recommended physical distancing standards.
- Only persons with an appointment will be allowed on campus only after 4:00pm.
- For visitors who come to campus after 4:00pm, the following are required:
  - Temperature checks and health screening questionnaire are required prior to entry. Visitor badge stickers will be provided indicating proof of screening.
  - All visitors must wash their hands (or use alcohol-based hand sanitizer) and wear facial covering prior to campus entry.
  - Visitor name, phone, and email will be collected to allow for contact tracing if necessary.

### **How to Properly Take Temperatures**

1. Wash hands with soap and water or use hand sanitizer (at least 60% ethyl alcohol).
2. Apply gloves, mask and/or face shield.
3. Facial covering must be worn by the person whose temperature is being checked, and the school personnel administering the temperature check as well.
4. Turn on non-contact thermometer.

5. Aim the probe of the thermometer at the forehead with a distance of 1.5 inches. Fever equates to any temperature 100 degrees Fahrenheit or greater.
6. Clean the thermometer with an alcohol wipe between each student or staff. You may reuse the same wipe as long as it remains wet.
7. Remove PPE and wash hands.

**COVID-19 screenings will be implemented safely and respectfully, as well as in accordance with applicable privacy laws or regulations.**

### **Injuries and Acute Illnesses during Pandemic**

- Staff will call x110 to report if any student or staff member require any medical attention, regardless of the type of health needs and assistance.
- Routine health care needs (i.e. scheduled medications; asthma and diabetic care); pain management, first aid for minor & physical injuries (i.e. burns, bumps, bruises, cuts, insect bites, nosebleed, etc.), dental issues (loose deciduous tooth, avulsed tooth and toothache), allergic reactions, head injuries, and other non-COVID acute illnesses will be taken care of by the teacher based on the medical need.
- Teachers will notify the office in case a staff member or a student has complaints of COVID-like symptoms.

### **Protocols for Symptomatic Students and Staff during School Hours**

- If an individual on campus is exhibiting COVID-like symptoms, the following will occur:
- The individual will be isolated from other students and school staff as soon as possible, and will be required to wear a mask.
- Symptomatic staff will be advised to go home or to a healthcare facility.
- Parents or guardians will be contacted for immediate pick up of the symptomatic student from school. **Immediate pickup** constitutes within a reasonable amount of time from location, and if there is delay, parent must arrange for pickup by an emergency contact.
- The student will remain in the isolation room with continued supervision and care until he/she can be transported home by the authorized adult.
- Upon arrival the parent will proceed to the gate and the School Office will be called. School personnel will escort the student to the gate to meet the parent.
- Siblings of the student will be released from class to go home with symptomatic student.
- School staff conducting any assessments, supervising, and providing care on known ill individuals in the isolation room will wear Personal Protective Equipment (PPE) which includes gloves, medical-grade mask, face shield and gown.
- Assessment for symptomatic students or staff will include temperature and visual wellness checks and COVID screening questions, including a question about close contact with anyone who has tested positive for COVID-19.
- Medication will be given to febrile students and staff accordingly; after confirming parental consent on the student's emergency form.
- If more than one student or staff are in the isolation room, precautionary measures and physical distancing will be observed.

- Emergency Medical Services will be activated if anyone is exhibiting any of these signs:  
Trouble breathing, persistent pain or pressure in the chest, new confusion, pulse oximeter reading <95%, inability to walk or stay awake, and bluish lips or face.
- If the school decides to send a suspected case to a healthcare facility, EMS operator or healthcare facility staff will be made aware that the school is seeking care for someone who may have COVID-19.
- Staff and students exhibiting COVID-like symptoms:
  - Will be advised to consult a health care provider. CDC recommends
  - Viral testing for SARS-CoV-2 to test individuals with symptoms consistent with COVID-19.
  - Will be instructed to isolate for 14 days.
  - Should observe social distancing from the household members; stay in a specific “sickroom” and use a separate bathroom if available during isolation period.
  - Student or staff may report back to school if 1 of the 2 criteria is met:
    1. Symptom-based strategy: At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; improvement of symptoms; **AND** at least 14 days have passed since symptoms first appeared
    2. An alternative diagnosis to COVID-19 and a medical clearance note from a licensed medical provider.

#### **When A Staff or Student Tests Positive for COVID-19**

- Staff and parents are required to notify school administration immediately for a confirmed or positive COVID-19 test.
- The school will notify the Los Angeles County Department of Public Health of any positive COVID-19 case for consultation and guidance. Public Health Officials will help school administrators determine a course of action:
  - On self-isolation orders of infected individuals and self-quarantining instructions for exposed students and staff
  - Whether school closure is warranted, including length of time necessary, based on the risk level within the community as determined by the local public health officer
  - Length of time necessary for appropriate cleaning, sanitizing and disinfecting.
  - The school’s role in documenting, reporting, tracking and tracing infections.
- The school will comply with LACDPH Steps for Managing Exposures to 1, 2, and ≥ 3 COVID-19 Cases at School.
- The school will notify staff and families of the positive case of COVID-19 while maintaining confidentiality of the infected individual as required by state and federal laws.
- The staff or student who tests positive for COVID must remain in home isolation for 14 days from the positive test date.
- Confirmed COVID student/staff may report back to school if 1 of the 2 criteria is met:
  1. Symptom-based strategy: At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications; improvement of symptoms; **AND**, at least 14 days have passed since symptoms first appeared.

2. Time-based strategy or those asymptomatic but tested positive for COVID-19. At least 14 days have passed since the date of sample collection of the initial positive COVID diagnostic test assuming that the individual has not subsequently developed symptoms since their positive test. If symptoms develop, then the symptom-based strategy should be used.
- Exposed individuals or contacts will be instructed to stay home and maintain physical social distance from others until 14 days after exposure. They should monitor themselves for development of COVID symptoms until such time that the individual who has screened positive for COVID-19 symptoms is negative for COVID-19. Exposed individuals will be advised to consult their healthcare provider for COVID-19 testing referral.
  - School will clean and disinfect areas used by the infected individual focusing especially on frequently touched surfaces. Outside doors and windows will be opened to increase air circulation in the area. If possible, cleaning staff will wait up to 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.

### **Case Investigation & Contact Tracing**

Prompt identification, voluntary isolation or quarantine, and monitoring of a person diagnosed with COVID-19 and their contacts can effectively break the chain of disease transmission and prevent further spread of the virus. Case investigation and contact tracing are core disease control measures that have been used by state and local health departments for decades to slow or stop the spread of infectious disease. New Horizon School Westside will collaborate with LADPH in conducting these control measures for students and staff with suspected or confirmed COVID-19 infection.

Individual's privacy and confidentiality will be observed as required by state and federal laws.

### **Contact Tracing**

Schools play a critical role in contact tracing. Contact tracing, also referred to as contact investigation, is the identification, monitoring, and support of the individuals (contacts) who have been exposed to the patient and have possibly been infected themselves.

<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>

- Contact tracing is part of the process of supporting patients with suspected or confirmed infection. New Horizon School Westside will contact LADPH when a student or staff member exhibits signs and symptoms of COVID-19.
- In contact tracing, public health staff works with a patient (student or staff member) to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.
- Contacts are only informed that they may have been exposed to a patient with the infection, they are not told the identity of the patient who may have exposed them.
- Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.

- Contacts are encouraged to stay home and maintain physical social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath. To the extent possible, public health staff should check in with contacts to make sure they are self-monitoring and have not developed symptoms. Contacts who develop symptoms should promptly isolate themselves and notify public health staff. They should be promptly evaluated for infection and the need for medical care.

### **Plans for Students and Staff Who Are Medically Fragile And/ Or Immune Compromised**

- All staff will be asked to fill out the voluntary self-identification form to aid and protect employees who are at higher risk. High-Risk Employee Self-Identification Request.
- Parents will be asked to inform the school office of any medical conditions their children may have and concerns associated with COVID-19.
- Parents and staff will be asked to submit to the health office any doctor-provided medical plans that may need to be instituted while at school.
- Communication will be maintained with school staff and families on current mitigation levels in school to reduce staff and students' risk of exposure to COVID-19.

### **Hygiene**

- Optimal healthy hygiene practices will be enforced, including hand washing or the use of a 60% ethyl fragrance free alcohol-based hand sanitizers, to prevent infections and reduce the number of viable pathogens that contaminate the hands.
  - Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60% ethyl alcohol content until the content dries.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
  - Hand sanitizing dispensers will be available throughout the campus for when a sink is not readily available.
- Students and staff will be encouraged to wash hands or use 60% ethyl fragrance-freehand sanitizer often, such as:
  - Upon arrival to campus
  - After blowing nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - Before and after touching face
  - After playing outside
  - Before and after providing routine care for another person who needs assistance(e.g., a child)
  - Before putting on and after removing gloves
  - After touching frequently touched areas (e.g., door knobs, handrails, shared computers)
- Individuals providing health care services should perform hand hygiene before and after contact with each patient, contact with potentially infectious material, and before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.

- Individuals will be encouraged to cover their mouth and nose with a tissue when they cough or sneeze, and then place the used tissue in the opened-top waste basket.
- All individuals should avoid touching face or face covering.
- Signage in hygiene practice will be posted throughout the campus and in each classroom.
- Proper hygiene will be included in the regular classroom routine throughout the day.

### **Implementing Distancing**

- Routes will be designated around campus, using as many entrances as possible. Additional protocols will be established to limit direct contact with others.
- Students will remain in groups as small and consistent as practicable.
- Space will be maximized between desks and seating. Separation of students will be established through means such as 6 feet between seats, acrylic barriers at each desk, markings on floors to promote distancing, and/or seating arranged in a way that minimizes face-to face contact.
- Campus will not allow nonessential visitors, volunteers, and activities involving other groups during school hours.
- Communal activities, such as assemblies or prayer, will be restricted where practicable. If this is not practicable, students will stagger use, be properly spaced, and groups will be kept as small and consistent as possible. Spaces will be disinfected between uses.
- School will limit gatherings, events and extracurricular activities per LADPH and state guidelines.
- Classes will use alternative spaces as needed, including regular use of outdoor space, weather-permitting.
- New Horizon School Westside's designated "pods" will be their grade levels. Students will likely have interaction with all students in their current grade, when outdoors. When indoors, smaller groupings and social distancing protocols will be followed.

### **Protective Equipment**

- As recommended by the CDC and LADPH, all staff will wear cloth face coverings.
- Staff Protective Equipment will be provided as appropriate for work assignments.
  - Employees engaging in symptom screening will be given medical-grade masks, face shields, and disposable gloves.
  - The front office will be provided with face coverings and disposable gloves, and a plastic shield for the front desk has been installed.
  - The custodial staff will be given proper PPE for cleaning and disinfecting, such as appropriate gloves for use with disinfectants. Staff engaged in deep cleaning and disinfecting will be provided with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instruction.
  - Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used, and training be provided to staff on the hazards of chemicals.
- Student face coverings should be provided by each family for use around campus. Students should know how to properly don and remove their own face coverings. We ask that parents



provide two face coverings per day for their student, and proper storage bags will be provided in classrooms should students be allowed to remove their masks.

- All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings, or when seated in a walled cubicle or other private enclosed space.
- To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

### **Cleaning and Disinfecting**

- A safe and correct application of disinfectants using personal protective equipment and ventilation will be observed during cleaning and disinfecting (Six Steps for Safe & Effective Disinfectant Use).
- Environmental Protection Agency (EPA) approved products against COVID-19 will be utilized and cleaning staff will follow product instructions.
- Regularly scheduled daily cleaning and disinfection will take place around campus.
- Shared surfaces will be disinfected between uses, such as desks, tables, chairs, keyboards, phones, headsets, and copy machines. Students will be asked to participate in surface disinfecting in their classrooms, as appropriate.
- High-touch surfaces such as door handles, light switches, handrails, sink handles, restroom surfaces, toys, art supplies, instructional materials, and playground equipment will be disinfected frequently throughout the school day.
- Any areas used by a sick person will be closed off and not used before proper cleaning and disinfection occurs. To reduce risk of exposure, cleaning staff will wait up to 24 hours before cleaning and disinfecting such areas.

### **Ventilation**

- HVAC systems will be checked and filters will be routinely changed to exceed manufacturer standards. A minimum MERV-13 rated filter will be used.
- School staff will ensure that ventilation systems operate properly, and will increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- Unless contraindicated for students or staff with certain health conditions, doors and windows will be opened to encourage the introduction of sunlight and fresh air in the classroom; before students enter the classroom, and during and after class instruction.
- Windows and doors will be closed if they pose a safety or health risk (e.g., allowing smoke or pollen in or exacerbating asthma symptoms) to children using the facility, or to protect privacy and confidentiality.

### **Education and Training of Staff**

- All staff will be trained and educational materials will be shared with families in the following safety actions:
- When individuals should stay home, and when they can return to school
- Enhanced sanitation and hygiene practices
- Physical distancing guidelines



- Proper donning and removal of face coverings and gloves
- Health screening practices, COVID-19 specific signs and symptom identification.

# COVID-19 Screening Flowchart

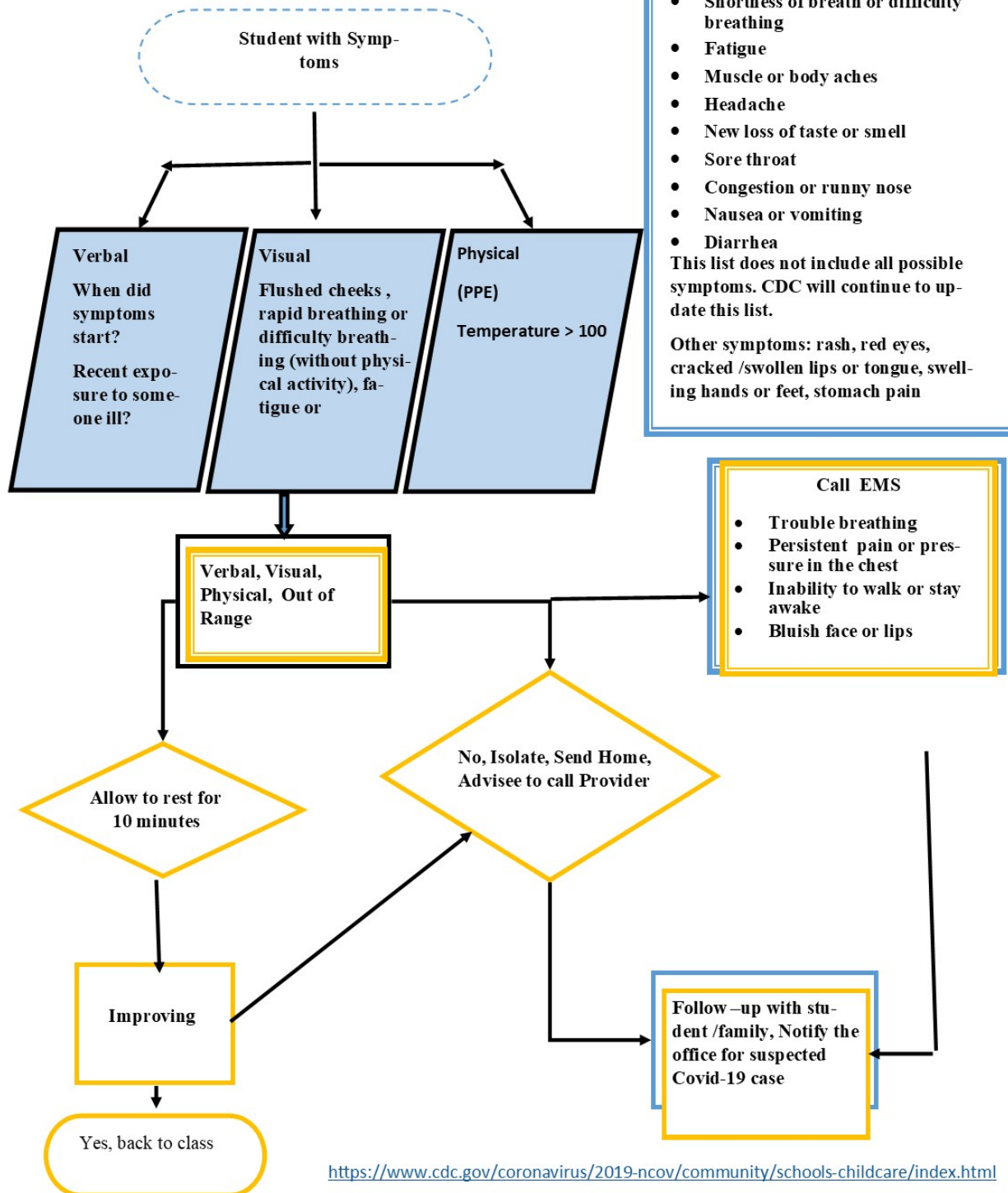
This flowchart will be used for staff to provide guidance on students who may present COVID-19 like symptoms. This does not replace judgment, based on identified findings

Patients with Covid-19 may experience the following signs or symptoms over the course of the disease

- 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
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list.

Other symptoms: rash, red eyes, cracked /swollen lips or tongue, swelling hands or feet, stomach pain



<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

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