

Holly Drive Leadership Academy

COVID-19 Prevention Program (CPP)

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)), and as part of California's Safe Schools for All Plan requirements.

The following Cal/OSHA template has been used to develop the Holly Drive Leadership Academy (variously "HDLA, or "School" herein) CPP. Additional support documents and information specific to COVID-19 Safety Prevention Program are available upon request.

1. Holly Drive Leadership Academy Reopening Plan
2. Holly Drive Leadership Academy COVID-19 Prevention Program Plan (CPP)

Appendix A	Identification of COVID-19 / Contact Tracing Tool
Appendix B	COVID-19 Inspections Form
Appendix C	Symptoms of Illness Notification
Appendix D	Close Contact Exposure Notification
Appendix E	Positive Notification



January 2021

COVID-19 Prevention Program (CPP) for Holly Drive Leadership Academy

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: April 16, 2021

Authority and Responsibility

Alysia Shaw, Principal, Dan Falconer, Vice Principal, and Daisy Day, Teacher, comprise HDLA's COVID Task Force and collectively have the overall authority and responsibility for implementing the provisions of this CPP at our campus location. In addition, all supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Holly Drive Leadership Academy is a charter school serving grades K through 8th, co-located on a San Diego Unified School District site with the following address:

- 4801 Elm Street, San Diego, CA 92102

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19/Contact Tracing** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in safety meetings at the school with their direct supervisor. In addition, cleaning, hygiene protocols are regularly discussed.

Staff and Family Education

Holly Drive Leadership Academy is committed to train staff and provide educational materials, protocols, and resource list for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Dedicated COVID-19 resource webpage
- Support navigating remote learning for families
- Mental health services and supports
- Information regarding COVID-19 leaves for staff (contact Human Resources)

Staff and Student Screening

We screen our employees in accordance with CDPH guidelines. The district has staff and students conduct a daily attestation. By arriving to work at any Holly Drive Leadership Academy campus or facility, staff members affirm they have not had, or been exposed to anyone with, any of the symptoms listed above in the past 14 days. Furthermore, staff agrees to wear a face covering. If exposed, staff will get clearance from the district or their direct supervisor prior to resuming their work assignment.

In accordance with updated guidance from CDPH, HDLA has also elected to institute an in-home screening process for students and staff that requires a daily temperature check prior to leaving home for school. Parents and staff will be provided a list of COVID symptoms for review at home each day prior to leaving for school. Students and staff exhibiting symptoms, including a temperature of 100.4 degrees or higher, should then stay home, thus minimizing the risk of in-school transmission.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- All classrooms, offices and other used facilities at the school site will be cleaned and disinfected daily per the most recent CDC guidelines. Cleaning schedules will ensure frequent cleaning/disinfecting/sanitization is occurring in an ongoing manner throughout the day.
- HDLA shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Close off areas used by any sick person and do not use them until they have been cleaned. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, and to the extent practicable, we ensure at least three (3) feet of physical distancing between students and six (6) feet between staff, and staff and students, at all times in our workplace by:

Classroom/Instructional/Academic Learning Spaces:

- HDLA shall make every reasonable effort to provide a minimum physical distancing radius of at least three (3) feet between all student workspaces, and six (6) feet between all educator and student workspaces, and between all employee workspaces. Every student is recommended to have a minimum of thirty (30) square feet of physical space as per the San Diego County Public Health Department. Where these parameters are not possible or practicable, District will employ the use of Plexiglas partitions in accordance with CDC guidance.
- Staff members shall make every reasonable effort to maintain a physical distancing radius of six (6) feet, between themselves and students.
- All student workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning. This shall be conducted in partnership with Staff Members and Administration.
- The District shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity of each room will be calculated as the indoor area divided by thirty (30) square feet. The capacity for each classroom space shall be posted prior to the start of in-person learning. This capacity will include the teacher, assigned support staff and student.

Clear Rules on Classroom Instruction:

- Student cohorts will be considered in their classroom.
- Students will be grouped in cohorts by classroom with no more than 14 individuals in a classroom (combined students and staff) when feasible.
- The ABAB Hybrid Learning Model combines in-person instruction and at-home learning.
- Students would be in an “A” or “B” group and attend school 2 days each week. For example, Group A would attend on Monday and Wednesday for in-classroom instruction and Tuesday and Thursday with a paraprofessional for remote instruction through Zoom/Google Meet. Group B would attend on Tuesday and Thursday for in-classroom instruction, Monday and Wednesday with a paraprofessional for remote instruction through Zoom/Google Meet. Friday would be an at-home day, students would be required to participate in a daily live check-in and engage in independent or project-based work and, at times, live instruction.
- School will continue to offer 100% distance learning for families not ready to return.
- While indoors, students will be physically distanced 3 ft, or 30 sq. ft. when possible and to the extent practicable. Plexiglas partitions will be used in all other instances.
- Desks and/or workstations will face in the same direction as feasible.
- The school will utilize the same PPE and safety protocols that is currently being used with the small group cohorts attending the sites.

- Recess and break times will be staggered or grouped by cohorts to limit the interaction of cohorts as feasible. Cohorts will either eat in their respective classrooms or will be provided a take-home lunch.
- Signage and markings will be used to keep students physically distanced as much as feasible.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts:

Drop Off Procedures (Arrival)

- Gates will open at 6:00 a.m. To adhere to physical distancing precautions, students will not be allowed to be dropped off earlier.
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- To ensure physical distancing, and to the extent practicable, the main campus gate will be staffed during drop-off.
- Students will be required to report directly to their classrooms.
- Initial screening will take place at home. Additional screening and temperature checks will take place at the designated gates.
- One-way directions/movements will be established in high potential traffic areas.

Dismissal Protocols: At the end of the day students will be dismissed in cohorts to be picked up by a parent/guardian.

General Guidelines:

- Students will be released on a staggered schedule.
- One-way directions/movement will be established in high potential traffic areas.
- Parents will not be permitted on campus during dismissal.

Office Policies and Procedures:

- Office Hours: 6:00 am to 6:00 p.m. (one point of entry)
- To ensure social distancing we ask that no more than one visitor family enter the office at any time.
- We ask that visitors come to the office only when business and/or concerns cannot be conducted over the phone or by email.
- Masks and hand-sanitizer will be required for all visitors who enter the office. Disposable mask will be provided at the door for those visitors arriving without one.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Public restrooms will not be available for visitors during this time.
- We ask that parents notify the office of dismissal changes by 10:30 a.m. daily

- Deliveries to classrooms will not be permitted during the school day. This includes but is not limited to forgotten books/assignments, birthday treats, lunches, etc.

Visitors on Campus:

- Visitors and volunteers will not be allowed on campus until San Diego County Public Health Department permits. This includes, but is not limited to, eating lunch with children, classroom birthdays, awards ceremonies, walking students to their classrooms, etc.
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

HDLA will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are required to be properly worn while in the presence of others, by all individuals on a school campus indoors. While outdoors, face covering is required if physical distancing is not possible for adults. The District shall develop and share with staff a plan to redirect and instruct students and others who are not in compliance with the face covering requirements. A unit member or student with a medical condition that cannot wear a mask will be addressed on a case-by-case basis.

- All staff must use face coverings, or a face-shield with drape while using shared indoor spaces or when physical distancing cannot occur outdoors.
- Students at all grade levels will be required to wear masks while using shared indoor spaces.
- A face shield, with a drape, is an acceptable alternative.
- Families may choose the distance learning option if they do not wish to follow the above guidelines.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least three or six feet between individuals:

- The school will provide portable barriers in the classrooms for situations where we cannot maintain at least three feet between students and six feet between teachers and students.
- The school will provide Plexiglas partitions in offices and high traffic areas.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Air Ventilation and Filtration

The schools affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

HDLA shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand- controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

The school will install MERV-13 air filters on all applicable HVAC equipment and will regularly change all air filters.

Classroom and office spaces will be equipped with HEPA Air Purifier systems.

Healthy Hygiene Practices

- Holly Drive Leadership Academy will ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:
 - Soap
 - Tissues
 - No-touch trash cans
 - Face coverings
 - Face shields with Drape (student and staff) or goggles
 - Hand sanitizer
 - Medical grade cleaning supplies
 - and Plexiglas dividers
- Hand sanitizing dispensers have been installed in multiple locations throughout campus. Additionally, students will be provided personal hand sanitizers and will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers have been added to all staff and student restrooms; students will be encouraged to wash hands frequently.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
- Regularly monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.

Holly Drive Leadership Academy will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment

Holly Drive Leadership Academy has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school sites and on buses.

- Restrooms will be disinfected regularly
- All classrooms spaces will have hand sanitizer dispensers
- Drinking fountains will not be accessible (water bottles can be filled) or may have bottle filler adapters replace the existing spigots
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily
- Sharing of objects and equipment, such as games and art supplies will be limited to the extent practicable or eliminated altogether. Items will be cleaned and disinfected between uses as practicable
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children’s reach (stored in a space with restricted access)
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible. HDLA will endeavor to limit or eliminate the sharing of computers and other equipment as practicable
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization

Should we have a COVID-19 case in our workplace those areas trafficked by infected students, or staff will be cleared and thoroughly cleaned, disinfected and sanitized as per CDC guidance.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles 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.

Hand Sanitizing

Holly Drive Leadership Academy is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

- Personal hand sanitizing dispensers will be provided to all students. Students will be required to sanitize hands upon entry and exiting the classroom.
- Soap dispensers are in all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 seconds each time.
- Every classroom and common space shall be provided with sanitizer with Alcohol levels and types selected by the District will be based on the recommendation of the CDC, California Department of Public Health and San Diego County Department of Public Health.
- All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Personal Protective Equipment – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, face shields, face shields with drape, barriers, gloves, goggles, etc.

- The District shall provide PPE to all unit members and students, if needed, for every day that unit members or students are required to report to school sites.
- In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix A: Investigating COVID-19 Cases** form.

Students or staff who present with symptoms while at school:

- Students will go to a designated isolation area until they can be picked up by a parent or guardian
- Staff members must leave HDLA campuses or facilities and inform their supervisor prior to leaving
- Per State guidelines, HDLA recommends the individual experiencing symptoms take a COVID 19 test. Students may contact their physician or access other free testing via: https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html
- Negative SARS-CoV-2 PCR test. If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
- Health care provider confirms alternative diagnosis (e.g. not COVID) for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed. If a student or staff member no longer has symptoms, they may return to school after 24 hours without fever-free without fever-reducing medication.

Students or staff* who have had **close contact** with a confirmed COVID-19 case:

- Students and Staff should not come to campus if they knowingly had close contact. Centers for Disease Control defines close contact as anyone who has been within 6 feet of an infected individual for at least 15 minutes, 2 days before illness onset with a confirmed COVID-19 case. If they come to campus, staff will be asked to go home and students will be kept in isolation, in a designated isolation room until they can be picked up by a parent or guardian.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test.
- Quarantine for 10 days from last exposure. School work will be provided to students to complete during this time.
- School/classroom may remain open in consultation with public health officials.

*Staff should contact their supervisor immediately.

Students or staff who have a **confirmed** COVID-19 case:

- Individuals cannot come onto campus for 10 days from symptom onset or test date, and have gone at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- If an individual test positive, but has had no symptoms, they may return to campus after 10 days of the test
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 10 days after the last date the case was present at school while infectious. School work will be provided to students during this time
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 10-day quarantine
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted

- School may remain open in consultation with public health officials
- Families and staff will receive notification if there is a known **positive case** that occurs at their school site

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- All employees should report COVID-19 symptoms and possible hazards to their direct supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test.

If Holly Drive Leadership Academy (HDLA) or San Diego County Department of Public Health (SDHHS) is notified of a positive COVID-19 case within Holly Drive Leadership Academy, or a person within HDLA develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented:

A. Step One: Notification of Holly Drive Leadership Academy

The school contacts the Principal or designee who notifies/contacts:

- a. The case/case's parent/guardian for further information.
- b. SDHHS for further instruction and determination of the period of close contact tracing.
- c. School Site and school officials.

B. Step Two: Close Contact Tracing

The Principal or designee will collaborate with site staff to create a list of:

- a. Locations where the case was present from the time determined by SDHHS to start the tracing through the last time/date the case was present at the school. Including:
 - Classroom(s)
 - Playgrounds
 - Common areas
 - Cafeteria
 - Special Services areas/classrooms
- b. All close contacts – as defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
 - All siblings, regardless of school
 - All members of class/cohort
 - Teachers
 - Students who ride in the same vehicle
 - Lunch group

- Students/Coaches/Staff in sports team/extra-curricular activities/after school programs
- Friends (regardless if they interact at school)

C. Step Three: Quarantining of students/staff

- a. The Principal or designee will contact SDHHS with the close contact tracing lists for the SDHHS to determine which students/staff will need to quarantine.
- b. The Principal or designee/SDHHS will provide the DO with the list of persons that will need to quarantine.
- c. School will contact staff and the parents/guardians of those that need to quarantine.
 1. Staff will immediately be sent home, if on HDLA grounds at the time of contact by DO personnel.
 2. Quarantine is for 10 days and those quarantined should be tested for COVID-19 if symptoms develop. Follow the doctor's orders for safe return to school/work.

D. Step Four: Self-Monitoring

- a. Staff who were quarantined and sent home would continue to work at home, and self-monitor twice a day for symptoms for 10 days.

BASIC TRAINING ELEMENTS

We will provide effective training and instruction which includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
 - Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
 - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
 - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
 - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
 - COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix B: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

Alysia Shaw, Principal

Date

Appendix A: Identification of COVID-19 Hazards / Contact Tracing

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Please sample Contract Tracing Tool document below.

CONTACT TRACING TOOL

For Staff and Students Being Tested or have Tested Positive for COVID-19

The site designee should take steps to identify individuals that students, teachers, and faculty may have had contact with as they are being tested for COVID-19. This form can help to identify close contacts and be ready to relate this information to the appropriate officials. If a positive PCR or antigen test result is received this document will be submitted to the San Diego County Health Contact Tracing Team.

NAME: _____ PENDING STATUS: **Isolation**

SCHOOL OR DISTRICT LOCATION: _____

**STEP
1**

Identify date of first symptoms

If you have had symptoms, put the date you first felt sick OR if you have had no symptoms then put your date of testing.

First Symptom or Testing Date: ___/___/___
 Date of Results Expected: ___/___/___

**STEP
2**

Calculate your contact tracing date by subtracting 2 days from above:

Contact Tracing Date: ___/___/___

**STEP
3**

Who has been at home (or in the house) with the student/staff since their contact tracing date?

Include people who live at home with you, and people who may have visited like friends, relatives, a babysitter, or anyone else providing in-home services. **Use another piece of paper if needed**

Name of Person	Date Last In-Home	Phone Number

**Who has been in class (or intervention cohort) with the student/staff since their contact tracing date?
 (Class list, intervention group list, other, can be attached)**

Name of Person/Class/Group	Date Last in Class	Phone Number

**STEP
4**

Have the student/staff make a list of what they did each day since the contact tracing date with as much detail as possible. Since your contact tracing date? Include things like hanging out with friends/neighbors/relatives, attending meetings, running errands, appointments, social or recreational activities outside the house, and if you used public transportation to get there. Use another piece of paper if needed.

Name of People You Were With	Date	Phone Number

**STEP
5**

If a positive COVID-19 test result is received, parents or staff member should call the San Diego County Health Department at 2-1-1 and their school site to report this information. This worksheet will help prepare parents and site staff for some of the questions public health officials will need to determine appropriate next steps and act.

This information should be shared with the school administrator. They will help implement the plans at the site for responding to the positive COVID-19 outbreaks, including contact-tracing activities and other resource support.

Thank you for helping us keep schools safe! Schools play an important role in preventing the introduction and spread of COVID-19 into nearby communities

<p>PERSON COORDINATING THIS CONTACT TRACE:</p> <p>_____</p> <p>CONTACT PHONE NUMBER:</p>
--

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Classroom Air Purifiers and Filters			
Other:			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other:			
Other:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			

Appendix C – Symptoms of Illness Letter

Holly Drive Leadership Academy
Notification Letter – SYMPTOMS OF ILLNESS
COVID-19/RS-1

Today's Date: _____
School: _____
Student: _____

Dear Parent or Guardian:

Your student has exhibited SYMPTOMS OF ILLNESS consistent with those associated with COVID-19.

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. All students are screened daily at home, and at school, for potential symptoms or exposure. Because your student is exhibiting the following symptom(s), which cannot be otherwise explained with pre-existing conditions such as allergies, the school must send your child home.

Low Risk: General Symptoms

- o Fever (100.4F or Greater)
- o Congestion/Runny Nose
- o Nausea/Vomiting/Diarrhea
- o Sore Throat
- o Headache
- o Fatigue/Muscle or Body Aches

o Your student has exhibited (1) low risk symptom and must be sent home. They may return to school 24 hours after symptom resolution without the aid of any medication.

- Your student has exhibited (2) or more low risk symptoms OR (1) high risk symptom and must be sent home. These symptoms cannot be explained with pre-existing conditions. A Health Care Provider must confirm an alternative diagnosis for symptoms. A note must be on file.

No Health Care Provider Visit or COVID Test will require your student to stay home for 10 days since symptom onset and has no further symptoms for 24 hours without the aid of any medication.

Symptom Onset Date: _____ Earliest Return Date: _____

If your student had a negative test result for COVID 19 and has no further symptoms for 24 hours they may return to school. (Be prepared to show proof of negative COVID 19 test).

COVID 19 and other illnesses are potentially very serious. Please consult your medical provider for any questions you may have regarding your student's condition or testing.

If you have any questions, please do not hesitate to contact the school Principal or office.

Appendix D – Close Contact/Exposure Letter

Holly Drive Leadership Academy
Notification Letter – CLOSE CONTACT/EXPOSURE
COVID-19/RS-2

Today's Date: _____

School: _____

Student: _____

Dear Parent or Guardian:

Your student has been in **CLOSE CONTACT** with someone who tests positive for COVID-19.

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact with a person who has COVID-19. COVID-19 is primarily spread from person to person.

When a student has been in close contact with someone who has tested positive for COVID-19, both the Holly Drive Leadership Academy and the San Diego County Department of Public Health requires the following steps:

1. Your student must quarantine for 14 days
→ Quarantine Start Date: _____
2. Your student may return to school if 14 days have passed and no symptoms have developed.
→ Return date would be: _____
3. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. It is important to understand; a student **cannot test out of quarantine.**

If any of these symptoms develop:

- a. **Contact your medical provider for evaluation** or go to the emergency room if getting worse or trouble breathing. The medical provider may or may not recommend testing for COVID-19.
- b. **Student must be isolated**, as much as possible, from the rest of the household.
- c. **Student may return to school after being completely symptom free for 24 hours without the use of medication, AND a minimum of 10 days has passed since the symptoms began**, which may extend the quarantine period beyond the original 14 days.
- d. **Notify the school of any changes in status.**

If at any time during the quarantine period your child, or someone in the household, is confirmed positive for COVID-19, please contact the Site Principal or office at your child's school immediately to receive additional resources and guidance.

Appendix E – Positive Test Letter

Holly Drive Leadership Academy
Notification Letter for POSITIVE COVID-19 TEST
COVID-19/RS-3

Today's Date: _____

School: _____

Student: _____

Dear Parent or Guardian:

Your student has tested POSITIVE for COVID-19.

COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 is primarily spread from person to person.

When a student has tested positive for COVID-19, both Holly Drive Leadership Academy and the San Diego County Department of Public Health recommend the following steps:

1. Your student is required to self-isolate at home.
→ **Isolation Start Date:** _____
2. Your student may return to school:
→ **AFTER** a minimum of 10 days has passed since the symptoms began;
→ **OR** 10 days have passed from the date the positive test was completed;
→ **AND** 10 days have passed, symptoms-free for 24 hours, without the use of medication.
3. Any other students or adults in the household are now considered close contacts and must quarantine for 14 days.
→ If any household contacts develop symptoms during the 14 days, they should contact their medical provider for evaluation. The medical provider may or may not recommend testing for COVID-19.
4. Notify the school(s) of any changes in status.

If you have general questions about COVID-19, you can visit the health department's web site at https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV.html

If you need resources or would like to speak to someone on the school campus, please contact the Principal.