

# COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Updated March 15, 2021

<b>School Name:</b>	<b>Monarch School</b>		
<b>School Address:</b>	<b>1625 Newton Avenue, San Diego, CA 92113</b>		
<b>School Type:</b>	School District: <input checked="" type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input type="checkbox"/>
<b>Name of School District, Charter School System or Private School System if Applicable:</b>	<a href="#">San Diego County Office of Education</a>		

## 1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: <https://jccs.sdcoe.net/Monarch-School> & <https://monarchschoools.org/>
  - a. The person responsible to implement and monitor this plan is:  
Michael Paredes, Monarch School Principal  
858-290-5511  
[michael.paredes@sdcoe.net](mailto:michael.paredes@sdcoe.net)
  - b. The school's COVID-19 Liaison for contact with Public Health Services is:  
Corinne McCarthy, Program Specialist, School Nursing  
858-298-2094  
[corinne.mccarthy@sdcoe.net](mailto:corinne.mccarthy@sdcoe.net)
  - c. To report information about COVID-19 outbreaks through the COVID-19 Liaison: The site designee at each school will report information on outbreaks, close contacts, potential exposures, students/staff sent home from school with symptoms, and any other pertinent information to the COVID-19 Liaison via a secure email. Standard survey questions will be answered in each situation. As action is taken, and in conjunction with the HHS Epidemiology Branch, the information (communication with staff and parents regarding quarantine/isolation, or other required actions) will be added to a spreadsheet to ensure continuity of care and follow up.
  - d. The COVID-19 Liaison will report information on positive cases to:  
Public Health Services Epidemiology Department at 619-692-8499.
  - e. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.  
[CDPH Guidance for the Use of Face Coverings](#), includes a policy for handling exemptions. The points below are extracted from the CDPH guidelines as they pertain to our work at Monarch School.  
People in California must wear face coverings when they are in the high-risk situations listed below:
    - Inside of, or in line to enter, any indoor public space;
    - Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
    - Engaged in work, whether at the workplace or performing work off-site, when:
      - Interacting in-person with any member of the public;
      - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
      - Working in any space where food is prepared or packaged for sale or distribution to others;
      - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
      - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. This may include driving of county vehicles. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons 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 covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated...while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

**Note:** Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

Cloth face coverings should be washed frequently, ideally after each use, or at least daily. It is highly suggested that each person have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

f. The school's COVID-19 Prevention Plan is posted at: <https://jccs.sdcoe.net/Monarch-School> & <https://monarchschoools.org/>

- i. This information was provided to workers and worker representatives via email on [October 2, 2020](#).
  - The school’s plan to train and communicate with workers on the COVID-19 prevention plans is:
    - Required review of the Monarch School COVID-19 Prevention Plan (Electronic signature/acknowledgement of receipt and understanding of the document)
    - Upon any updates to the Monarch School COVID-19 Prevention Plan, employees will be notified by email. The most recent revision of the Monarch School COVID-19 Prevention Plan will be available at the Web Address listed above
    - Trainings will occur via video and in-person where applicable
- g. The school’s plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
  - i. The school principal will monitor all aspects of the plan to ensure proper implementation and report on implementation to the school/region safety committee during monthly meetings. Employees should report concerns regarding COVID-19 prevention to the principal or executive director for SDCOE Department of Innovation. If any aspect of this plan is not working, the principal will modify the plan as necessary to accomplish its intended purpose.
  - ii. The principal will investigate all instances of COVID-19 illness and determine if any work-related factors could have contributed to risk of infection and will update the plan as needed to prevent further cases.
- h. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- i. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources. Monarch school is operated in close cooperation with the non-profit partner, the Monarch School Project. Outside groups will not be permitted to use the facility. Use of the campus by the school and non-profit will adhere to the [industry guidance for schools and school based programs](#).

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including:

- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
  - i. Review of existing student health plan
  - ii. Provide access and opportunities for families to connect with support providers and other staff members to communicate individualized student needs for the purpose of identifying collaborative solutions.
- b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing.
  - i. Provide information and instructions in a variety of ways, including videos, print visuals, etc.
  - ii. Provide access and opportunities for families to connect with support providers and other staff members to communicate individualized student needs for the purpose of identifying collaborative solutions.
- c. Individuals who may not be able to communicate symptoms of illness.
  - i. Provide visual communication aids
  - ii. Provide access and opportunities for families to connect with support providers and other staff members to communicate individualized student needs for the purpose of identifying collaborative solutions.

5. The school has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
  - Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - Use fragrance-free hand sanitizer when hand washing is not practicable. A touchless hand sanitizer dispenser will be placed near the door of each room.
    - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
    - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
7. Monarch School is considering the use of portable hand washing stations near classrooms in order to augment the use of sinks, minimize movement and congregations in bathrooms, and make structured handwashing routines faster. Restroom occupancy will be limited to maintain physical distancing. Hand sanitizer will also be located near the door to each room for use between when handwashing is not practical.
8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- Students will be instructed/reminded at the beginning of their learning day to wash their hands, or use hand sanitizer(rubbed into hands until completely dry) if soap and water is not available, as follows:
    - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
    - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
    - Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
    - Rinse your hands well under clean, running water.
    - Dry your hands using a paper towel or air dry them.
  - Students will be instructed to wash their hands at the following intervals:
    - When arriving at and leaving home
    - When arriving at and leaving school site
    - Before and after using restroom
    - After blowing nose with clean tissue and throwing it away
    - Before and after eating food
    - Before and after playing outside
  - Coughs and Sneezes
    - Cover your mouth and nose with a tissue when you cough or sneeze
    - Throw used tissues in the trash
    - If you don't have a tissue, cough or sneeze into your elbow, not your hands

- iv. Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
- d. Face Coverings
  - i. Putting on face covering:
    1. Wash your hands before putting on your mask
    2. Put it over your nose and mouth and secure it under your chin
    3. Try to fit it snugly against the sides of your face
  - ii. Removing face Covering:
    1. Untie the strings behind your head or stretch the ear loops
    2. Handle only by the ear loops or ties
    3. Fold outside corners together
    4. Regularly wash cloth face coverings and dispose of single use ones
    5. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

9. Monarch School, along with SDCOE and the Monarch School Project, has ensured adequate supplies are on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer. Replacement/repeated stocking of these items will be processed through SDCOE’s Maintenance and Operations ordering procedure.

10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

All staff must use face coverings in accordance with CDPH guidelines. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

Additional information regarding face coverings can be found in section 3 of this document.

The following table serves as a quick reference for students, staff, and parents/guardians/volunteers/visitors.

Group	When	Unless Disability or Medical Condition Prohibits Use:		
		Use Expected	Use Strongly Encouraged	Removal Expected
Students	For grades TK-12: in all school environments	X		
	Grades TK-12: Waiting outside the campus for AM arrival	X		
	Grades TK-12: Waiting for symptom screening before entering their learning space or campus	X		
	Grades TK-12: Entering the campus and transitioning to	X		

	their learning space or grade level specific receiving areas			
	Grades TK-12 in grade level outside specific areas before school, breaks, lunch while physically distanced	X		
	For grades TK-12: In their learning space	X		
	For grades TK-12: Transitioning from their learning space to other on-campus locations, including to the Health Clerk Office	X		
	For grades TK-12: In meal line	X		
	Eating a meal or snack			X
	For grades TK-12: In and waiting for the restroom	X		
	For grades TK-12: On the playground engaging in physical activities	X		
	For grades TK-12: Leaving their learning space to exit the campus for PM dismissal	X		
Staff	Entering the campus and transitioning to their work location	X		
	In their primary work location and less than 6 feet from others	X		
	Transitioning from their primary work location to other on-campus locations	X		
	Leaving their primary work location to exit the campus for dismissal.	X		
Parents/ Guardians/ Volunteers/Visitors	At all times when on campus	X		

11. SDCOE will provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment. SDCOE will provide its school employees with personal protective equipment appropriate to

their work. Employees will be provided with reusable face covers, face shields and disposable face masks. Gloves, disposable gowns, and N-95 respirators will be provided to employees whose work requires them. This [document](#) specifies the type of PPE needed for tasks performed by employees. The expectations regarding the proper use of face coverings can be found in sections 1e and 10.

Other required or suggested protective equipment that will be provided include the following:

**Face Shields**

- Face shields will be made available to all staff members as needed, including special face shields that incorporate cloth draping that hangs below the shield to provide additional protection

**Gloves**

- Gloves may be worn by Child Nutrition staff and Custodians

**Hand Washing/Sanitizing**

- Portable handwashing stations will be placed outside at strategic locations to minimize the number of students in restrooms. Students and staff will be informed of the locations of these stations and how they are to be used.
- Hand sanitizer will be available at the following locations:
  1. School Offices
  2. In Each Classroom/Learning Space
  3. Outside of each restroom
  4. Library
  5. Multi-Purpose Rooms
  6. Entry to food service line(s)
  7. Near or on playgrounds
  8. Other common areas

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. SDCOE is prepared to provide its school employees with personal protective equipment appropriate to their work. This [document](#) specifies the type of PPE needed for tasks performed by employees. Ordering of this equipment will be done through the Maintenance and Operations Department ordering method referred to as “School Dudes”. All orders will be submitted by the Monarch School Office Assistant with approval by the School Principal.

13. Monarch School will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Opportunities for immunization may be provided in coordination with partner medical groups (such as Family Health Center) based on whether it is safe to do so. SDCOE’s Communications department will support SDCOE’s schools with messaging (email, web resources and automated phone calls) to students, their families, and staff on the importance of being vaccinated against seasonal influenza. Messaging will encourage individuals to contact their primary care providers or take advantage of community vaccination clinics.

### 3. Face Coverings

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

14. Face coverings will be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. The school will do the following
- a. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.

- b. Students and staff will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- c. Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- d. Training will also include policies on how people who are exempted from wearing a face covering will be addressed.

The school will use these lesson plans to teach the importance of wearing a face cover, and on how to wear, properly remove and care for them.

- [Face coverings \(primary grades\)](#)
- [Face coverings \(secondary grades\)](#)

15. The school’s plans regarding students’ use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
TK – high school	Yes, unless exempt

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance will be exempt from wearing a face covering.
- b. A cloth face covering, or face shield will be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. The school will limit eating and drinking to outdoor areas to the greatest extent possible, as weather permits.
- c. When a cloth face covering is temporarily removed, it will be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again. Paper bags will be ordered through SDCOE to allow for the use of one bag per day per student.
- d. The school will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- e. Students who refuse to wear a face cover as required will be supported through distance learning until they are willing to comply with these requirements.

16. The school’s plans regarding staff use of face covers includes the following elements:

- a. All staff will use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield will be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff will return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food will use gloves in addition to face coverings.
- d. Employees who work in roles where frequent hand washing or use of hand sanitizer can damage their skin (such as workers who are screening others for symptoms or handling commonly touched items) will also wear gloves.
- e. SDCOE’s plan for PPE use is described in this [document](#).

#### 4. Ensure Teacher and Staff Safety

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

17. Monarch School’s plan to protect teachers and staff includes the following elements:

- a. Staff will maintain physical distancing from each other. All work spaces have been laid out to incorporate physical distancing between staff desks, and to ensure that teacher and staff desks are 6-feet from student desks.
- b. Staff will use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided appropriate accommodations.
- d. All staff meetings, professional development training and education, and other activities involving staff will include physical distancing measures or be held virtually.



- e. Staff will not be permitted to congregate in staff rooms, break rooms, and other settings.
- f. Staff will be screened for temperature and symptoms as they arrive at work. Employees will also self-screen for symptoms before returning from their lunch break each day.

## 5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Use of site resources that necessitate sharing or touching items will be suspended or modified as described below.

- a. Drinking fountains will be turned off and covered. Water will be made available to students via water dispensers, water bottle fillers or sinks in classrooms (not restrooms).
- b. Refrigerators and microwaves in break rooms will be disabled.

19. Staff will [clean and disinfect](#) frequently touched surfaces at school at least daily and, as practicable, these surfaces will be cleaned and disinfected throughout the day by trained staff. SDCOE vehicles used to transport children will be disinfected after each use. Disinfection of the following surfaces will occur nightly and as practicable during the day:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

Cleaning by staff who have not been trained in the proper application of disinfecting products as required by the Healthy Schools Act, will be limited to using soap and water. To clean chromebooks: Use the cleaning supplies provided (soap and water solution). Spray the microfiber towels directly (do not spray the device directly) and wipe the screen and keys of any device that requires it. Then use the dry side of the microfiber towel to dry the device.

20. SDCOE does not operate school buses. When SDCOE vehicles are used to transport individual Monarch School students, the vehicles will be cleaned and disinfected between each use. In addition, these vehicles will be retrofitted with plexiglass to help ensure safety of both students and staff.

21. Monarch School will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, the items will be cleaned and disinfected between uses.

22. Monarch School and SDCOE uses disinfecting products that are approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions. The products that have been selected abide by the following:

- a. To [reduce the risk of asthma](#) and other health effects related to disinfecting, disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program have been selected.
- b. Products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma, are not used.
- c. All label directions for appropriate dilution rates and contact times are followed. Workers using these products have been trained on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, as applicable and as required by the Healthy Schools Act.
- d. Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products will be kept out of children's reach and stored in a space with restricted access.
- e. Cleaning and disinfecting schedules have been established to avoid both under- and over-use of cleaning products.
  - i. There is a daytime custodian and site maintenance staff member who are both on site at the start of each day. Both work in collaboration with one another to ensure that the school is clean and disinfected at the start of the day.

<ul style="list-style-type: none"> <li>ii. The daytime custodian will adjust his schedule to ensure the sanitation of each classroom throughout the day.</li> <li>iii. A team of two nighttime custodial staff members are on the Monarch school site to clean and disinfect all learning and common spaces each night.</li> </ul>
<p>23. Precautions are in place to ensure safe and correct application of disinfectants. All disinfecting products are kept away from students.</p> <ul style="list-style-type: none"> <li>a. Disinfecting products are stored in locked custodial storage areas in specified locations on campus.</li> </ul>
<p>24. Monarch School and SDCOE staff will ensure that proper ventilation is present while cleaning and disinfecting. HVAC systems are set to maximize the intake of outdoor air. Doors and windows will be open where practicable. When cleaning, spaces will be aired out before children arrive. Thorough cleaning will occur when children are not present. Air filters will be evaluated quarterly and replaced as necessary. Air filters will be upgraded to the highest rating that the system can accommodate. At Monarch School, efforts have been taken to maximize central air filtration for HVAC systems through a targeted filter rating of MERV 13.</p>
<p>25. SDCOE is evaluating the ventilation systems in each school.</p> <ul style="list-style-type: none"> <li>a. HVAC filters will be upgraded to the maximum possible given the design of each system.</li> <li>b. Filters will be evaluated quarterly and replaced as necessary.</li> <li>c. Where possible, HVAC systems will be set to draw 100% outside air, which will create positive pressure in rooms. Windows and doors will be left open slightly to allow interior air to be forced out as it is replaced by outside air.</li> <li>d. Air cleaners will be added to rooms without adequate ventilation.</li> </ul>
<p>26. Monarch School, along with SDCOE, will ensure that <a href="#">steps are taken</a> to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of <a href="#">Legionnaires' disease</a> and other diseases associated with water.</p>

## 6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

<p>27. During arrival and departure, the Monarch School will:</p> <ul style="list-style-type: none"> <li>a. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.</li> <li>b. Minimize contact between adults at all times.</li> <li>c. Stagger arrival and drop off-times as needed to ensure that students do not congregate when entering or exiting the campus.</li> <li>d. Designate routes for entry and exit, using as many entrances as needed to ensure students are not clustered in close proximity.</li> <li>e. Implement temperature checks and health and exposure screenings of students and staff upon arrival at school.</li> </ul> <p>The <a href="#">Arrival and Symptom Screening Process</a> established by SDCOE will be followed at Monarch School.</p>
<p>28. In-classroom spaces:</p> <ul style="list-style-type: none"> <li>a. To reduce possibilities for infection, students will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Students and teachers or staff will remain with the same group to the greatest extent practicable.</li> <li>b. The school will maximize the use of outdoor space for activities where practicable.</li> <li>c. The school will minimize movement of students and teachers or staff as much as practicable. <ul style="list-style-type: none"> <li>i. Students in grades K-8 are in self-contained classrooms and will be served by the same teaching staff in the same classroom throughout the day</li> <li>ii. Students in grades 9-12 will receive instruction with their student cohort group in the same classroom with teaching staff pushing into those classrooms</li> </ul> </li> <li>d. <b>Student seating will be spaced 6-feet apart when possible, but never less than 4-feet apart.</b> Teacher and other staff desks at least 6 feet away from student desks. For situations that may call for additional spacing or safety measures, partitions may be used.</li> </ul>

- e. Students will not be seated facing each other.
- f. Staff have developed instructions and routines that minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
  - i. Staff will utilize signage and directional arrows both in classrooms and in common spaces to clearly define routes.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, will not be permitted.
- h. Activities that involve singing will only take place outdoors with physical distancing being maintained.
- i. Teachers will implement procedures for turning in assignments that minimize contact.

29. In non-classroom spaces:

- a. Schools will limit nonessential visitors and volunteers.
  - i. Visitors and volunteers deemed essential will enter the school following the same arrival and symptom screening procedure as described previously (See item #27)
- b. Activities involving mixing with other classes at the same time will be prohibited.
- c. Communal activities will be prohibited.
- d. Regular use of outdoor space for instruction will be scheduled weather permitting.
  - i. Outdoor/tent areas will be structured to allow for small groups and safe physical distancing
- e. Group movement through hallways will be minimized as needed to ensure that students do not congregate.
  - i. Start times for grade-level groups of students (K-5, Middle School, High School) will be staggered
  - ii. Multiple entry and exit points on campus will be clearly marked with directional signage
  - iii. Passing times, when necessary, will be staggered
  - iv. Guidelines and directional signage will be clearly placed on walls and floors in a manner that students can clearly follow to enable physical distancing while passing
  - v. Monarch will utilize specialized block-type scheduling to support the creation of cohort groups and reduce classroom movement
- f. Meals will be served outdoors when weather permits. Cafeterias/dining rooms will not be used for dining or serving meals. Meals will be individually plated or bagged meals. Shared foods and utensils and buffet or family-style meals will not be used.
- g. Recess activities will be held in separated areas designated by class.

30. For sports and extracurricular activities:

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating will not be permitted.
- b. Youth sports and physical education will be permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see [CDC Guidance on Schools and Cohorting](#)).
- c. Activities will take place outside.
- d. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training will be permitted and ONLY where physical distancing can be maintained. Conditioning and training will focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- e. Equipment sharing will be avoided, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- f. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

- g. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- h. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

## 7. Limit Sharing

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

31. Student belongings will be kept at their desk or separated and stored in individually labeled storage containers, cubbies, or areas. All personal belongings will be taken home each day to be cleaned.

32. High-touch materials (such as art supplies, equipment, etc.) will be limited to individual use, or cleaned and disinfected between uses.

33. Sharing of electronic devices, manipulatives, books, etc., will be reduced as much as practicable. When sharing cannot be avoided the items will be cleaned and disinfected between uses.

## 8. Train All Staff and Educate Families

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

34. The school will train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. [Proper use, removal, and washing of face coverings](#)
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific [symptom](#) identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer’s plan and procedures to follow when children or adults become sick at school
- j. The employer’s plan and procedures to protect workers from COVID-19 illness

The plan for training will incorporate a combination of training videos, virtual meetings, and procedural memos. This training is ongoing and will continue. SDCOE’s Human Resources department will provide training resources to support school-based training of employees on the topics described above. The Monarch School Principal will provide site specific training.

To provide educational materials to families on this topic the school will work with the SDCOE Communications Department to make information on each of the topics described above available in the home language of each family.

35. All training and education for staff and/or families will be conducted through virtual means and made available for in-person attendance only when the school is able to ensure a minimum of 6-foot distancing is maintained.

## 9. Check for Signs and Symptoms

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

36. All employees will work to prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. Staff will immediately interrupt any act of discrimination and will report them to school administrators for follow-up.

37. Staff and students will be encouraged to:

- a. Screen themselves for temperature over 100 F, symptoms, and exposures before coming to the school each day. Staff should notify their supervisor and email [COVID-19-HR@sdcoe.net](mailto:COVID-19-HR@sdcoe.net) if they have COVID symptoms or have had close contact with someone who has COVID-19.
- b. Remain home if they are sick or have had recent [close contact](#) with a person who has COVID-19.
  - i. Individuals who have symptoms will be encouraged to see their primary care physician and excluded from work/school.
    1. Return to school or work will be permitted when all three of the following have occurred:
      - a. At least 10-days have passed since the onset of symptoms
      - b. The person has been free of fever at least 24-hours without the use of fever reducing medication
      - c. Symptoms are improving
    2. People with symptoms who test negative for COVID-19 may return to school/work after waiting 3-days as long as their symptoms have fully resolved
    3. Individuals who have had close contact with someone who has COVID-19 must quarantine for 14-days. If they develop symptoms they will be excluded from school/work for at least 10-days and not permitted to return until
      - a. At least 10-days have passed since the onset of symptoms
      - b. The person has been free of fever at least 24-hours without the use of fever reducing medication
      - c. Symptoms are improving
  - ii. Individuals with known chronic medical conditions that produce COVID-like symptoms may return to school/work with a note from the doctor explaining that the condition is responsible for the symptoms. An authorization for the school to speak to the medical provider must also be provided.
- c. Participate in the COVID-19 Antigen Testing offered at Monarch School.
  - i. Provided that staff/students have completed the COVID-19 Antigen Testing consent form, a COVID-19 Antigen Test will be administered upon arrival to campus on a bi-weekly basis (or as advised by San Diego Public Health Department). These tests will be used to identify asymptomatic positives as a means to further mitigate the possible spread of COVID-19 on campus
  - ii. Test results are to be read between 15-30 minutes after a sample is taken
    1. Staff/students who test negative be informed by nursing staff on site and will enter campus following all safety protocols and procedures outlined in this plan
    2. Staff/students who test positive will be informed by nursing staff on site and excluded from accessing campus. They will then be routed to a nearby authorized facility to complete a COVID-19 PCR Test (students/families will be referred to Family Health Center's Logan Heights facility)
  - iii. All staff/students who test positive will follow-up based on procedures outlined in this plan
  - iv. All test results, both positive and negative, will be recorded using the procedures provided by the San Diego Public Health Department

Students who stay at home due to illness will be supported through distance learning until they are permitted to return to school.

Students and employees will be reminded of these policies on a regular basis through verbal and electronic means.

38. All individuals will be screened for temperature over 100F, symptoms of COVID-19 and close contact with people who have COVID-19 before they enter the school campus. Any individual with temperature over 100F, symptoms, or exposures will be excluded as described in item 37. The individual or their family member will be provided with

instructions for return. School staff will also make regular contact during the absence to obtain information on the individual:

- a. Did they see a doctor?
- b. Were they tested?
  - i. If not tested, did the doctor state the person is believed to COVID-19?
  - ii. If tested, what was the result?
- c. If the individual is a student, do they need assistance to access distance learning?

Employees will be contacted by the HR department for follow-up.

39. Employees will observe students during the day for signs/symptoms of COVID-19. If symptoms appear to be present the student will be rescreened. No-touch thermometers will be used for all temperature screening.

40. All individuals will be asked if they or anyone in their home is exhibiting [COVID-19 symptoms](#). When someone at home has COVID-like symptoms but has not been diagnosed with COVID-19, school nursing staff will follow-up with the family to gather information and provide referrals. Students and employees will not be excluded on the basis of this information unless it is discovered that the household member is COVID-19 positive.

41. Hand sanitizer will be available at the screening station. All individuals will be asked to use it before entering the facility.

42. The school will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

Documentation will be done via secure email as described above. The schools will use the "[Fever/COVID-19 Symptom Decision Tree](#)" co-authored by San Diego County Public Health and SDCOE, and based on CDPH Industry Guidelines for Schools and San Diego County Public Health orders to guide their communication with the Epidemiology line. The decision tree will also be used to guide communication with families. Template letters to staff and families regarding various possible exposure situations have been created and will be tailored to specific situations as needed by COVID-19 Liaison and site designee.

43. If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card. Students will be excluded as described in item 35, and supported through distance learning, unless they have a known chronic health condition that produces the symptoms that have been observed.

44. All staff will remain vigilant throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#). Employees will self-screen when returning to work from their lunch break.

45. Policies will not penalize students and families for missing class. Students will be supported through distance learning while absent for COVID symptoms or exposures.

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

46. An isolation room/area will be used to separate anyone who exhibits symptoms of COVID-19 from other individuals. Staff will be sent home immediately. Students will be isolated from others. We will have one outside isolation tent area for students/individuals who are showing COVID-19 symptoms upon entry to campus. In addition, our "Serenity Room" will serve as an isolation room for students/individuals who show COVID-19 symptoms while they are on campus after they have completed the screening process.

47. Any students or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

48. The school will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever

- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

Parents will be alerted to pick their child up from school as soon as possible. If the parent indicates that they are unable to transport the student and no other acceptable means of transport is available, school staff will use a specially equipped van to transport the student home. The van is equipped with a clear partition that separates the driver from the passenger area. The student will be seated on the bench furthest away from the driver. The driver will wear an N-95 respirator if available, or a face cover and face shield. Windows will be opened to provide fresh air in both the passenger and driver areas.

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| 49. For serious injury or illness, staff will call 9-1-1 without delay. Staff will provide written guidance urging any individual identified with COVID symptoms to seek medical attention if the symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.  |
| 50. The SDCOE COVID-19 Liaison will notify local health officials immediately of any positive case of COVID-19, along with information regarding exposed staff and families while maintaining confidentiality as required by state and federal laws.  |
| 51. Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and not used until they have been cleaned and disinfected. When possible, staff will wait 24 hours before <a href="#">cleaning and disinfecting</a> . When it is not possible to wait 24 hours, staff will wait as long as practicable. Staff will ensure the <a href="#">safe and correct application</a> of disinfectants using the personal protective equipment and ventilation recommended for the product being used. All Disinfectant products will be stored and kept away from students. |
| 52. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue <a href="#">home isolation</a> , including at least 24-hours no fever, symptoms have improved and at least 10 days since symptoms first appeared. (See item 37.)  |
| 53. All students, including students with disabilities, have access to instruction (distance learning) when out of class for COVID-19 symptoms and exposures.   |
| 54. All students and their families will be offered the option to enroll in distance learning based on the unique circumstances.  |
| 55. The school is prepared to implement all necessary processes and protocols when a school has an outbreak, in accordance with <a href="#">CDPH guidelines</a> . ( <a href="#">Review these guidelines with your school nurse and develop procedures to ensure this statement is true.</a> )   |
| 56. The school principal will investigate COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection and will update protocols as needed to prevent further cases.  |
| 57. The school principal will update protocols as needed to prevent further cases. <a href="#">Responding to COVID-19 in the Workplace</a> , guidance provided by the CDPH, contains detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing. This guidance will be used as a resource to update protocols and prevent further cases.   |

## 11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

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| 58. The school will: |
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- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
  - i. The school liaison is: Michael Paredes, Monarch School Principal, 858-290-5511
  - ii. Employees will be advised to contact the liaison with questions or concerns regarding COVID-19.
  - iii. The liaison has been trained to coordinate the documentation and tracking of possible exposure, and SDCOE's process for communicating with local health officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- e. Consult with the local health department prior to commencing routine testing of employees. The school has a plan to test 50% of its employees each month if the County is placed back on the state monitoring list after in-person instruction has been re-opened. Employees will be sent to their primary care provider for testing.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning.


## 12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

59. SDCOE works closely with the county health department and will update school leaders on changes in transmission rates and will adjust operations accordingly.

60. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, the school will follow the [CDPH Framework for K-12 Schools](#), and implement the following steps:
- a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
  - b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
  - c. Additional areas of the school visited by the COVID-19 positive individual will also be closed temporarily for cleaning and disinfection.
  - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
  - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
  - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - g. Provide for continuity of education and continue nutrition and other services.
  - h. Maintain regular communications with the local public health department.

The following signatures attests that the information provided above is true and correct.

Signature: 

Name: Michael Paredes

Date: 3-15-2021

Principal



Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: \_\_\_\_\_  
Name:

Date: \_\_\_\_\_  
Title: