



LEARNING SPRINGS ACADEMY
COVID-19 REOPENING PLAN FOR IN PERSON LEARNING
Amended September 8, 2020

As businesses continue to adapt during COVID-19, Learning Springs Academy has created a reopening plan. The material in this addendum is fluid and changes will be made in compliance with current federal, state, county, and local mandates and guidelines. As policies and guidelines change we will make updates and communicate these with the LSA community.

COVID-19 Operating Protocols:

Cleaning and Disinfecting Protocols:

- Children's bathrooms and other common areas, "high touch surfaces" and materials/toys will be routinely and frequently cleaned and disinfected with approved cleaning solution.
- LSA will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practical. When shared use is allowed, clean and disinfect between uses.
- If materials move between groups, they will be disinfected between use. However, material sharing will be greatly minimized.
- The disinfecting schedule will be followed and logged.
- Learning Springs Academy continues to use CDC approved disinfectants for all school cleaning.
- Each evening our janitorial service continues to clean and disinfect surfaces.
- Traditional water fountains will be closed, so students and staff are encouraged to bring refillable water bottles from home.
- To ensure proper ventilation during cleaning and disinfecting we will introduce fresh outdoor air as much as possible by opening windows where practical. When cleaning, we will air out the space before children arrive; planning to do thorough cleaning when children are not present.
- All outdoor equipment will be disinfected between each small and stable cohort.

Small, stable, cohorting:

- The Learning Springs' Director will determine the make up of each small and stable cohort.
- Small groups of children (small classes) will be designed to best suit needs of classroom communities and the well being of school as a whole.
- LSA staff will remain with their individual small and stable cohorts. In the case of teacher absence, administrative staff and/ or one of our assistant teachers may fill in as needed.
- **Siblings will be placed in the same classes when they are in the same grade level or level of instruction.**
- Outside time will be staggered by class.
- Desks and/or tables and chairs will be spaced 6 feet apart.

References:

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- Teachers will prioritize the use and maximization of outdoor space for activities. This will vary based upon the weather and the daily schedule. For example: physical education and silent reading currently occur outdoors as weather permits.
- Distance teacher and staff desks at least six feet away from students to minimize the risk of adult-to-child disease transmission.
- Teachers and staff must wear a mask at all times except when eating or drinking.
- Teachers will be mindful to keep the required 6 feet distance.
- The classroom set up and activities will enforce 6 feet social distancing between children. Student desks are placed six feet apart from each other, staff and teacher's desks. All activities are at the students' assigned desks.

Entrance, egress, and movement within the school:

- All adults must wear a facemask.
- Parents will sign your child in/out outside the building and at pick up; the staff will bring your child to you. No parents should enter the building.
- Each child has an individual sign in/out folder with it's own pen to minimize cross contamination.
- Children will wash their hands prior to entering the building.
- A forehead temperature scanner will be used to take the temperature of all children/staff/parents prior to entry to the building. Anyone with a temperature above 100 degrees will not be allowed to enter the facility.
- When waiting in line, please stand on the markers indicating 6 feet distance. If there are more than three families in line, please wait in your vehicle or at a safe distance to enter the line for screening.
- Parents and children must wear masks while coming from the car to the entry of the building.
- Children must only enter and exit through the main classroom door.
- Families must identify 1 adult per household/ family who will drop off and pick up their child(ren)daily. Parents will pick up and drop off their children outside of the building.
- Given the age of the students and their special needs, parents must accompany their child to the building and hand over their child to the receiving staff member while remaining outside of the building.
- Parents will not be invited for impromptu meetings in the office/classrooms- all meetings will be by phone or Zoom.
- The office and adult restrooms are closed for parents (staff only).
- Parents are responsible for keeping their child(ren) with them during drop offs, for waiting and for appropriately distancing by the door as needed until LSA staff can safely welcome the child(ren)/ family, one at a time.
- Parents are responsible for ensuring that arrival and departure does not include playing on the playground.
- No late pickups due to strict COVID-19 policies. Please connect with other parents in your child(ren)'s small and stable cohort to make a back up, late pick up action plan where another parent picks up your child and waits outside of school. Please ensure that your back up parent is on your emergency pick up list.

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- If children have challenging goodbyes, as sometimes happens, parents can put child's (well-labeled) belongings down at the door, hand the child to their teacher, wave and leave. Other families may need to wait a moment until each welcoming teacher has the space to welcome the next children.
- Parents may not enter the building/classrooms.
- Outside time/recess will be staggered by class with enough passing time for classes to not meet in the open-air hallway outside.

Face coverings and other essential protective gear:

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- In limited situations where face coverings cannot be used for developmental reasons, (i.e. communicating with special needs children) a face covering with a clear window over the mouth may be used while in the classroom as long as the staff member maintains physical distance from others. Staff must wear a face covering outside of the classroom.
- Staff handling or serving food must use gloves in addition to face coverings.
- Masks, gloves, and face shields will be provided for staff.
- Students in grades Kindergarten through second will be strongly encouraged to wear masks indoors as practical.
- Students grade 3 and higher are required to wear masks indoors.
- Students with special needs, e.g. autism, sensory issues, etc. may be unable to wear a face covering.
- Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. 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.
- In order to comply with this guidance, schools 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.
- Single use facemasks will be provided to students who forget to bring one from home.
- The school will provide single use facemasks to students who have forgotten their facemask.
- Learning Springs offers alternative educational opportunities for students who are excluded from campus by utilizing live lessons via zoom along with online printable curriculum.

On-Site Health Screening

- Wellness checks – including no touch temperature checks will occur every morning for staff and students.
- Only symptom-free staff or students may remain on campus (No cough, sore throat, runny nose, stomach ache, vomiting, etc.)
- Staff and/or students with any identified COVID-19 symptoms and/or a temperature of

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above 100.0 degrees will be sent home immediately until testing and/or medical evaluation has been conducted.

- Staff will conduct visual wellness checks of all students as well as provide procedures for parents to monitor at home.
- Staff will conduct required daily symptom screenings. All staff and parents will be asked if they or anyone in their home is exhibiting COVID-19 symptoms. If so, we will refer to and follow the health department guidelines. (See attached questionnaire).
- Hand sanitizer is available at the sign in/out carts as well as in each classroom, kitchen and offices.
- 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. The student will immediately be isolated in the school library where no other students are present. Parents will be contacted immediately to pick up their child.
- Staff and students will be monitored throughout the day for signs of illness; send home students and staff with a fever of above 100 degrees, cough or other COVID-19 symptoms.
- Students will not penalize students and families for missing class.

Healthy Hygiene Practices:

- Hand washing is key to preventing the spread of COVID-19 and staff is expected to wash hand frequently. If employees are not able to wash hands regularly, then 70% ethyl alcohol hand sanitizer is acceptable.
- Employees are expected to wash hands upon entering the building and prior to and after breaks and meals. Staff is not allowed to eat in the break room. Staff should eat outside away from others or in a larger well ventilated room.
- LSA will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- LSA will teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff will wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, and after using the restroom.
- Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Staff will model and practice proper hand washing.
- The front of masks will not be touched during the day or for removal.
- Students and staff will be provided fragrance-free hand sanitizer for when hand washing is not practical. Sanitizer must be rubbed into hands until completely dry.
- Ethyl alcohol-based hand sanitizers are used when there is the potential of unsupervised use by children.
- Children under age 9 will only use hand sanitizer under adult supervision.
- Students and staff to regularly wash their hands at staggered intervals.
- Adequate supplies to support healthy hygiene behaviors are provided.
- LSA will strongly recommend that all students and staff be immunized against the flu

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unless contraindicated by personal medical conditions.

Identification and Tracing of Contacts: The following applies to all Learning Springs' staff, students, families, and community.

- A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
- Close contacts should be instructed to quarantine at home for 14 days from their last known contact with the with COVID-19 and should be tested for COVID-19.
- While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- Close contacts (household or non-household) of confirmed COVID-19 cases will be sent home immediately, instructed to get COVID-19 testing, and, immediately and on day 10 of last day of exposure to the case. They should even if they test negative, remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Employer will provide information to the LHD on the confirmed COVID-19 case workers in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.
- Establish if the employer, LHD, or both will conduct interviews of the cases to determine their close contacts
- Those who test positive will not return until they have met County of Santa Clara criteria to discontinue home isolation.
- Identify contact information for the local health department in the jurisdiction where the workplace is located and notify the LHD if there is a known or suspected outbreak in the workplace.
- Employers should consult with the LHD and most recent CDC guidance for when a confirmed case may be released from home isolation and return to work. The following table includes the guidance from the CDC for reference. The LHD may recommend a strategy for return to work similar to the following, although some variation may occur by jurisdiction and outbreak.

Physical Distancing:

- LSA will limit all nonessential visitors, volunteers and activities involving other groups at the same time.
- **Volunteers and activities involving other groups are currently suspended.**
- Any visitor must make an appointment and undergo touch less temperature check, COVID-19 questionnaire and wash hands prior to entering the building.
- All visitors will wear masks and remain a minimum of 6 feet apart from staff and

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students in their small and stable cohorts.

- Only communal activities in which students can maintain physical distancing and face coverings use at all times can be held.
- Desks and/or tables will be spaced 6 feet apart
- Regular use of outdoor space, weather permitting will be considered for part of the day instruction.
- Movement through open-air outdoor hallways will be minimized.
- Students will remain in their small and stable cohorts when going to the playground with outdoor time being staggered between the individual cohorts.
- Physical education will be permitted with physical distancing of at least six feet and in small and stable cohorts.
- Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. 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.
- Physical education will take place outside weather permitting. If inside, the above bulletin point applies.
- Equipment sharing will be minimized, and shared items will be cleaned and disinfected between uses.
- Snack and lunch will be eaten outdoors or in the classroom and spaced between the small and stable cohorts.
- Food may not be shared.
- Teachers will be mindful to keep the required 6 feet distance.
- Set up of the classroom and activities as to allow for 6 feet social distancing between children.
- Staff breaks will be staggered to promote social/physical distancing in small spaces.
- No more than 2 employees will be on break at one time.

Staff Training and Family Education:

- Staff has been trained on all current COVID-19 practices and procedures through handouts, online links and in person.
- As procedures and policies change, additional staff training occurs.
- School parents have been emailed COVID-19 policies and procedures.
- Parents have signed a COVID-19 waiver.
- In limited situations where face coverings cannot be used for developmental reasons, (i.e. communicating with special needs children) a face covering with a clear window over the mouth may be used while in the classroom as long as the staff member maintains physical distance from others. Staff must wear a face covering outside of the classroom.
- Personal protective equipment (PPE) for special education instructors and aides and healthcare personnel:
 - o A surgical mask and face shield is recommended when providing services to students which requires repeated close contact interactions (e.g., assistance with activities of daily living) or conducting health assessments (including vision and hearing screening)
 - o Gloves should be worn as recommended for procedures

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which require universal precautions (e.g., toileting assistance, catheterization, and insulin administration) or PPE for potential aerosol generating procedures (e.g., suctioning of tracheostomy sites and nebulizer treatments) should follow CDC guidance.

Testing of Students and Staff: Learning Springs Academy has adopted the COVID-19 Prevention Plan per the California Public Health Department requirements and the Santa Clara County's social distancing protocol as stated in the COVID-19 Industry Guidance: Schools and School based programs (August 3, 2020) and the CDPH FAQ (August 3, 2020). As this information is updated, Learning Springs will update our protocols.

- Requires students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- Staff will be tested regularly per CDC, State, County, Local and California Dept. of Public Health guidelines mandate.
- Families are encouraged to get tested per CDC, State, County, Local and California Dept. of Public Health guidelines mandate.

Positive test results:

- We require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, we will take actions as required.

Negative test results:

- Symptomatic students or staff who test negative for COVID-19 will remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
- Asymptomatic non-household close contacts to a COVID-19 case will remain at home for a total of 14 days from date of last exposure even if they test negative.
- Asymptomatic individuals with household close contacts will remain at home until 14 days after the COVID-19 positive household member completes their isolation.
- Documentation of negative test results must be provided to school administration.

Suspected COVID-19 Case(s):

- Work with school administrators to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practical. For serious illness, we will call 9-1-1 without delay.

Confirmed COVID-19 Case(s):

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- School administrators will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case. We will also notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- All areas used by any sick person will be closed off and will not be used before cleaning and disinfection.
- All students and staff will be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
- We will provide information regarding close contacts to the County of Santa Clara Public Health Department.

Return to Campus after Testing:

- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
- Documentation of a negative test result should be provided to school administrators.
- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases could return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

Triggers for Switching to Distance Learning:

- In a situation of a confirmed COVID-19 case, all students and staff will be instructed to get COVID-19 testing and remain quarantined at home for 14 days. This is required as our school is currently one stable cohort.
- School will remain closed for the 14-day quarantine time.
- School may remain closed depending on additional COVID-19 cases.
- During this time, individualized online curriculum will be provided to each student. Parents may print this curriculum for students to continue learning.
- As is practical in the case of students with ASD, live Zoom education will take place from teachers' homes.

Communication Plans:

- Learning Springs communicates with its parents via email, phone calls and/or zoom meetings on a weekly basis, but is able to do so more frequently and as needed.
- A written COVID-19 plan has been distributed via email to all enrolled families.
- Learning Springs will immediately contact families of any exposure or confirmed case of

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- COVID-19 via email with a follow up phone call if necessary.
- Learning Springs will follow the Department of Health guidelines on communicating cases to the appropriate entities.
 - Open, immediate and honest communication, whether via written, email, phone call or zoom is the norm.
 - This plan is posted on our website at www.learningspringsacademy.com and will be updated as changes are indicated.

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