



**Orange County Educational Arts Academy
("OCEAA") COVID-19 Reopening Plan**

As of January 28, 2021

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Introduction

OCEAA crafted this plan in conjunction with the recommended reopening guidance from the California Department of Education (“CDE”), California Department of Public Health (“CDPH”) and California Division of Occupational Safety and Health (“Cal/OSHA”). OCEAA will continue to monitor local, county and state recommendations daily to ensure that we pivot and adapt our program in response to student and staff safety as needed. As we developed this plan, we looked at key areas throughout the school to ensure a comprehensive approach. The areas addressed in this plan are Wellness, Instruction, Facilities, Operations and Technology.

2020-21 Core Values: OCEAA leadership will continue to face challenges in the coming school year. With that we want to create a culture of flexibility, adaptability and being compassionate with yourself, staff, students and parents. **This entire plan is subject to change based on the current climate and the needs of OCEAA and it’s students and staff.**

OCEAA’s Goals:

1. Staff and Student Safety
2. Powerful Student Learning
3. Provide Support to Staff and Families

Reopening Committee included Stakeholders from:

1. **Wellness:** Garden Grill, Front Office, Nurse, Accounting, Human Resources and School Psychologist & Counselor.
2. **Instruction:** School Director, Instructional Leadership Team and Administration Team.
3. **Facilities:** Facilities Manager, Office Manager and Administration Team.
4. **School Operations:** Entire Administration Team, Legal Counsel and Property and Liability Support.
5. **Technology:** Technology Coordinator, Technology Contractor and Administrative Team.
6. **General Oversight:** OCEAA Leadership has continued to engage and offer stakeholder input to parents, staff and the Board of Directors through parent Coffee Chats, staff Townhalls, Board meetings or ongoing community surveys.

Key Contacts

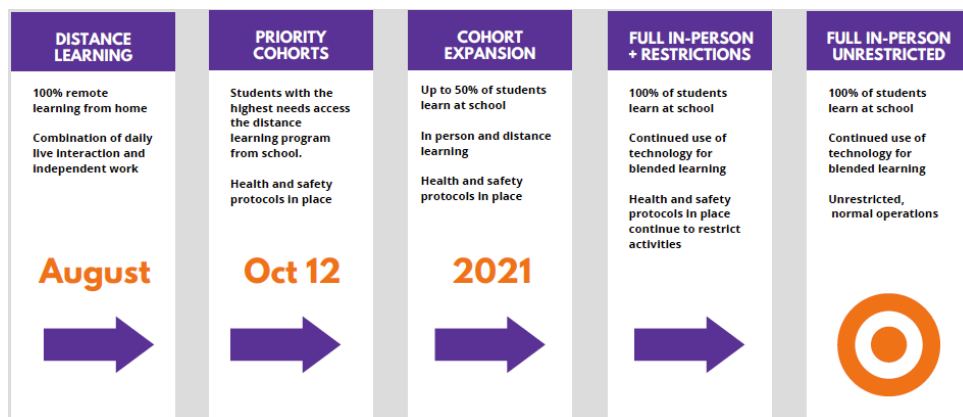
Availability & Contact Information	
Main Office	<p>Contact receptionist@oceaa.org for any office related needs.</p> <p>Contact healthoffice@oceaa.org for anything related to health attendance.</p> <p>Contact attendance@oceaa.org for attendance.</p> <p>Contact registrar@oceaa.org for registration and enrollment matters.</p> <p>The main office is available from 7:30am-3:00pm to answer questions.</p>
Socioemotional and Behavioral and Wellness Support	<p>OCEAA's Counselor, Cesar Alcaraz, will be available if you have concerns about your student's engagement during in-person or remote learning, if your student is struggling with attention and organization, or if your family is in crisis and in need of support services. Contact calcaraz@oceaa.org for support.</p> <p>OCEAA's Human Resources Manager, Rosalinda Vargas is available to provide staff with any tools or resources OCEAA has access to. Contact rvargas@oceaa.org for support.</p>
Technology Help	<p>The Technology Support Hotline for OCEAA families will be accessible Monday through Friday 8:30am-11:00am (FamilyTechHelp@oceaa.org, 714-404-4326)</p>
Program Oversight	<p>Kristin Collins, School Director, can be reached by ClassDojo or kcollins@oceaa.org for assistance with any program problem that is unable to be resolved with other staff. This includes any concerns regarding students receiving special education services through an IEP or accommodations through a 504 plan.</p>
COVID Specific	<p>For any general concerns around COVID-19, please contact leadership at mlimon@oceaa.org</p>

Instruction

OCEAA recognizes the reopening of school as an opportunity to re-examine, transform, and improve our systems to ensure equitable outcomes for all students. OCEAA commits to the following vision for powerful student learning during reopening and beyond:

- OCEAA staff, students and parents grow together through the structure and culture of Crew, developing community connections, agency and hope.
- OCEAA students experience joy, challenge, and personal relevance in the academic curricula they experience.
- OCEAA teachers deliver deep instruction that challenges, engages, and empowers students towards purposeful and effective learning.

As a charter school OCEAA, is committed to delivering on its mission and goals regardless of the location where learning occurs. To meet this commitment during a time of uncertain health and safety conditions, OCEAA has focused on a 100% Distance Learning structure since August 2020 supported by 1:1 student access to technology. OCEAA has provided loaner devices and Hotspots to the OCEAA student population, refer to the “*Technology*” section of this plan on page 31 for additional information. OCEAA developed a 4-step staged plan to reopen. OCEAA is currently working on stage 3 of its reopening plan, “Cohort Expansion,” see image below. Since October 12, 2020, OCEAA has implemented onsite Cohorts using the state’s “[Providing Targeted, Specialized Support and Services at School](#)” to target high need students while ensuring safety expectations are met. Since October, OCEAA has had about 10% of the student population onsite. Students and staff have been placed in cohorts with a 12:2 ratio in order to maintain social distance within the classroom and in order to provide the staff a consistent option for coverage. Students enter the school building and go straight to their cohort. Snacks/lunch are delivered to their classroom where they remain the entire time they are on campus. **Visit: <https://oceaa.org/distance-learning/> to learn more.**



OCEAA's reopening plan is guided by the AB77 requirements:

- In-person instruction to the **greatest extent** possible while adhering to health and safety guidance for social distancing and sanitation.
- 175 instructional days
 - Pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining/isolation because of exposure to COVID-19 will have a 100% remote learning option.
- Daily minimum instructional minutes (180 minutes for kindergarten, 230 for grades 1 to 3 and 240 for grades 4 to 8)
- 1:1 student device ratio that ensures all students have access to Distance Learning. TK-K students will be issued iPads, 1st-8th grade students will be issued Chromebooks.
- Data-based academic and social-emotional Multi-Tiered System of Supports

















Distance Learning Overview:

- Distance Learning at OCEAA is broadly organized around Crew Culture, Math and Literacy, and Integrated Projects.
 - The arts will continue to be integrated across the program
 - Daily Crew lessons In-person instruction will focus on social emotional wellness
 - Math and literacy instruction will be based on prioritized grade level standards, and supported by various online skill development platforms such as Zearn and iStation.
 - Deep instruction will occur through case study projects in all grades

Student Schedules

All schedules are subject to change based on the needs of the students or OCEAA.

Bell Schedule: The schedule below is the current Distance Learning Bell Schedule, this includes the current (as of 01/29/21) 10% of OCEAA students attending the onsite Cohorts.

TK-5TH SYNCHRONOUS LEARNING TIME   8:10am-11:50am Join your class for live instruction  12:00pm-2:00pm Lunch pick up and recess ASYNCHRONOUS LEARNING TIME   Independent Work 1st-3rd = 40 minutes 4th-5th = 50 minutes  Extended Day Enrichment and Intervention	TK-5º TIEMPO SINCRÓNICO DE APRENDER   8:10am-11:50am Únase a su clase para recibir instrucción en vivo  12:00pm-2:00pm Hora de recoger el almuerzo y recreo TIEMPO ASINCRÓNICO DE APRENDER   Trabajo independiente 1º a 3º = 40 minutos 4º a 5º = 50 minutos  Día extendido Enriquecimiento e Intervención	6TH-8TH DISTANCE LEARNING SCHEDULE Crew 8:10-8:50 On line  Period 1 or 2 9:00-10:05 On line and offline Period 3 or 4 10:15-11:20 On line and offline Lunch 11:20-12:00 Period 5 or 6 12:00-12:45 On line and offline Period 7 or 8 12:55-1:40 On line and offline Extended Day Enrichment and Intervention 	6º-8º HORARIO DE APRENDIZAJE A DISTANCIA Tripulación 8:10-8:50 (en línea)  Período 1 o 2 9:00-10:05 (en línea y fuera de línea) Período 3 o 4 10:15-11:20 (en línea y fuera de línea) Almuerzo 11:20-12:00 Período 5 o 6 12:00-12:45 (en línea y fuera de línea) Período 7 o 8 12:55-1:40 (en línea y fuera de línea) Día extendido Enriquecimiento e Intervención 
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Drop-Off Schedule: Plan your route to OCEAA using this schedule. OCEAA team members will be conducting check-in screenings daily, such as temperature checks among any additional screenings.

Student Recess Schedule:

OCEAA will consider providing students with recess based on the health climate and the onsite student population as additional students are onboarded. Each group would be escorted to their respective playground and escorted back to their classrooms. Leadership will ensure there is no cross-student traffic as students are making their way to and from the playgrounds.

Breakfast & Lunch Schedule: Please refer to the “Wellness” section of this plan on page 17.

Disinfectant Schedule: Please refer to the “Operations/Facilities” section of this plan on page 23.

Parent & Student Expectations

Parent Expectations:

1. Read this reopening plan to get an understanding of OCEAA's goals and to be prepared for additional changes and support and share with your child.
2. Read the Distance Learning Parent Handbook for an understanding of the academic program and how to support your child.
3. Abide by OCEAA's safety procedures and policies.
4. Support OCEAA leadership by conducting home health screenings before students arrive onsite. Please keep your child home if they are sick.
5. Since water fountains will be closed, please equip your child with access to a filled water bottle before you leave your home.
6. Please plan your trip accordingly, as there may be delays at arrival due to the onsite health screenings.
7. Equip your child with a fully charged device. Refer to the "*Technology*" section of this plan on page 27 for additional expectations.
8. Educate your child on healthy practices, such as wearing personal protective equipment, such as face coverings and the importance of washing their hands.
9. Respect OCEAA's need to keep restricted access to facilities for any guests.

Student Expectations:

1. Abide by OCEAA's safety policies and procedures
2. Limit the sharing of supplies and tools.
3. Maintain 6' of social distancing and respect that space.
4. To the best of their ability, wear face coverings to protect themselves and others.
5. Maintain orderly behavior throughout their onsite time.

Substitute Teacher Procedures

OCEAA will limit access to outside visitors/vendors to facilities. OCEAA's Human Resources Manager has implemented procedures for teacher substitutes (if needed) with OCEAA's staffing agencies in an effort to ensure that OCEAA has a safe community while teachers are out. OCEAA requires that any substitute teachers confirm that they have not been experiencing COVID-like symptoms. We also require that all substitute teachers take a thorough health screen, inclusive of a temperature check and a health questionnaire, along with using Personal Protective Equipment (PPE) throughout their stay.

Schoolwide or Class Re-Closure Procedures

OCEAA's reopening plan is contingent on the local environment and any procedures or policies we must abide by. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge, the guidance will be updated. There is a 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.

OCEAA has created specific structures in an effort to have contact tracing efforts in place. The goal of these plans is to have the least impact on a student's day to day structure, mental health and social emotional aspects. Closure structures can vary from anywhere from one day to 14 days, this is based on local, state and national recommendations.

Options on Closure:

1. **100% OCEAA Facilities Closure:** This is based on the worst-case scenario that both the Main building and the Annex are closed to students and the public. In this case, students and teachers will instantly pivot to 100% Distance Learning.
2. **Facility Based Closure:** This will be based on challenges with verified contact tracing steps or having multiple students or staff with confirmed positive COVID-19 cases. This is specific to both OCEAA buildings, the Annex or the Main building independently. This

also accounts for additional spaces at OCEAA, such as the music room. Affected students and teachers will instantly pivot to Distance Learning.

3. **Classroom Based Closure:** This closure is based on the notion that OCEAA leadership was able to confirm pupil's engagement throughout the OCEAA facilities through contact tracing.

Each scenario will be discussed in partnership with the Orange County Health Agency officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials.

Closure Expectations:

1. Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
2. Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
3. The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local data.

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

Wellness

This section is focused on providing guidelines and procedures being established at OCEAA due to the novel coronavirus disease (COVID-19). It is our policy to take all reasonable measures to prevent the spread of this disease among the OCEAA community. Steps being taken to accommodate for COVID-19 safe practices are outlined in this section, as well as testing and mental wellness resources for parents, students and staff.

The OCEAA Leadership team understands that these are difficult times for our parents, staff and students and we want to reassure you that we will continue to develop support systems. Parents, please refer to contact information on page 4. Staff is encouraged to communicate with their immediate supervisor or OCEAA's Human Resources Manager, for more information, please refer to the "*staff*" section on page 19.

Health Procedures

OCEAA Staff will be trained on identifying and monitoring COVID-19 symptoms during student and staff arrival and throughout the student's time in the facilities.

COVID-19 symptoms

- Fever of 100.4 degrees or higher
- Cough
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

OCEAA will follow CDE and CDC guidance and local & state health orders on the continued use of face coverings. All students who are not prevented by a medical exemption reason or disability should wear a clean cloth mask as follows:

- While waiting to enter the school campus
- While on school grounds (except when eating or drinking)
- While leaving school

Staff will be required to wear Personal Protective Equipment ("PPE"), which includes masks and face shields (if they choose this second layer), gloves if accepting or distributing materials. Refer to the "operations" section of this plan on page for a detailed overview on PPE.

At Home Health Screenings:

Parents and staff are expected to conduct a health screening at home before they arrive at OCEAA.

Students: Parents are instructed to screen their student(s) before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms (refer to list above).

- Follow reporting procedures as outlined on Page 14 (COVID-19 Reporting Procedures)

Staff: All staff shall perform a self-check for COVID-19 symptoms and temperature below 100.4 degrees Fahrenheit before leaving home for work.

- Follow reporting procedures as outlined on Page 14 (COVID-19 Reporting Procedures)

OCEAA leadership is in the process of developing a system for daily reminders/notifications about home screenings.

Onsite Health Screenings:

Screenings at OCEAA will entail temperature checks with a no-touch thermometer and a list of health screening questions to ask each student before the student exits their vehicle. Staff is provided with a student roster to ensure there is a tracking mechanism in place. If there is a result of symptomatic students and they have been exposed to COVID-19, OCEAA staff will ask them to return home to access the program from home.

Main Building: Check-in Stations - Will open at 7:30am

Annex (if opened, it's currently closed): Check-in Stations - Will open at 7:30am

At OCEAA we will, to the best of our ability and based on recommendations on contact tracing practices, look at implementing additional procedures as needed. This measure will help leadership at OCEAA with contact tracing protocols and allow us to adapt to any additional human resource changes. Those students who walk to school will line up behind OCEAA cones and wait for the same health screening procedures.

Health Aide Visits:

In order to maintain social distancing and limit contact of sick students at the health office, teachers or staff will need to contact the main office via phone to check in on how many students are currently being assisted and to schedule a visit to the health office. Health clerk will then escort the student to the isolation room/space if presentation of symptoms falls under those identified as possible COVID-19 symptoms.

- Point of Contact for Main Campus: Ruth Aispuro (Health Clerk)
- Health Point of Contact for Annex: (TBD) and Cathy Finneran (Office Manager)

Isolation Areas:

We will have a designated space for those who visit the health office and are experiencing any COVID-19 symptoms in an effort to mitigate further risk to students and staff. Parents are expected to pick up their student within 1 hour of receiving a call from OCEAA informing them of symptoms.

Main Campus: Playground area with transition to the music room depending on weather conditions.

Annex: Room 306

Student Bathroom Procedures:

Main Campus: To allow for social distancing measures, one-bathroom pass (one boy/one girl) will be allocated to each classroom. Floor social distancing floor markers will be placed both outside and inside the bathroom to guide students. Classrooms will be assigned a specific bathroom unless they are eating lunch in the Garden Grill (if activated). Signs will be posted inside the bathrooms and throughout the facilities to remind students of proper hand washing procedures.

Annex (if opened): Teachers will contact the receptionist to advise of a student needing to use the bathroom and check on how many students are in line. Upon exiting the bathroom, the student will need to check in with the receptionist after they exit the bathroom ensuring another layer of hand sanitizing can be added and monitored.

COVID-19 Reporting and Exposure

Students and Parents

<u>Purpose:</u>	To report and track Covid-19 exposures and confirmed cases of students and parents for contact tracing, as well as report to the OCEAA community and health agencies any issues or concerns related to exposures and/or confirmed cases.
STEPS FOR REPORTING COHORTS ONLY	<p><u>Student Protocols:</u></p> <ol style="list-style-type: none"> 1. Instructional Aid to notify Ruth Aispuro (OCEAA's Health Clerk) by calling the health office (Ext. 3150) or by radio if COVID tree symptoms apply. 2. Ruth Aispuro will retrieve the student from the classroom. 3. Ruth Aispuro will notify the following: Miriam Ramirez, Front Office, Cathy Finneran, Mike Limon, Rosalinda Vargas and Enrique Luna. 4. Ruth Aispuro will call parents of the student to be picked up. 5. Ruth to report to outside health agencies and will use appropriate reporting documents 6. Ruth Aispuro and the student will wait in a designated quarantine zone in the playground. 7. Ruth to track all cases (confirmed positive or exposure) and report confirmed cases to the Orange County Health Care Agency ("OCHCA"). 8. Parents will be instructed to pick up the student through the front office. 9. Tailored communication to parents/students sent out by Miriam Ramirez. 10. Tailored communication to staff sent out by Mike Limon and Rosalinda Vargas. 11. Staff members: if you are in communication with cohort students/parents that have been exposed or have tested positive for Covid-19, please communicate as soon as possible with Ruth Aispuro via email (healthoffice@oceaa.org) and copy Miriam Ramirez (mr Ramirez@oceaa.org). <ol style="list-style-type: none"> a. Ruth and Miriam to communicate this out for arrivals and attendance onsite and to begin the communication process as outlined in the steps above. <p><u>Staff Protocols:</u></p> <ol style="list-style-type: none"> 1. Impacted staff to contact OCEAA's first point of contact on the Covid Chain of Command, Rosalinda Vargas (rvargas@oceaa.org). 2. Ensure that your manager is included in that communication to Rosalinda Vargas to ensure your duties are covered. 3. Depending on the situation, confirmation on positivity outcome or exposure, a detailed plan will be developed by Rosalinda Vargas. <ol style="list-style-type: none"> a. This includes contact tracing and exposure to other staff members. 4. Rosalinda will use the Covid-19 Scenario Matrix to develop next steps based on guidance from OCHCA. <ol style="list-style-type: none"> a. Items include, self-isolation or quarantine period, duty day planning, staff resource planning for out days, paid time off availability (FFCRA, PTO or unpaid). 5. Communications to go out to appropriate internal and/or external communities. 6. Reporting to OCHCA and any respective internal groups and will use appropriate reporting documents 7. Onboard impacted staff members in partnership with their manager.

STEPS FOR PARENTS/STUDENTS REPORTING (NON-COHORT RELATED)	<p>Onsite for any other reason than cohorts:</p> <ol style="list-style-type: none"> 1. Staff members taking the call or receiving an email of an exposure or confirmed case should immediately notify Ruth Aispuro either via email (healthoffice@oceaa.org) or by transferring the call (ext. 3150). 2. Ruth Aispuro to notify Rosalinda Vargas for staff notification for contact tracing. 3. Ruth Aispuro to notify possibly impacted departments; i.e: SPED, Front Office, ELPAC test administrators, etc. 4. <p>Offsite/Distance Learning:</p> <ol style="list-style-type: none"> 1. Staff members taking the call or receiving the email of an exposure of a confirmed case should immediately notify Ruth Aispuro either via email (healthoffice@oceaa.org) or by transferring the call (ext. 3150). 2. Ruth Aispuro to notify possibly impacted departments; i.e: SPED, Front Office, ELPAC test administrators, etc.
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Staff - Exposures and/or Confirmed Cases

<u>Purpose:</u>	<p>To report and track Covid-19 exposures and confirmed cases of staff for contact tracing, as well as report to the OCEAA community and health agencies any issues or concerns related to exposures and/or confirmed cases.</p>
STEPS FOR STAFF ONLY	<ol style="list-style-type: none"> 1. Impacted staff to contact OCEAA's first point of contact on the Covid Chain of Command plan, Rosalinda Vargas. <ol style="list-style-type: none"> a. Ensure that your manager is included in that communication to Rosalinda to ensure your duties are covered. 2. Depending on the situation, Confirmation on positivity outcome or exposure, a detailed plan will be developed by Rosalinda Vargas. <ol style="list-style-type: none"> a. This includes contact tracing and exposure to other staff members. 3. Rosalinda will use the Covid-19 Scenario Matrix to develop next steps based on guidance from Orange County Health Care Agency (OCHCA). <ol style="list-style-type: none"> a. Items include, self isolation or quarantine period, duty day planning, staff resource planning for out days, paid time off availability (FFCRA, PTO or unpaid) 4. Communications to go out to appropriate internal and or external communities. 5. Reporting to OCHCA and any respective internal groups. 6. Onboard impacted staff members in partnership with their manager.

COVID-19 Resources:

Below is a link to testing opportunities and information.

- COVID-19 Testing & Resources: <https://bit.ly/3g7ef1m>
- COVID-19 Clinic: <https://covidclinic.org/>

Visitors:

In order to be allowed entrance to the school, all visitors must have their temperature taken and go through a wellness check by OCEAA staff, check-ins are documented. If experiencing any COVID-19 symptoms, access will not be granted. OCEAA will not allow any staff member, student, parent, visitor or legal guardian on campus who refuses to take or does not pass a Wellness and Temperature Screening. Visitor screenings and temperature checks are kept private in accordance with HIPAA regulations.

Visitors will **not be allowed** entrance to campus without a mask and are expected to wear face covering while in the facilities and will be asked to apply hand sanitizer, which OCEAA will provide.

Access will be strictly limited to the front office and visitors may only access the campus with administrative approval. Approval will only be granted for emergency-like needs, such as any students that need health related support. These will need to be discussed with OCEAA leadership and there will be ways to determine possible adjustments to access to student(s). The Front Office will need to have a record of such approval before granting access onsite.

The following individuals are exempt from wearing a face covering:

- A person age two years and under or 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.

OCEAA and the Health Office will review existing student health plans to identify those who may need additional accommodations and develop a process for engaging families for potentially unknown concerns that may need to be accommodated.

Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease

spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious
- Notifying contacts of their potential exposure
- Referring contacts for testing
- Monitoring contacts for signs and symptoms of COVID-19
- Connecting contacts with services they might need during the self-quarantine period

To prevent the further spread of disease, people who had contact with someone with COVID-19 are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19.

Additional information regarding contact tracing steps can be found at the CDC website.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>

Garden Grill: Nutritional Services

In an effort to provide your child(ren) with as many resources and for school efficiencies, the Garden Grill “Scratch Cooking” program will be modified during this time. The Scratch Cooking program will be scaled back (this will be observed) and the salad bar will be closed until future notice. Celebrations with food are temporarily not allowed. Meals will be prepared and individually packed in a way to ensure that students are receiving safe and healthy meals that consist of:

- monthly rotating menus (special orders are only for allergies with a doctor note) there will be a vegetarian option available (*minimum 2 oz protein, 2 oz grain*)
- Visit <https://oceaa.org/garden-grill/> to review the monthly menu.
- a daily meal that is consistent with the National School Lunch Program meal expectations.

OCEAA is currently a Seamless Summer Option participant through USDA and will offer free meals to any student under the age of 18 until June 30, 2021.

Delivery Method:

1. **Onsite:** Staff will deliver breakfast daily to each cohort class to ensure there is no mixing of staff with students and other staff.
2. **Remote Students:** Parents have the option to pick up free meals on Monday's and Wednesday's from 11:30am-1:30pm. These meals are prepared for the entire week and include breakfast and lunch. Onsite students get access to their lunches through this structure.
3. **Adding additional students onsite:** OCEAA will modify these plans as additional students get onboarded onsite and may activate the cafeteria for service. The max capacity for students in the dining hall is 44 students, if they are 6' apart.

Student Wellness Services

All OCEAA staff will participate in training related to recognizing and responding to trauma. Parent education will also be provided.

The Instructional Leadership Team has developed a detailed Social Emotional Learning plan for implementation during Crew in all grades.

A counselor will be available 3 days per week for student and family consultation and support.

The Multi-Tiered System of Supports (MTSS) Team will conduct wellness screenings and plan positive supports for students who are struggling with school success due to social emotional or behavioral challenges.

A Safety and Crisis Response Team is on call daily and responsible for coordinating the efforts of school personnel, parents, first responders and mental health and medical professionals to address the emotional responses that evolve from traumatic and critical situations.

Staff Wellness Services

California requires OCEAA and other employers to establish and implement an Injury Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases, such as COVID-19. To review OCEAA's IIPP Addendum related to COVID-19, visit [COVID-19](#) or OCEAA's Health and Safety [Policy](#) for Covid-19.

The OCEAA leadership team understands that the COVID-19 pandemic has brought many changes to how you live your lives. Changes such as an unknown environment, altered daily routines, financial pressure and social isolation, thus OCEAA wants to ensure we can support staff and the community at large. In order for OCEAA to provide quality programming, OCEAA leadership has compiled the following guidance to support your emotional health and prevent the spread of COVID-19.

Staff Resources:

- **Rosalinda Vargas, HR Manager**, is available in the annex building, 714-558-2787 ext. 3040, or by emailing her at rvargas@oceaa.org.
- **Mutual of Omaha** offers the Employee Assistance Program ("EAP") to all OCEAA employees. EAP assists employees and their families with personal or job-related concerns, such as, emotional well-being, family and relationships, legal and financial matters, health lifestyles and work/life transitions.
 - To learn more: call 800-316-2796 or visit www.mutualofomaha.com/eap
- **The Families First Coronavirus Response Act** (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.
- **OCEAA's Training:** OCEAA will conduct a variety of trainings to support staff & student safety. Format may consist of all-staff sessions, admin specific training and per department training.

- **Topics for staff and parents include:**
 - Face coverings
 - Hand hygiene
 - Arrival & Dismissal
 - Sharing
 - Meal Service
 - Restrooms
 - Reporting
 - Cleaning and disinfecting
 - Symptom Screening
 - Testing (5-7 days post exposure & 10-day isolation period)
 - Distancing: Minimum in classroom 4 feet
 - Reduce foot traffic contact opportunities
 - Guests: Limit to the best of the ability
 - Managing Stress and Anxiety
- **All COVID-19 resources** are available here: <https://bit.ly/3elqNMs>
- **Self-care strategies:**
 - Take care of your body - get enough sleep, participate in regular physical activity, eat healthy and limit screen time
 - Reduce stress - focus on positive thoughts, set priorities, listen to your favorite music

Staff Expectations to Support Spread Prevention:

1. All staff must wash and sanitize hands as they enter the facilities and throughout their work day.
2. **Social or Physical Distancing:** Stay at least 6 feet away (about two arm's length) from other people.
3. **Face coverings:** People in California must wear face covering especially when:
 - Inside of, or in line to enter, any indoor public space
 - 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 whether anyone from the public is present at the time
 - 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

The following individuals are exempt from wearing a face covering:

- Person age two years or under or 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.

4. **Health Screening:** (also references on page 11)

- Passive Screening: OCEAA instructs staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health official) and stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- Active Screening: OCEAA will monitor and engage in screening consistent with public health guidance with staff when they enter worksites. The screening will include visual well checks and temperature checks with no-touch thermometers (to ensure temperatures are below 100.4 degrees Fahrenheit) and ask all staff about any COVID-19 symptoms they have experienced within the last 24 hours, as well as whether anyone in their home has had COVID-19 symptoms or a positive test.

5. **Employees with High-Risk Concerns:** Any employee with severe chronic underlying medical conditions may request reasonable accommodation with medical certification. OCEAA will do its best to accommodate the request.

For the latest updates on COVID-19, refer to the State of California's COVID-19 website at:
<https://covid19.ca.gov>

Any staff member that fails and or refuses (not medically related) to comply with the mentioned preventive measures may lead to verbal counseling and or disciplinary action. OCEAA must follow CDC and Cal/OSHA guidelines. <https://www.osha.gov/SLTC/covid-19/>

Testing

OCEAA will conduct surveillance testing of staff members and ensure that any student or staff member who has symptoms of COVID-19 will be isolated unless they subsequently test negative and are also asymptomatic, or quarantined if they have been exposed to someone with COVID-19, and instructions will be given while waiting for test results, if they are tested. OCEAA staff may be tested through the County services, or they may elect to be tested through their own primary care physician. OCEAA will also work towards building a structured system that includes the following scenarios.

Symptomatic testing: This testing is used for individuals with symptoms of COVID19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Asymptomatic testing: This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students)).

Facilities

OCEAA's Facilities have been audited in an effort to practice 6' (at the minimum 4') of social distancing, provide OCEAA leadership with contact tracing abilities and provide guided paths in an effort to minimize non-cohort contact.

Entrance, Egress, and Movement Within the School

Movement of students, staff, and parents will be managed to avoid close contact and/or mixing of student groups. Upon entry, students and parents will be asked by staff if their child is symptom-free and presented with a list of symptoms. All students will have their temperature checked and parents must wait for this clearance before leaving the site. Students will be provided a face-covering if they are not already wearing one. Students will directly report to their classrooms upon arrival. At dismissal, parents will be encouraged to wait for their child outside or in their car at the valet zone.

Disinfectant Procedure & Schedule: OCEAA's facilities team is the first point of contact for onsite disinfecting for any high traffic areas, such as doors, surfaces, desks and any other high traffic areas. These disinfecting procedures are also in conjunction and partnership with OCEAA's teachers, support staff and OCEAA Admin team.

Core Disinfecting Schedule:

- Every morning before arrival
- Between cohorts using any needed facilities
- Between Cohort Sessions
- Post meal service
- After dismissal

Frequent disinfection, which was thought at the beginning of the pandemic to be a key safety component, can pose a health risk to children and students due to the chemicals used **and has proven to have limited to no impact on COVID19 transmission.**

Classrooms: Each classroom went through an audit to ensure OCEAA's classrooms meet the 6' (at the minimum 4') social distancing recommendations. Thus, each classroom has been designed to accommodate no additional students that would not meet this requirement.

Sanitizing Product: EPA registered disinfectants, kills viruses and germs in 4 minutes. Hospital disinfectant meets OSHA standards. It is Non-Hazardous for Health; Physical or Environmental Classification reduces risk/facilitates worker safety.

Ventilation: OCEAA has already taken the steps to upgrade the HVAC systems, at this point there are 7 new HVCA systems at the Main building and the Annex already has new units. OCEAA has already purchases air purifier units for the current onsite Cohort classes. We also placed an order for enough units for each classroom that will have UVC Surface Disinfection, UVC Air Disinfection, HEPA Filtering and Needlepoint Bipolar Ionizers (NPBI) technology into one single product.

Garden Grill: The Garden Grill tables will be sanitized after every breakfast and lunch service if used. They are not used currently.

Playground(s):

- **Main Building:** The playground equipment has been closed for play until future notice. The playground will serve to hold students while they wait to be invited to their respective classroom during drop off or to be used during dismissal while practicing 6' of social distancing.
- **Annex:** The playground equipment is closed until further notice.

Isolation Spaces: Reference page 13.

Library: The Library is closed until further notice, OCEAA is looking at ways to continue this opportunity via different approaches.

Dance & Music Room: Both will be closed until future notice for typical use. This space is currently being used as a Cohort class.

Water Fountains: Until further notice, all of OCEAA's drinking fountains have been closed. Please refer to the "Student Expectations" section of this plan on page 8 to review OCEAA's expectation around this for students.

Bathrooms: As mentioned on page 13 of this plan, these will have new levels of restrictions for both buildings.

School Operations

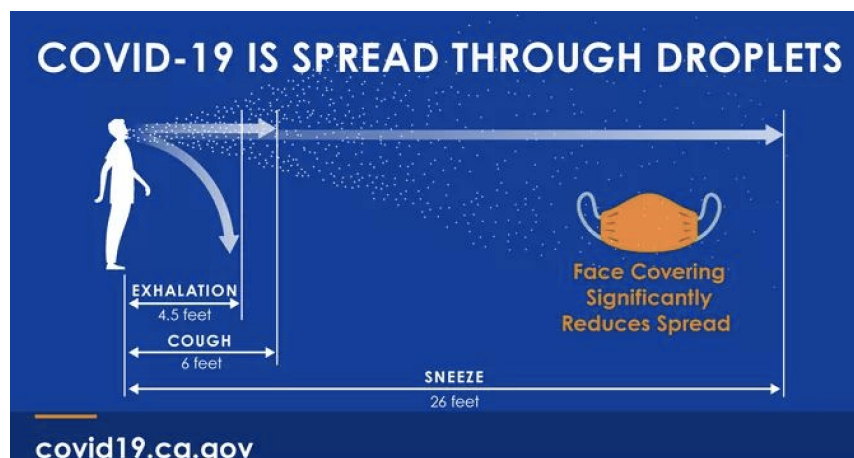
Reopening Capacity: In an effort to reopen safely and abide by the 6' of social distancing, leadership has developed these plans to open the operations and facilities at 50% max of student capacity during the pandemic.

OCEAA has taken steps to ensure that you have a healthy and safe work environment, they include:

- Always use Purchased Protective Equipment (PPE includes face masks, gloves, face shields, hand sanitizer and disinfectants), OCEAA has them in stock for your use.
- Maintain Social Distancing.
- Disinfect all commonly used supplies such as pens after each use.
- Developed procedures for anyone experiencing COVID-like symptoms and they are asked to stay home.
- Staff is asked not to touch someone's personal belongings.

School-wide PPE & Social Distancing Policies

- Encourage families to purchase their kids' masks, we will have backs up
- OCEAA to provide face coverings to all that need one
- Gloves: Encouraged but not required, but it's required for anyone handling food or high volume of supplies or materials
- Please refer to this spread prevention image to review the importance of face coverings:



Guided Pathways: In an effort to reduce student and staff cross foot traffic, OCEAA will be implementing guided pathways when possible.

2020-21 General Operational Changes (subject to change):

- 50 % student capacity reopening
- No parent volunteers this school year
- No onsite events this school year
- No field trips this school year, OCEAA to look at virtual options
- No school assemblies this school year
- No on-campus parent meetings this school year, all meetings will be conducted virtually

Communications

OCEAA uses a variety of platforms to send out communications to our families. These include email communications via School Messenger, Social Media (School Dojo, Instagram, YouTube, School Messenger and Facebook) along with direct teacher to parent communications. OCEAA leadership will be monitoring daily local, state and federal guidance for any changes in our onsite program, which will be communicated to families through these platforms within 24 to 48 hours of approval.

OCEAA believes in the power of clear, timely communication and the importance of your feedback. We will continue to update you as we receive more information and look forward to navigating the challenges ahead with your support.

Please refer to the [Covid-19 Scenario Matrix](#) for an overview on the difference exposure scenarios and their respective commination levels. Please note that OCEAA will do their best to tailor the needs and modify these scenarios.

Technology

OCEAA offers students the ability to use a loaner device (iPad tablet in grades TK-K, or a Chromebook laptop computer in grades 1st-8th and Hotspots if needed) at no charge in order to facilitate their ongoing education during campus closures. Families (Borrowers) will have expectations that come along with this program.

User Expectations:

- Borrower acknowledges that **they are fully responsible for the security of the device and any peripheral equipment once borrowed.** Should the device and/or any peripheral equipment be damaged, lost, or stolen, the borrower agrees to pay up to \$360 for their repair or replacement.
- Borrower acknowledges that this device and power supply may be borrowed during the 2020-21 school year and **must be returned to OCEAA by May 27, 2021.**
- Borrower understands that **devices 3 or more days overdue for return will be considered lost or stolen, and therefore Borrower will be responsible for paying the \$50 co-pay for the device insurance only in instances that do not involve theft or loss of a device and hot spot fee is \$72.00.**
- **Borrower agrees to be the sole user of this device.** Borrower understands that lending or renting the school's device to anyone is a violation of this contract.
- Borrower acknowledges that **OCEAA cannot be held responsible for the Internet content that is accessed on this device** when it is connected to an Internet network other than the on-campus networks managed by OCEAA. **OCEAA staff cannot monitor the activity of this device, nor can it provide a security firewall,** when the device is connected to a home network or any network off of the OCEAA campus.
- Students will be expected to have their OCEAA-provided devices with them on all school days for synchronous in-person learning on campus AND asynchronous independent distance learning.
- Students will be expected to charge their devices at home every evening in order to ensure that their devices are ready for use during the school day. All device chargers should travel alongside the respective device.

- If provided, TK-K students are asked to keep their devices in the provided protective case at all times.
- OCEAA-provided devices do not provide an Internet connection and will need to be connected to a home Internet connection. If you do not have Internet access at home, please see if these resources meet your home Internet needs:
<https://www.cde.ca.gov/ls/he/hn/availableinternetplans.asp>.
- Students and parents are asked to report any malfunctions of the OCEAA-provided devices to Family Support Hotline (FamilyTechHelp@oceaa.org, 714-404-4326) as soon as possible with:
 - The student's name,
 - Student's OCEAA ID number,
 - Homeroom teacher's name,
 - TECH-_____ number on the red label on the bottom/back of the device, and
 - An explanation of the damage, issue, or malfunction.