



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

Updated as of August 1, 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.

2021-22 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 its 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
7. Townhalls, Board meetings or ongoing community surveys.

Communications

OCEAA uses a variety of platforms to send out communications to our families. These include email communications via Parent Square, Social Media (School Dojo, Instagram, YouTube, 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.

Key Contact

Availability & Contact Information	
Main and Annex Offices	Contact receptionist@oceaa.org for any office related needs. Contact healthoffice@oceaa.org for anything related to health attendance. Contact attendance@oceaa.org for attendance. Contact registrar@oceaa.org for registration and enrollment matters. The main office is available from 7:30am-4:00pm to answer questions.
Socioemotional and Behavioral and Wellness Support	OCEAA's Counselor 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 Stephanie Garcia sgarcia@oceaa.org . 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.
Technology Help	The Technology Support Hotline for OCEAA families will be accessible at FamilyTechHelp@oceaa.org
Program Oversight	Karina Kelty, School Director, can be reached by ClassDojo or kkelty@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.
COVID Specific	For any general concerns around COVID-19, please contact Mike Limon at mlimon@oceaa.org

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 will focus on ensuring students' needs are being met and OCEAA is equipped to support students with a 1:1 structure for access to technology. OCEAA will continue to provide loaner devices and Hotspots to the OCEAA student population. Primary mode of instruction is in-person for the 2021-22 school year. For parents that have concerns with onsite programming, OCEAA will work directly with those families to collaborate to develop a plan to support families.

SPED/ Intervention:

Under the Cohort Guidance, one-to-one specialized services (which includes, but is not limited to occupational therapy services, speech and language services, and other medical, behavioral services, or educational support services as part of a targeted intervention strategy) can be provided to a child or youth by a support service provider that is not part of the child or youth's cohort. Services must be provided consistent with the industry guidance for Limited Services. Outside the Cohort Guidance, services should be provided through stable groups of students to the greatest extent possible.

Singing or Playing Instruments:

Singing and band practice are permitted, however outdoors only, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. Playing of wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged. OCEAA staff, parents, and students should be aware of the increased likelihood for transmission from exhaled droplets during singing and practice, and physical distancing beyond 3 feet is strongly recommended for any of these activities.

KEDS (After School Program):

The Guidance Related to Cohorts must be applied and with the Health and Safety protocols from this plan.

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

- In-person instruction will be the primary mode of instruction, 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. 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, in the event that it's needed:

- 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 (based on teacher needs).
 - Deep instruction will occur through case study projects in all grades

2021-22 Bell Schedule:

2021 - 2022

Horario de campana / Bell Schedule



Perseverancia, Integridad,
Colaboración, Compasión y Valentía.

Perseverance, Integrity, Collaboration,
Compassion, Courage.

Secretario de asistencia:
(714) 558-2787 o attendance@oceaa.org

Attendance Clerk:
(714) 558-2787 or attendance@oceaa.org

Horario diario (Lunes-Viernes) Daily Schedule (Mon-Fri)

JARDÍN DE TRANSICIÓN TRANSITIONAL KINDERGARTEN (TK)

8:10 AM Inicio de instrucción
Instruction Begins
12:20 PM Salida
Dismissal

Lunes y Martes Monday and Tuesday

JARDÍN DE NIÑOS KINDERGARTEN

8:10 AM Inicio / Begins
2:10 PM Salida / Dismissal

1ro, 2do, & 3er GRADO 1st, 2nd & 3rd GRADES

8:10 AM Inicio / Begins
2:55 PM Salida / Dismissal

4to & 5to GRADO 4th & 5th GRADES

8:10 AM Inicio / Begins
3:05 PM Salida / Dismissal

6to, 7mo, & 8vo GRADO 6th, 7th, & 8th GRADES

8:10 AM Inicio / Begins
3:10 PM Salida / Dismissal

Miércoles Wednesday

JARDÍN DE NIÑOS KINDERGARTEN

8:10 AM Inicio / Begins
1:10 PM Salida / Dismissal

1ro, 2do, & 3er GRADO 1st, 2nd & 3rd GRADES

8:10 AM Inicio / Begins
1:25 PM Salida / Dismissal

4to & 5to GRADO 4th & 5th GRADES

8:10 AM Inicio / Begins
1:35 PM Salida / Dismissal

6to, 7mo, & 8vo GRADO 6th, 7th, & 8th GRADES

8:10 AM Inicio / Begins
1:40 PM Salida / Dismissal

Jueves y Viernes Thursday and Friday

JARDÍN DE NIÑOS KINDERGARTEN

8:10 AM Inicio / Begins
2:10 PM Salida / Dismissal

1ro, 2do, & 3er GRADO 1st, 2nd & 3rd GRADES

8:10 AM Inicio / Begins
2:55 PM Salida / Dismissal

4to & 5to GRADO 4th & 5th GRADES

8:10 AM Inicio / Begins
3:05 PM Salida / Dismissal

6to, 7mo, & 8vo GRADO 6th, 7th, & 8th GRADES

8:10 AM Inicio / Begins
3:10 PM Salida / Dismissal

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.

Stable Group Structures

Stable Group Approach for In-Person Instruction: OCEAA will adopt a stable group approach for in-person instruction to the greatest extent possible. Stable group members stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with people outside of their group, throughout the school day. The stable group's size depends on the available classroom space to allow physical distancing in accordance with this Plan.

Although, CDPH does not require schools to create stable groups. Instead, CDPH provides a number of potential approaches to stable groups for middle schools and expects schools to follow the intent of why stable groups are important to reduce the risk of in-school transmission and to aim to develop the best stable group system possible within their school with their students that will limit exposure to the greatest extent possible.

The purpose of a stable group is to decrease opportunities for exposure to or transmission of the virus. The stable group reduces the numbers of exposed individuals if someone with COVID-19 is present on campus, facilitates more efficient contact tracing in the event of a positive case, and allows for targeted testing and quarantine of a single group of students/staff instead of potential schoolwide closures in the event of a positive case or cluster of cases.

Entrance, Egress, and Movement Within the School

The following protocols address how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of stable groups:

- **Reduced Movement for Stable Groups:** OCEAA will schedule the school day to reduce stable group movement throughout campus to the **greatest extent practicable**. This includes seeking to schedule lunch, recess, and educational activities in the same space if possible. OCEAA will adjust schedules to help ensure that only one stable group is moving through common spaces (such as hallways and bathrooms) at a given time.
- **Promoting Safe Movement and Practices with Staff Supervision:** OCEAA Staff would be deployed in hallways when students enter school, proceed to classrooms, or otherwise move around campus to reinforce physical distancing and also remind students of rules

concerning use of cloth face coverings. OCEAA will take measures to avoid crowding on stairways and similar locations including staggering of breaks between classes and monitoring these common areas.

- **Visitor Limitations:** Movement of visitors within the school, such as parents, is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public restrooms to the extent feasible. Visitors are not permitted to interact with any student groups.

In order to be allowed entrance to the school, all visitors must have their temperature taken. 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 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.

- **Signage:** Signage will be posted at each public entrance to OCEAA informing visitors that they should not enter the facility if they have symptoms of COVID-19. Signage will be posted throughout OCEAA and offices notifying visitors, as well as reminding employees and students of requirements of physical distancing, hygiene and sanitation, and use of face coverings.
- **School Facilities Only Used for School Purposes:** Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted **unless OCEAA leadership approves the request.**

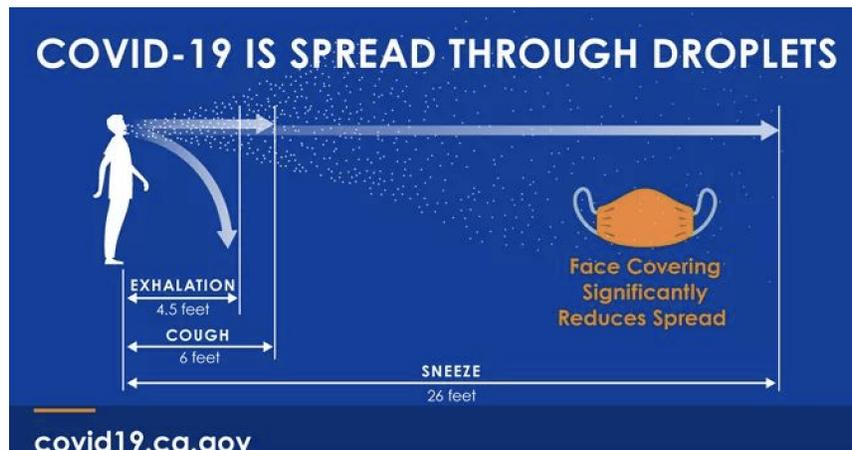
Face Coverings and Other Essential Protective Gear

OCEAA shall implement the following protocols to satisfy CDPH's face covering requirements:

- **Face Covering Requirements:** All staff, students, parents, and visitors entering OCEAA are required to wear a cloth face covering as specified herein. Face coverings must be worn appropriately, covering both the nose and mouth. Per CDPH "Masks are optional outdoors for all in K-12 school settings."
- **Student Requirements:** All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that may preclude use of face coverings. If a student attending in-person instruction does not have a face covering, OCEAA will provide a face covering at no cost.
 - **Accommodation for Medical Conditions:** There is an exception to the face covering requirement for students with a medical condition, mental health condition, or disability that prevents the student from wearing a face covering. Parents may make requests for accommodations with our School Director. If a parent requests an accommodation, OCEAA may ask for additional information in order to appropriately accommodate the student.
 - **Supporting Students with IEP and 504 Plans:** Alternative protective strategies may be adopted to accommodate students who are on Individualized Education Programs (IEPs) or 504 Plans and who cannot use or tolerate cloth face coverings.
 - **Plastic Face Shields for Young Students:** OCEAA may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.
- **Staff Requirements:** Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering must be worn by the employee at all times during the workday when in contact or likely to come into contact with others.
- **Fully Vaccinated Teachers and Staff:** OCEAA staff in administrative buildings or for teachers on campus when student programs are not in session and students are not in

the building, masking guidance is governed by current Cal/OSHA requirements. OCEAA may use any of the options for masking that are provided to businesses to guide masking policies for anyone from the general public who may be entering OCEAA Offices or coming on-campus when student programs are not in session, but when students are onsite, OCEAA staff must always wear a face covering.

- **Exceptions for Private Offices with Closed Doors:** All staff must wear face coverings at all times, except when working alone in private offices with closed doors.
- **Accommodations:** Employees who have been instructed by their medical provider that they should not wear a face covering must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.
- **Medical Grade Masks for Staff and Sick Students:** A medical grade mask or other cloth face covering as necessary (“Medical Grade Mask”) is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child’s use of a cloth face covering. Sick students are also offered a Medical Grade Mask to wear until they leave campus.



Health Screenings for Students and Staff

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

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)

Onsite Health Screenings:

Screenings at OCEAA will entail temperature checks with a no-touch thermometer and ask overall health wellness questions to each student before the student exits their vehicle.

1. Expectation for staying home when sick and getting tested:
 - a. Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).

- b. Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
- c. Advise staff and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - ii. Other symptoms have improved; and
 - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Cars:

Parents are expected to have their child on the right side of the vehicle, so parents can roll down their windows for staff to take the child's temperature and conduct additional screening. Children and parents are expected to wear face coverings at that time.

Walkers:

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: 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

Identification of Confirmed Cases, Tracing of Contacts, and Reporting of Case

- 1) Quarantine recommendations for vaccinated close contacts
 - a) For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.
- 2) Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.
 - a) When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:
 - i) Are asymptomatic;
 - ii. Continue to appropriately mask, as required;
 - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
 - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- 3) Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.
 - a) For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i) Quarantine can end after Day 10 from the date of last exposure without testing; OR
 - ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- (1) To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
- (a) Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
 - (b) If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- 4) Isolation recommendations
- a) For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

OCEAA’s Students and Staff Series of Steps:

Purpose:	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 STUDENTS/ STAFF	<p>Student Protocols:</p> <ol style="list-style-type: none"> 1. OCEAA staff (Teacher or 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: 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 OCEAA staff. 10. Tailored communication to staff sent out by Mike Limon and Rosalinda Vargas. 11. Staff members: if you are in communication with 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). <ol style="list-style-type: none"> a. Ruth to communicate this out for arrivals and attendance onsite and to begin the communication process as outlined in the steps above. <p>Staff Protocols:</p> <ol style="list-style-type: none"> 1. Impacted staff to contact OCEAA’s first point of contact on the COVID-19 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 internal procedures 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.

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/>

Contact Tracing:

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 at OCEAA for COVID-19 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 3 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>

Identify Close Contacts

A close contact is defined as a person being within 6 feet of a known or suspected COVID-19 case for \geq 15 minutes (cumulative over 24 hours) regardless of the use of cloth face coverings. Household contact with cases should also be considered as close contact exposures. Consideration of other types of activities and interactions: direct physical contact with the person (hugged or kissed them); shared eating or drinking utensils; or person sneezed, coughed, or directly spread respiratory droplets.

Settings where exposures may have occurred include the following:

- Classrooms
- Other shared settings on campus
- Lunch period
- Break periods
- Transportation
- Sports/activities
- Social gatherings
- Offices

OCEAA to provide a list of students and staff who are possible close contacts to HCA by fax, using the COVID-19 Close Contact List for Education Sector document.

The quarantine period for close contacts is until 10 days after their last exposure to a COVID-19 case. The quarantine period does not change with a negative test result, since an infection could still develop after getting tested.

While awaiting completion of the exposure investigation, schools should proactively temporarily assign to distance learning any possible close contacts. The HCA COVID Safe Schools OC Program will provide consultation and support for complex situations and outbreaks. This includes follow up on all community-related cases and close contacts.

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.

Healthy Hygiene Practices

The following describes OCEAA's measures to make handwashing stations and hand sanitizer available, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students:

- **Wash Hands for at Least 20 Seconds:** Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Signage will be placed in restrooms to remind students and staff of the 20 second hand washing recommendations. Soap and water are available to all students and staff at the following locations: restrooms, breakrooms, and PODs with sinks.
- **Hygiene Instruction for Younger Students:** Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after using the restroom, and after outdoor play. Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
- **Hand Sanitizers:** Ethyl alcohol-based (contains at least 60% ethanol), hand sanitizer is made available to students and staff at strategic locations throughout the school where

there is no sink or portable handwashing station including: building entrances/exits, main office, stairway entrances, classrooms, faculty breakroom, and offices.

- **Reduced Sharing of Supplies:** Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and items is minimized or eliminated. Students should also have their own school supplies to the extent feasible.

Physical Distancing

Per CDPH Physical Distancing based on “Recent evidence indicates that in-person instruction can occur safely **without minimum physical distancing requirements** when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).”

- **Classroom Furniture:** OCEAA to the best of the ability will continue to be conservative and implement Physical Distancing measures when possible, even with the updated guidance on this.
- **School Meals:** Measures are in place to maintain physical distancing during school meal service with at least 26 inches of distance per student.
 - **Cafeteria (Garden Grill):** The Garden Grill “Scratch Cooking” program will be modified but with a focus on healthy meals.
 - Monthly rotating menus (special orders are only for students with a medical statement form on file). 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.
 - Refer to the Parent Handbook for additional information.

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

Staff Training and Family Education

- **OCEAA's Training:** OCEAA will conduct a variety of training to support staff & student safety. Format will consist of all-staff Townhalls, admin or reopening committee specific training, parent Coffee Chats 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
 - Distancing
 - Reduce foot traffic contact opportunities
 - Guests: Limit to the best of the ability
 - Managing Stress and Anxiety

Meetings have recently been conducted and will continue via Zoom and have been recorded and posted on internal drives and/or YouTube.

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 [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 until touchless can be installed, 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 when needed.

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. Wear face coverings to protect themselves and others, unless exempted by OCEAA staff.
4. Maintain orderly behavior throughout their onsite time.

Testing of Students and Staff Disinfection/Cleaning Campuses

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 also has COVID-19 testing kits onsite for use. OCEAA will use both Symptomatic and Response testing strategies.

Symptomatic testing: This testing is used for individuals with symptoms of COVID-19, 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.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Updated-COVID-19-Testing-Guidance.aspx>

Facilities

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 using any needed facilities
- Between Sessions
- Post meal service
- After dismissal
- And After KEDS (after school) programming

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.**

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 sets 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 purchased and implemented air purifier units for each class. These systems are equipped with UVC Surface Disinfection, UVC Air Disinfection, HEPA Filtering and Needlepoint Bipolar Ionizers (NPBI) technology into one single product.

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 for student and family consultation and support.

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

A Safety and Crisis Response Team (refer to OCEAA Comprehensive Safety Plan found on OCEAA's website for 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.
- **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

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/>

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.

Field Trips

Field Trips

Are field trips allowed under the current K-12 Schools Guidance?

Yes, field trips are allowed, following the current K-12 Schools Guidance safety mitigation approaches (e.g. stable groups, distancing, and bus ventilation and spacing recommendations).

Appendices

1. OCEAA COVID-19 Prevention Program: <https://bit.ly/3xy4jHq>
2. OCEAA COVID-19 School Guidance Checklists: <https://bit.ly/3jXTnPj>

