



**Hillsides Education Center (HEC)
COVID-19 Reopening Plan**

Table of Contents

COVID Relief Team.....	3
Supplies.....	4
Communication Plans.....	5
School Management.....	9
Classroom Environment.....	13
Recess.....	16
Nutrition.....	16
Student Health and Safety.....	17
Transportation.....	20
Instruction.....	24
Special Education.....	26
Personnel.....	29
Employee Health and Safety.....	30
Cleaning Practices and Protocols.....	35
COVID-19 Screening and Testing.....	37
Exposure Management Plan.....	39
Closure Due to Community Outbreak.....	45

Hillsides Education Center COVID-19 Reopening Plan

The Hillsides Education Center (HEC) COVID-19 Reopening Plan ensures the health and safety of the school's students, families, and staff as the institution reopens for in-person learning. This plan will be managed by the Chief of Campus Based Services, the Director of Education Services, and Hillsides' COVID Relief Team. The COVID Relief Team will perform comprehensive risks assessments of all HEC work areas, employee tasks, and student interactions to identify and mitigate potential risks presented by the COVID-19 pandemic (CDPH). HEC will continue to offer 100% distance learning opportunities to families that prefer it. HEC's reopening plan will implement preventative measures that ensure safety in five key areas (K12):

1. Workplace policies and practices to protect employee and student health
2. Measures to ensure physical distancing
3. Measures to ensure infection control
4. Communication with employees, students and families of students and the public
5. Measures to ensure equitable access to critical services

COVID Relief Team

Hillsides Education Center (HEC) will establish a COVID Relief Team responsible for ensuring the organization follows all required reopening guidelines. The COVID Relief Team will have the authority to establish and enforce all COVID-19 safety protocols described in this document. This team will work with HEC leadership to ensure frequent and comprehensive risk assessments are conducted for all work areas, employee tasks, and student interactions to identify where prevention measures are successful, and where improvements are needed. The COVID Relief Team will monitor all new directives from the CDC, OSHA, Pasadena Public Health Department, Los Angeles County Department of Public Health, and the California Department of Education for guidance, including any newly identified symptoms of COVID-19. The team will notify HEC leadership, update the Reopening Plan, and communicate changes to stakeholders as appropriate. The COVID Relief Team will be responsible for implementing the Exposure Management Plan in the event of a case or cases on campus.

The COVID Relief Team will be composed of the following leadership positions throughout the organization:

- Senior Director of Operations
- Chief Executive Officer
- Director of Quality Assurance
- The Director of Nursing Services will serve as a point person to coordinate COVID-19 information and collaborate with administrators to guide health-related decisions (LACO).
- Representatives of the Human Resources Department

- One member of the team will serve as a DPH liaison, responsible for communicating with the Pasadena and Los Angeles Departments of Public Health in the event of a COVID-19 case, cluster, or outbreak at the school. The liaison is trained to document and track possible exposures and will notify local health officials, staff, and families in a prompt and responsible manner (LACO).

The COVID Relief Team will provide information on COVID-19 Safety for HEC stakeholders. The team will:

- Provide initial safety trainings to staff and students before site reopening.
- The team will work with HEC teachers to ensure students receive ongoing refresher trainings in the classroom.
- The team will communicate updates to staff, students, and their families as new protocols and information is released from the CDC, LADPH, and CDE.
- The COVID Relief Team will be available through email to address staff, student, and parent concerns regarding COVID-19. Employees, students, and parents will be informed of the team's role and how to contact them (CDE).

Supplies

Hillsides Maintenance Operations Supervisor and the Senior Director of Operations will conduct monthly reviews of HEC's PPE and Cleaning supplies to ensure there is adequate inventory to protect employees and students and maintain a sufficiently sanitized environment.

PPE Supplies

HEC will securely maintain an adequate and ongoing supply of PPE available for both staff and students.

- PPE will be ordered at least six weeks in advance of need to account for potential delays in accessing materials (CDE).
- PPE supplies are securely stored in HEC's Nursing department (LACO). HEC Administration, Nursing department and Facility staff have access to the PPE supplies.
- HEC instructional staff will check in with the nursing department to receive any needed PPE.
- HEC will purchase no-touch thermal-scan thermometers for symptom screenings (CDE). There will be one per instructional area, one in each office area and 2 additional. A total of 12 will be purchased.

Cleaning Supplies

HEC will maintain enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance (CDE).

- Cleaning products are on the EPA-approved list N (K12).
- All product label directions for appropriate dilution rates and contact times will be followed (CDE).
- Wherever possible, disinfectant products on list N with asthma-safe ingredients will be used. Products that contain peracetic acid, bleach or quaternary ammonium compounds are avoided at HEC (K12).

All cleaning products at HEC are kept out of children’s reach and stored with restricted access (K12). Teachers and staff can access cleaning supplies from the school office, as that area will be regularly stocked by Facilities and HEC Administration (K12). Staff can use this supply for minor cleaning and sanitization. In case of an emergency clean up, staff will evacuate the immediate area and call Facilities to disinfect the space.

Disinfectants and cleaning supplies are available to employees in both HEC buildings at the following secure location(s): HEC Front Offices and Housekeeping Closets.

Hygiene Supplies

HEC will ensure sufficient supplies of hand sanitizers, soap, handwashing stations, no-touch trash cans, tissues, and paper towels. They will be available to students and staff (CDE). Classrooms have their own sinks with anti-microbial soap that serve as handwashing stations. All trashcans at HEC used by students and teachers are no-touch receptacles.

Hand sanitizer dispensers are mounted in the HEC offices in both buildings for staff and teacher access only. Sanitizer bottles are in classrooms but are locked up and restricted to staff access. Students who need hand sanitizer will have it dispensed by the teacher and use it under direct staff supervision. [See Student Hygiene for more information](#)

Communication Plans

HEC has a Communication Plan in place to provide critical information and updates to the stakeholder community. The COVID Relief Team and HEC leadership will work to create and distribute accurate, timely, and ongoing messaging to stakeholders about the school’s efforts to keep students and staff safe.

HEC will communicate its safety plans and protocols for preventing and addressing exposures and outbreaks of COVID-19 (CDE). All staff, students, and families will be informed of these prevention protocols including but not limited to:

- Proper use of PPE in accordance with CDPH Guidance for the Use of Face Coverings
- Personal hygiene and cleanliness
- HEC’s transmission prevention and physical distancing measures
- HEC’s Cleaning schedule and Sanitization Protocols
- Restricted campus access

- Discouraging students and staff from attending gatherings outside of school (CDE)
- Guidelines for the self-screening of COVID symptoms
- Planning for picking up a sick child from school
- Quarantine/isolation recommendations and home-care guidelines
- Keeping emergency information up to date
- The importance of getting flu vaccines
- Mental health and well-being supports available to students, families, and staff
- The school's Exposure Management Plan
- A plan to return to remote learning in the event of an on-site outbreak or other required school closure (CDE)
- Information to employees regarding labor laws, disability insurance, paid family leave, and unemployment insurance

All Communications mentioned above will be produced in English and Spanish and sent through multiple modes, including email, text, hard copy, and social media to ensure that all members of the school community have equal access to information (CDE). HEC teachers directly communicate with students' families on a weekly basis to discuss academic progress. These calls will be used to ensure that all families receive school communications.

Staff will communicate openly and often with families, reviewing existing student accommodations and determine the need for additional accommodations. Accommodations may include allowing more time to complete assignments, sending home packets, and providing alternative assignments that can be completed at home. All staff will be trained to educate families on enhanced sanitation practices, physical distancing guidelines, and the use of face coverings, screening practices, and symptom identification. This parent/caregiver education can take place virtually.

School Website

HEC maintains a school website to inform stakeholders of all school news, policies, protocols and events. All HEC COVID-19 safety measures, policies, and protocols will be available through the school website.

Welcome Back Packet

A *Welcome Back Packet* will be sent to all student families prior to the beginning of in-person learning. This packet is a proactive way for the school to reach out to parents at the beginning of the school year informing them of the ways HEC is addressing their child's education and safety. This packet will contain the following (K12):

- HEC's Isolation and Quarantine Policies
- Options for COVID-19 testing if the student or a family member has symptoms or potential exposure
- How to contact the school if a student has symptoms or potential exposure

- How to conduct a symptom check before student leaves home
- Required use of face coverings
- Importance of student compliance with physical distancing and infection control policies
- Changes in academic and extracurricular programming to avert risk
- Changes in school meals to avert risk
- School policies concerning parent visits to school and advisability of contacting the school remotely
- Importance of providing the school with up-to-date emergency contact information including multiple parent contact options

Posted Information

All safety protocols and disclaimers will be posted in high visibility areas including entrances to the school and front offices for all students, parents, employees, on-site contractors, vendors and delivery personnel to see. These posted protocols include:

- No one should enter the facility if they have symptoms of COVID-19 or are feeling unwell (K12)
- Symptom screening is conducted before students, visitors, and staff may enter school (CDE)
- Face covering requirements and proper usage (K12)
- Reminders of maintaining physical distancing
- Importance and instructions for proper hand washing (K12)

Signage will also be posted throughout the school's hallways, stairwells, and doorways to direct the flow traffic around campus:

- Directional arrows
- Enter/Exit Only. Everyone will enter through the hallway and exit through the outside door.
- Spacers in areas where people lie up and/or wait

HEC will also post at front offices copies of the completed PPHD Checklist for Reopening. Employees will also be given a copy of this document for review.

Self-Reporting of Symptoms

HEC will maintain a communication system for staff and families to discretely self-report symptoms, while maintaining confidentiality, as required by HIPAA, FERPA, and state law related to privacy of health and educational information (CDPH).

- Employees will notify their direct supervisor through a phone call. The supervisor will notify HEC leadership and Hillside's Human Resources Department (HR) to begin the

organization's testing and tracing protocols. [See Exposure Management Plan for more information](#)

- Families will be notified that an exposure has occurred.

Communicate a Positive Case

HEC has a communication plan in place to notify the stakeholder community in the event of a positive COVID-19 case (CDE). In the event of an on-site exposure, cluster, or outbreak, HEC will use a combined communication system email, telephone calls, and text message to immediately notify staff and student families of the incident and their potential exposure. Individual privacy rights and PHI of the Case or Cases will be protected in these communications (CDE).

- Families of exposed students will be contacted by HEC Leadership. They will receive information on how to access testing, conduct home isolation, and continue remote learning.
- Staff who have been exposed will be contacted by HR and directed to take a COVID-19 test and self-isolate until test results are in.

Communicate Closure

HEC has a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases (K12). Parents will be immediately notified of a school closure through email, text and phone calls. Students will be sent home with a hard copy letter to give to their parents. The communication will explain the reason for the closure, timeframe, impact on students, and how the steps taken by the school to return to full or partial remote learning.

Family Support

Staff will communicate openly and often with families to support them through these challenging times. HEC will review existing student accommodations and determine who may need additional accommodations and supports. Accommodations may include allowing more time to complete assignments, sending home packets, and providing alternative assignments that can be completed at home. HEC also provides computers, Wi-Fi, and a technical support hotline for any family who is having difficulty supporting their child with remote learning. [See Instructional Technology for more information](#)

Prior to reopening for in-person instruction, HEC will provide information to families on a range of topics that improve their health and wellbeing during COVID. Education will take place virtually, over the phone or in-person to ensure all families have equal access to the following information:

- Enhanced sanitation practices
- physical distancing guidelines

- emphasize the importance and use of face coverings, screening practices, and symptom identification.
- HEC will connect families to healthcare resources such as accessing health insurance, finding a primary care doctor, and COVID-19 testing (PPHD).

Utilizing Caregiver Feedback

All families will be given the opportunity to provide feedback as the school implements and updates its reopening plans. HEC will collaborate with parent/caregivers, giving them an opportunity to provide feedback on the school's reopening activities, communication plans, and safety protocols. HEC will host virtual consumer round table sessions and Parent Café's to collect parent feedback on the reopening process and their recommendations for making improvements. These collaborative discussions will help guide the school's practices to ensure parent/caregivers have a voice in helping to shape HEC's preventative measures. HEC teachers and therapists have weekly calls with parent/caregivers to discuss student progress. These calls also serve to collect feedback and ensure connectedness and support for families. Parent feedback will be discussed in HEC team meetings, and, as appropriate, will be directly incorporated into the school's policies and preventative measures. Any plans that are developed as a result of parent/caregiver feedback will be reported to the stakeholder community to reinforce the value and impact of their participation.

Communication to Staff

Prior to reopening, All HEC staff will receive communications and trainings on the school's new COVID-19 policies and procedures. HEC communicates with employees through multiple modes including, but not limited to:

- Datis, HEC payroll software, and providing information to staff when they log in to fill out their time sheets. This system provides updates on all COVID-19 policies and procedures and requires staff to read and acknowledge the documents.
- Through Datis and School-wide emails, the Human Resources department has notified employees on the Family Medical Leave Act (FMLA), the California Rights Family Act (CFRA), and California State Disability Insurance (SDI), and the Families First Coronavirus Response Act. Employees are also notified about Paid Time Off if they become ill or need to self-isolate.
- HEC bi-weekly team meetings are used to discuss new policies and provide employees opportunities to process and give feedback.
- HEC staff have received trainings on COVID-19 safety protocols from the Nursing Department and the Director of Operations including the proper use of disinfectants.

School Management

Max Population

HEC has determined the number of staff and students in each building to ensure effective physical distancing:

- There is going to be up to 8 students with 2 teachers per classroom.

Accessways and Movement

Staff will enforce all measures in place to ensure physical distancing as students, parents or visitors enter and move through the school building (K12). HEC maintains constant student supervision to ensure physical distancing measures are followed. Staff will escort students, assuring physical distancing is maintained and masks are worn as students move from classrooms to other school locations (K12) such as the cafeteria, nurse office, playground, etc. Cohorts will be used to prevent students from moving between classrooms. Whenever possible, the classroom's external doors will be used for entrance or exit to limit cross contamination when students need to leave the classroom during the school day. Movement through HEC will also be managed by the following measures:

- The main doors of both buildings will be designated as entrance and exit only.
- Hallways will be designated as one-way paths, designated by markings on floor to illustrate physical distancing (CDE).
- Stairways will be designated as one way and all student movement on stairways will be monitored by staff to maintain physical distancing (K12).
- Elevator will have a limited capacity of only two individuals (1 student and 1 staff), maintaining 6-foot distance from each other (K12).

Visitor Access

HEC has measures in place to limit the risk of infection due to visits by individuals other than staff and students (K12). HEC is a closed campus. Caregivers/visitors are not allowed without a scheduled appointment and staff escort. Escorting staff will ensure visitors maintain physical distancing and wear masks at all times. Visits to the school by individuals other than staff and students will be avoided whenever feasible (K12). Parents of enrolled students are encouraged to conduct business with school personnel remotely (K12). To the greatest extent possible, caregiver/visitor in-person business with HEC will be scheduled after school when students have left. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation.

Caregivers/visitors are allowed on campus by appointment only. They are required to sign a visitor log that includes their name and contact information. Visitors will follow these guidelines:

- Will not come to the site if they are feeling sick, have symptoms of COVID-19, or have recently been exposed to someone with COVID-19.
- Will be screened for symptoms of COVID-19 prior to entry. See Active Screening for more information
- Will sanitize their hands upon entry - Hand sanitizer, tissues and trash cans are available at the front desk.
- Will always wear a mask while in HEC buildings and on school grounds. Accommodations will be made for individuals who have been instructed not to wear a face covering by their medical provider (K12).
- Sign in at the front office visitor log, providing name and contact info as needed. Will provide contact info for any other accompanying individuals as well.
- To the greatest extent possible, come to their appointments alone.
- Caregivers/visitors arriving with non-enrolled children will ensure these children always stay next to them and avoid touching other persons or items that do not belong to them. These children must also be masked as appropriate to their age and health conditions (K12).

To the greatest extent possible, visitor access is limited to designated areas: outside patios, front office, conference rooms, and non-student rest rooms (K12).

HEC classrooms are not used for non-school purposes (K12). No community organizations will utilize the site and campus resources. HEC recreational facilities are shared with the Residential program and they are disinfected between each use.

HEC has a safety plan for accepting deliveries (CDE):

- All carriers will be screened for COVID-19 symptoms before entering the site.
- When possible, staff will direct carrier to leave packages at the front door.
- Staff can wear gloves when accepting deliveries and avoid contacting shared items such as the scanner, pens, etc.
- Packages can be sanitized with a product rated effective against COVID-19.
- Employees should immediately wash/sanitize their hands after handling packages and/or removing their gloves.

Campus tours for prospective students are permitted if the tour is limited to one family or household unit only; the tour is held outside of regular school hours when enrolled students and staff are not present; and all social distancing strategies are observed including proper physical distancing, face coverings worn by all parties at all times, and other infection control measures as applicable.

Restrooms

All HEC restrooms are single occupancy. Each classroom has an attached single-occupancy restroom for student use. Staff and visitors have access to single-occupancy restrooms. The adult locked restrooms are in the hallways in the upper and lower area of HEC and the Resource Center. All Restrooms are cleaned and restocked daily to ensure they are operational at all times. There are also trashcans near the doors, allowing individuals to use a paper towel to open the door and then dispose of them.

Health Office

HEC maintains a full-time nursing staff and will always have a nurse on duty to assist with student medical needs. HEC nurses have been actively providing symptom screening, testing, and care for Hillside's Residential Program since the beginning of the pandemic. They are well trained and prepared for all COVID-related issues as well as any other illnesses and injuries that students may present during in-person learning.

- Within the first 30 days of in-person learning, HEC nurses will screen students for signs of illness, abuse and/or neglect.
- HEC health office is sufficiently stocked with PPE cleaning and hygiene supplies. HEC has received its allotment of PPE from the State. All cleaning supplies are maintained by the HEC housekeeping department. [See Cleaning Supplies for more information](#)

Admin Offices

Measures are in place in all HEC administrative offices to maintain physical distancing (K12). These measures include:

- Physical distancing room capacities are clearly posted.
- Tape and floor stickers are used to define a 6-foot radius around reception desks or counters (K12).
- Signage alerts individuals to the need to maintain a 6-foot physical distancing.
- Workstations of administrative personnel have been arranged to permit 6 feet between co-workers sharing the space and students or other staff required to visit the space (K12).
- Clear barriers are used in admin offices that interact with students, staff and or caregiver/visitors.
- All administrative services and/or operations that can be offered remotely have been moved on-line.
- Extra chairs and tables/desks not being used due to physical distancing have been removed from offices.

Communal Areas

All HEC communal spaces have been closed or modified to safely limit the number of occupants and ensure physical distancing.

- All drinking fountains have been turned off and covered to prevent use.

The breakroom can only have two people at a time to maintain social distancing. There are signs placed on the door and on tables regarding physical distancing 6 feet apart. The breakroom is cleaned twice a day. Hand sanitizer is in the breakroom. Only disposable utensils are used. The dining room is closed and will remain closed until the health department approves new regulations regarding reopening.

- Game rooms and the gym are wiped down by HEC staff after use by each group and cleaned by housekeeping daily.
- Swings and high-touch playground equipment are wiped down by HEC staff after each use.

Classroom Environment

Classroom Arrangement

Measures are in place to ensure physical distancing is maintained within HEC classrooms. Classrooms will be rearranged to put at least 6 feet between student desks, activity stations, classroom furniture, and teacher desks. HEC ensures the modified classroom environment will include:

- The placement of desks/tables and use of floor markings to indicate required distancing.
- Classrooms will be arranged with least 6 feet between all students and 6 feet between the teacher's desk and the nearest students.
- Where 6 feet of distance is not possible, physical barriers will be used to minimize close contacts (K12).
- Furniture designed for in-class group activities that bring students closer than 6 feet has been removed from the classroom or taped-off from student use (K12).
- Where feasible, extra chairs and tables/desks not being used in classrooms have been removed.
- All student seats are aligned to face the same direction (LACO).
- Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head (K12)
- Teaching methods have been modified to avoid group activities that require close contact between students (K12).
- HEC will implement procedures that minimize contact when turning in assignments.
- When appropriate, classrooms will open windows to maximize ventilation.

Classroom Occupancy

HEC has determined maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives (CDE). HEC will maintain a staff to student ratio that ensures proper supervision of students to maintain physical distancing, hygiene practices, and proper face coverings. Classrooms will be limited to 10 individuals to meet physical distancing

requirements. Each classroom will have a maximum of 8 students and 2 supervising staff. A third staff can come into the space to provide specialty services. [See Student Cohorts for more information.](#)

Additionally, HEC will utilize a hybrid instructional model that combines in-person and remote learning to reduce the number of students on campus and in classrooms at any given time (K12). [See Hybrid Instruction for more information](#)

Alternative Classroom Space

HEC will consider using alternative spaces as classrooms to expand physical distancing between students. These spaces may include the auditorium, library, former dining room, and outside patios. HEC will also provide 50% of classroom learning, meals, and activities in outdoor space whenever feasible.

Shared Items

HEC will ensure students have their own supplies to limit sharing of materials and supplies. These measures include:

- Students have individual supply containers instead of communal bins (K12).
- When feasible, HEC will avoid students sharing electronic devices, toys, books, learning aids, or games (CDE).
- If an item or device has to be shared, staff will ensure it has been properly disinfected by staff with a product rated effective against COVID-19 before and after each use.
- Each child's belongings will be separated in an individually labeled storage container or cubby.
- Student belongings will go home each day to be cleaned (CDE).
- HEC will prohibit items to be brought from home that are unnecessary for the student's education.
- HEC will prohibit items that cannot be wiped down or disinfected such as stuffed animals or sharing of plastic bottles or cups.

Student Support Spaces

HEC is a therapeutic educational center that provides all students with emotional support services. HEC has implemented COVID-prevention measures in the student support spaces that include therapy, counseling, and nursing offices. These measures include:

- All student support staff have been trained in HEC's preventative measures including the wearing of masks, practicing effective hygiene, and maintaining physical distance of at least 6 feet while engaging in student support activities (K12).
- Staff providing therapy and support services are provided appropriate PPE per Cal OSHA requirements (K12).
- Furniture and equipment in student support areas are arranged to promote a 6-foot distance between all individuals (K12).

- When feasible and appropriate, HEC support staff provide remote therapeutic and support activities to students (K12).
- When feasible and appropriate, student-support activities are conducted outside
- During support service activities, the sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it will be sanitized by staff before and after each use (K12).

Extra-Curricular Activities and Electives

HEC will implement measures to ensure all extracurricular activities maintain effective preventative measures to keep students, staff, and families safe. These measures include:

- All In-person school-wide events including back to school night, science fair, plays, have been canceled and/or moved to virtual settings.
- Field trips have been canceled or moved to virtual settings.
- All teams, and clubs will meet online.

Vocational Education and ILP

Hillsides Vocational Education will continue during in-person instruction and will observe all safety precautions without diminishing the quality of work-based learning.

- Career Counseling is offered virtually or in the classroom by the teacher. It is embedded into the curriculum.
- Physical distancing and masks will be required without negatively impacting the quality of work-based learning

Sports and Physical Education

HEC physical education activities will be modified to support preventative measures (K12).

- Athletic activities do not involve physical contact with other students and will minimize the use of equipment.
- Any equipment is used by individuals and is sanitized between uses (CDE).

Student Cohorts

Student cohorts limit virus transmission and facilitate more efficient contact tracing in the event of a positive case or cases. Cohorts prevent exposure to the rest of the school and allow for more targeted testing and student isolation. If a member of the cohort shows symptoms of COVID-19, the rest of the cohort will be immediately notified. Cohort members will not have to isolate until the individual with symptoms receives positive COVID test results. [See One Confirmed Positive Case for more information](#)

HEC students will be organized into stable cohorts to minimize the mixing of student and teacher groups (CDE). HEC Student cohorts will follow these guidelines:

- Student cohorts will be limited to 8 students and two staff. Staff will be composed of one teacher and one Teachers Assistant, who will only work with their cohort
- Additionally, a staff providing specialized services/supports will be assigned to 2 different cohorts if the adult offers services that cannot be provided by any other supervising adult (K12). Cohorts will not interact with other groups, including interactions between staff assigned to different cohorts (CDPH).
- Cohorts will be kept separate from one another for special activities such as art, music, and exercise (CDPH).

Recess

HEC will limit the number of students taking breaks or playing outside at the same time, keeping the students in their cohorts. Recess will be staggered at different times so classes are not all using the same play area at once. During recess, students will be spread out as much as possible. Staff will be present to encourage students to maintain physical distancing, avoid contact during sports or recreational activities, and properly use face covers. HEC does not allow contact sports and will maintain this policy throughout the resumption of in-person learning. All contact sports Any equipment that students use during recess will be disinfected by staff after each use. Staff will sanitize the following equipment in-between uses:

- The swings, basketball court, balls, and poll will be cleaned after every use. We are not using indoor areas.
- All the recess activities will take place outdoors and we are not utilizing the indoors.
- Staff will schedule and supervise students so that students are 6 feet apart.

Nutrition

HEC has put in place effective measures to maintain physical distancing and general student safety during school meals. Meals are packaged in a plastic clamshell container in the cafeteria and brought to the classroom by a staff. The staff who delivers the food does not enter the classroom, maintaining the requirement of a stable cohort. All packaging and utensils are disposable. Meals brought from home should be in disposable containers with disposable silverware. They should be brought with a paper bag and no lunchboxes.

All meals are served to students in their classrooms. They can eat on the patio, benches, and desk. Classroom staff will maintain the following preventative measures during mealtime:

- Direct students to wash their hands before and after each meal or administer hand sanitizer.
- Maintain physical distance between students
- Remind students to not share or touch anyone else's food or beverages.

Classroom Staff will also take a Point of Service meal count in accordance with the USDA and CDE meal counting and claiming requirements for the selected meal. HEC Staff will distribute and count the meals.

HEC currently provides free meals for students during remote learning. The meals are available for pick up at the school every day. These meals will continue to be offered for students when in-person learning resumes. Under the hybrid model, students will spend half the week learning from home. Other students may choose to do full time remote learning based on IEP or medical needs. Free meals will continue to be available for these students.

Hillside contracts with a national school food service company, Chartwell-Compass Inc. Chartwell has priority in placing and receiving food orders with the food supply companies Chartwell has contracts with for school services. HEC is able to receive all needed food items the school orders that comply with the state requirements for the State Food Nutrition Program. All food Hazard Analysis and Critical Control Points (HACCP) standards are met by Chartwells.

HEC maintains sufficient inventory of supplies, equipment and food needed to support meal service operations. Orders are placed twice a week through our food service director from Chartwell and the deliveries of all food items are received twice a week.

Food Preparation Services

HEC has closed the cafeteria to students. Food preparation service has been adapted to maintain physical distancing and infection control between employees. These measures include:

- Kitchen floors and employee workstations are marked to reinforce physical distancing requirements (K12).
- When feasible, no sharing of supplies between kitchen staff.
- In the event equipment is shared, it will be sanitized between uses (K12).
- Kitchen staff do not directly interact with students
- All kitchen staff will undergo a daily health screening prior to entering the site. [See Active Screening for more information](#)
- Kitchen staff will wear face coverings and gloves as required of all employees.
- Kitchen staff will follow their training regarding proper hygiene practices [See Hygiene for more information](#)

The kitchen will maintain adequate supplies of personal protective equipment (PPE), soap, hand sanitizer, disinfectant wipes, towels, and tissues for staff handling meal preparation and distribution. Kitchen staff will also have access to disinfectant supplies as needed.

Student Health and Safety

Through staff supervision, posted information, regular communications to students and families, and in-class lessons, HEC will ensure that students have the training and resources

available to maintain their health and safety. The following section details how HEC will ensure students have adequate face coverings, maintain social distancing, and practice effective personal hygiene.

Personal Protective Equipment

HEC has implemented measures to ensure use of appropriate face coverings by all students at all times (K12). HEC Staff maintain supervision of students at all times, allowing the school to consistently monitor proper use of face coverings among the student population. Students will wear face coverings when they are:

- Waiting to enter the school campus
- On school grounds,
- Leaving school,
- On the school bus or in a HEC vehicle

HEC ensures students use face coverings in accordance with CDPH and CDC guidelines. These guidelines require:

- Masks to be put on with clean hands.
- Students will be reminded not to touch the face covering while it is on.
- The mask should fit snug against the sides of your face and fully cover the mouth and nose.
- Approved masks must be made out of tightly woven fabrics, be breathable, and be composed of two or three layers of material.
- Unapproved masks have valves, are made from loosely woven or knit fabrics, are difficult to breathe through, or are a single layer of material.

Caregivers and students have been informed of the requirement of students to wear cloth face coverings prior to the start of in-person learning and will be reminded through regular communications throughout the school year and posted signs on the campus. Information has been provided to parents and students concerning proper use of cloth face coverings in accordance with CDPH guidelines and the need to wash cloth face coverings after each day's use (K12). [See Communication Plans for more information](#)

HEC requires all students to wear face coverings unless they have a medical exemption. Students who refuse to wear face coverings will be addressed on an individual basis.

HEC will ensure all students, staff, and visitor on campus have a clean and appropriate face covering. To this end, HEC will:

- Provide two cloth face coverings to each student at the start of in-person learning (K12).
- Maintain an inventory of masks for any individuals (staff, students, visitors) lacking an appropriate mask (K12).

- Encourage caregivers of younger children to send their kids to school with at least one extra mask in case the first one they were wearing gets dirty or lost (K12).

There are times when face coverings do not need to be worn. Students can remove their mask when they are eating, drinking, or napping (K12). Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Accommodations will be made for students who cannot use or tolerate cloth face coverings (K12). [See Special Education for more information](#)

Physical Distancing

Classrooms and other student service areas have been arranged to facilitate social distancing. HEC will adhere to LADPH guidelines for maximum occupancy of buildings. Floor markings, signage, and the layout of furniture will be used to help reinforce physical distancing requirements. Recess times are staggered to limit the number of students in an area. Constant staff supervision will ensure students adhere to these social distancing guidelines, especially when moving through the campus and during physical education and recreational activities.

Hygiene

Students will be educated on proper hygiene procedures. HEC will develop social stories, post instructional posters, show educational videos and communicate to families the following hygiene practices:

- Proper hand washing
- How to cover a cough or sneeze
- How to use a tissue to wipe the nose
- Not touching the face or face covering
- Avoiding contact with one's eyes, nose, and mouth, face, or face coverings

All classrooms have their own sinks, soap, paper towels, tissues, and trashcans. Teachers will have ethyl alcohol-based hand sanitizers they can administer to students as needed.

At any time, students will be prompted by staff to wash or sanitize their hands:

- before and after using the restroom
- before and after any group activity
- after having close contact with others
- after using shared surfaces or tools
- after blowing nose, coughing, and sneezing

HEC Students are given frequent opportunities to wash their hands. HEC has established a schedule for when students should wash/sanitize their hands:

- before they come into the school/classroom
- before and after recess/outdoor play

- before and nutrition/lunch
- before leaving the classroom for dismissal

Students will follow proper handwashing guidelines described below:

1. Wet hands with running water.
2. Apply enough soap to cover wet hands.
3. Scrub all surfaces of the hands – including back of hands, between fingers and under nails for at least 20 seconds.
4. Rinse thoroughly with warm/hot running water.
5. Dry hands thoroughly

Immunization Program

Develop and implement a flu vaccination program (vaccine education, promotion, and documentation of completed, current vaccination) with the goal of influenza immunization for all students and staff unless contraindicated by documented medical exemption for flu vaccine, prior to or at the beginning of the flu season (PPHD).

HEC will adhere to the California Department of Public Health immunization requirements for the 2021 extended school year and the 2021-22 regular school year. HEC will strongly recommend that all students be immunized each autumn against influenza unless contraindicated by personal medical conditions (CDPH). Additionally, HEC will review immunization records for all new enrollees and compile a list of students who will be out of compliance when in-person learning begins. HEC will send an “Immunizations Needed” letter to the caregivers of students who are out of compliance. As part of the school’s regular communication to families, HEC will communicate the importance of getting vaccinated and provide up-to-date data on local immunization clinics. HEC will implement use of the California Immunization Registry by becoming a School User.

Injury and Illness Prevention Program (IIPP)

HEC will update the Injury and Illness Prevention Program (IIPP) to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents (CDE). HEC will also train staff on updates to the IIPP.

Transportation

HEC Drop-Off and Pick-Up Zone

HEC will establish a safe Drop-off and Pick-up Zone (DPZ) to ensure physical distancing and maintain a secure campus as students, parents and/or visitors arrive at and/or leave the school (K12). HEC has implemented measures to make it easier for parents to drop off and pick up their children. Student drop off will begin an hour before school starts to increase the window of time parents have to drop their students off and decrease the concentration of students arriving right before school starts. School staff will supervise and ensure there is adequate social distancing when students get on and off the bus. Visitors and parents will not be allowed

on campus during Arrival and Dismissal. When possible, parents picking up their children will be asked to wait in their vehicle. Face coverings are required for adults who are dropping off or picking up children in person. Provide face coverings for family members who have forgotten theirs. School employees are deployed in the Drop-off/Pick-up Zone (DPZ) to meet incoming busses and cars, welcome students, and parent/caregivers, and assure distancing is maintained and avert gatherings (K12).

HEC students are transported to school on busses, vans, or parent caregiver vehicles to and from the school's designated DPZ. Students are instructed to maintain 6-foot distancing when they are loading or unloading from vehicles in the DPZ (CDE). Tape and signs are used in the DPZ to help students maintain physical distancing as they line up to enter the school or leave for the day (K12). All students and staff wear face coverings that cover the mouth and nose consistent with public health guidance at the DPZ (CDE).

Arrival

Vehicles line up in front of the school and wait to drop off students. One at a time, vehicles drive to the clearly marked drop off zone. School employees are deployed to meet incoming vehicles to assure distancing is maintained, prevent gatherings, and ensure masks are worn (K12). Students exit busses or other vehicles one at a time in single file through one vehicle door (K12). Students will form separate lines depending on their grade level. High school students will line up in front of the high school building. Middle school and elementary students will line up in front of the elementary/middle school building. Taped off sections on the ground, signs, and staff are used to help students maintain physical distancing as they line up to enter the school (K12).

Prior to entering the building, students will be screened for COVID-19 symptoms with a no-touch thermometer and answering a symptom questionnaire/checklist (K12). [See link Active Screening for more information.](#) If a student has symptoms during screening, they will immediately be taken to an isolation room where they will wait for a parent/caregiver to pick them up.

After being screened, students will be sent one at a time to their classroom. Each HEC classroom has a door to the outside. At the Resource Center the patio doors to exit. During morning arrival, these doors will be designated entrances for student arrival, using as many entrances as feasible and preventing the mixing of cohorts in the building's hallways. Staff will be positioned along student routes to supervise students and ensure social distancing. Staff will also wait at entry/exit points to monitor physical distancing and prevent groups congregating.

In addition to classroom doors, each HEC building will have a dedicated main entrance and main exit. HEC will use signs and arrows to clearly designate these routes for entry and exit only (CDPH). [See Accessways and Movement for more information](#)

Dismissal

Vehicles will line up in front of the school. Staff will communicate with the drivers to identify which students they are picking up. Staff will radio to classrooms to dismiss students in the order that their vehicles arrive. Students will exit the external classroom doors, which will only be used as exits during dismissal. During dismissal times, staff will be positioned in hallways and along external student routes to maintain supervision and ensure proper mask usage and physical distancing.

Dismissed students will line up in front of the pick-up/drop off zone as their vehicles arrive. Students will line up in designated and marked line that maintains social distancing. Staff will be at the drop off/pick up zone to ensure students are maintaining social distancing and wearing masks.

During dismissal, all students boarding busses or communal vehicles will be checked for properly wearing a mask, receive hand sanitizer, and be screened for COVID symptoms including temperature check. If a student is symptomatic, HEC staff will follow the exposure management plan and have the student wait in an isolation area until their caregiver can pick them up (CDE).

HEC Vans

HEC provides transportation for some students, using school vans to transport students. HEC vehicles follow all required infection control and prevention measures. All HEC driving staff will follow all COVID-19 prevention procedures including:

- Drivers will wear masks at all times while in the vehicle and require that all passengers wear masks.
- When drivers pick up the vehicle keys, they will also grab a small supply bag stocked with extra masks, hand sanitizer, tissues, disinfectant wipes and disposable wipes. Staff will take a trash bag with them in the van or the car.
- Drivers will provide extra masks to students who have lost or damaged their mask (CDE).
- Drivers will sanitize the vehicle after each used by wiping down all surfaces. Drivers have been trained by Operation Maintenance Supervisor in proper use of disinfectants. [See Vehicle Cleaning for more information](#)
- When appropriate, drivers will roll down windows to increase natural ventilation.
- Drivers will sanitize their hands before entering and exiting the vehicle.

HEC has evaluated the capacity of vehicles and determined the maximum number of students that can use the vehicle while maintaining maximum potential distancing. HEC has limited the number of passengers to two students per van. To meet maximum physical distancing requirements, HEC students will follow specific seating arrangements while in school vehicles.

- Each van will require a maximum of one student per row of seats.

- Students will follow a staggered seating pattern. Each student sits opposite the student in front of them. For example, Row 1 sits on the driver's side. Row 2 sits on the passenger's side.
- At the beginning of the day, students will enter the vehicle and sit first at the rear of the van or bus to prevent students from walking past each other.
- In the afternoon, the van should be boarded based on the order in which students will be dropped off. Students who are dropped off first should board the vehicle last and sit in the front (CDE).
- Students from the same household may sit together.
- The staff will tell them where to sit.

School Buses

HEC will work with its bussing contractors/schools to ensure they are following the same preventative measures as recommended by the Los Angeles Department of Public Health and the California Department of Education. HEC will recommend that bus drivers adhere to the following guidelines:

- Drivers wear masks at all times while in the vehicle and require passengers to wear masks while in the vehicle.
- Drivers have access to surplus masks to provide to students who have lost or damaged their mask (CDE).
- Drivers will have access to personal infection control products including hand sanitizer, tissues, and no-touch disposal receptacles
- Drivers will wash their hands or use hand sanitizer when entering and exiting the vehicle
- School buses will be sanitized after each trip.

HEC has evaluated the capacity of the school buses and determined the maximum number of students that can use the vehicle while maintaining maximum potential distancing. HEC recommends a limited number of passengers on a bus. To meet maximum physical distancing requirements, HEC students will follow specific seating arrangements while in school vehicles. To meet maximum physical distancing requirements, HEC students will follow specific seating arrangements while aboard school buses:

- Students will sit one student to a bench on both sides of the bus, skipping every other row.
- All seats that are left vacant for physical distancing have been taped off and/or marked with signs (CDE).
- At the beginning of the day, students will enter the vehicle and sit first at the rear of the van or bus to prevent students from walking past each other.

- In the afternoon, the van should be boarded based on the order in which students will be dropped off. Students who are dropped off first should board the vehicle last and sit in the front (CDE).
- Students from the same household may sit together.

During dismissal, HEC staff use seating charts to helping students get on the bus and find their designated seat on school busses (CDE). The chart helps ensure students exit the bus in proper order, not walking past each other. The chart also records the date and all students and staff in the vehicle to support exposure tracing if a passenger develops symptoms or tests positive for COVID-19 at a later time.

Instruction

Instructional Planning and Assessment

HEC's program of instruction is based on the individual needs of the students as delineated by the student's IEP (CDE). HEC instruction is highly attuned to the unique educational, emotional, and supportive needs of each student and their family (CDE). HEC is always working towards academic standards and achieving IEP goals. Because instruction is directed towards smaller groups of students, more attention is provided towards accommodating and adapting to the individual learning needs of each student. HEC holds monthly teacher meetings to specifically create time for teachers to process and strategize about student instruction and educational and behavioral interventions. These meetings, which are led by HEC Program Specialists, are used to help teachers work on progress monitoring skills and refine IEP measurability and alignment.

HEC maintains systems to observe student progress and measure in real-time how the learning environment is or is not working for students (CDE). HEC student progress is evaluated through Teacher and TA observations and use of a Student Engagement Log measures whether the instructional supports are effective by benchmarks and objectives for IEP goals and BIPs. HEC virtual curriculum software, [HMH Anywhere](#), also provides academic assessments to inform teachers of student progress. HEC teachers use student work samples and daily ongoing formative assessment from completion of assignments to inform them of student progress and make adjustments to instruction. Additionally, HEC will begin informally assessing students and families on a weekly basis through short online polls that focus on social emotional and mental health stability.

Hybrid Instruction

Throughout the 2020-2021 school year, HEC has provided consistent and comprehensive on-line learning for all students through Google Virtual Classrooms and [HMH Anywhere](#) Learning Management Software. This remote learning system provides a continuity of instruction, ensuing students have access to a full curriculum, minimizing learning loss due to the pandemic.

When in-person instruction begins for the 2021-22 school year, HEC will be prepared to transition to a Hybrid Instructional Model that combines this remote learning technology with

the in-person classroom environment to allow for both asynchronous and synchronous learning. Hybrid Instruction divides each student's week between in-person learning at school and at-home remote learning. Each classroom will be split in half, with Group A coming to school Monday and Tuesday. Group B will attend school Thursday and Friday. When students are not learning in-person, they will be using the remote learning system at home. The Hybrid Model allows HEC to reduce the number of students on campus at a given time and keeps the remote learning mechanism functioning if in-person education has to pause due to an outbreak or community spike in cases.

The HEC Learning Management Software HMH Anywhere, is used to support both remote and in-person learning. Students will work on the same curriculum while they are in-person and when learning from home. In the event that a student is required to home isolate, or the school is required to close, HEC will continue instruction without a disruption to curriculum. Students would just pick up where they left off in the LMS.

HEC allows parent/caregivers to choose the instructional model that best fits the student and family needs. Full-time online class attendance is offered if the Hybrid model does not meet the student's needs. Full-time online class is an option for students who may be at elevated risk or live with a family member that is at increased risk from COVID-19 (K12). Additionally, parent/caregivers that feel their child has benefited from online learning can request to continue full time remote instruction. Parent/Caregivers can request an IEP to modify educational services as appropriate to these needs.

Instructional Technology

HEC utilizes instructional technologies to facilitate remote learning both prior to, and after in-person education resumes. HEC teachers provide remote learning through Zoom, Google Classroom HMH Anywhere, and supplemental online materials. HMH Anywhere is an online tool that supports both in-person and remote learning through a single digital learning platform. HEC has provided teachers two trainings on HMH Anywhere, and Hillside's Professional Development Department has provided a training on using Zoom to teach classes.

When remote learning was first implemented, HEC worked with Hillside's IT department to ensure all students had equal access to technology. HEC surveyed families to determine their level of access to remote learning equipment, and used this information to provide laptops, printers, and Wi-Fi hotspots to students in need. HEC also notified parent/caregivers of all the areas with free WIFI access in LA County. HEC also issued company laptops and cell phones with personal hotspots to key staff to support remote instruction as needed.

Hillside's IT Department created a check-out document to track all devices provided to students. Additionally, caregivers had to sign an acceptable use agreement for students for students utilizing the organization's equipment. Hillside's also provides a technical support hotline to help parents resolve IT issues that are impacting student remote learning.

Addressing Learning Loss

HEC has been providing consistent remote-learning since the beginning of the COVID-19 Pandemic. As a result, students have received un-interrupted educational and therapeutic services. Despite these services, for some students, the remote learning environment may be less effective than in-person instruction. Addressing student learning-loss resulting from the pandemic will be a priority for HEC as students return for in-person instruction.

HEC is a non-public school that individualizes student educational plans according to their IEP's as well as grade, State, and District requirements. HEC offers individualized student learning that is attuned to the needs of each student. During periods of remote learning, HEC was already working with parents and students, identifying and working to resolve challenges posed by the nature of distance learning. When the school reopens for in-person education, HEC teachers will have already identified students with potential learning loss and have modified their individualized instructional needs. Additionally, teachers will administer the Wide Range Achievement Test (WRAT) to collect information about learning loss and guide necessary learning interventions.

IEPs

Despite the pandemic restrictions and the school's move to remote-learning, HEC has continued to meet all deadline requirements for Individualized Education Programs and has maintained all student services as detailed in their IEPs. Immediately after moving to remote learning, HEC was reaching out to individual families and setting up IEPs to continue providing services for the IEP.

HEC conducts all IEP meetings through virtual platforms and works with the family to determine any changes that are needed to meet the demands of remote learning (CDE). During IEP discussions, the team assesses student difficulties observed during remote learning. Educational services have been modified to adapt to remote learning. In some cases, teams have decided to add services such as caregiver counseling to assist the parent with difficulties they may be experiencing with their child in the home. Student goals have also been modified to adhere to the change to remote instruction. In certain circumstances, Behavioral Intervention Plans have also been modified to adhere to new existing requirements.

Continuity of Relationships and Learning Plans

HEC will ensure that learning and the connected relationships (peer-to-peer) developed while the school buildings were open can continue if another school building closure occurs. Students will use google, zoom, etc. in accordance with HEC virtual learning plan.

Special Education

HEC will ensure the needs of students with disabilities and other special populations are fully integrated into every aspect of the reopening plan. HEC has prepared accommodations under the following categories

Personal Protective Equipment When appropriate, HEC will accommodate the differing PPE requirements for students with disabilities, including the provision of face shields for students who cannot wear masks. If face coverings cannot be used for pedagogical or developmental reasons, HEC will provide the student a face shield (with a cloth drape attached across the bottom and tucked into shirt) instead of a cloth face covering while in the classroom (CDPH).

- HEC will work with the families of students who refuse to, or are medically unable to, wear face coverings to determine what works best for the student as well as for the other members of the school community. This approach may include both educational and therapeutic interventions.

Students with Health Conditions

HEC has reviewed existing student health plans to identify any students who may be at an increased risk for severe illness or medical complications due to COVID-19. HEC will encourage families of students with underlying health conditions to discuss with their child's healthcare provider if it is safe for the student to attend school in person. HEC will also review students who live in a home with someone who is at increased risk and cannot socially distance from the family member. These students will not be required to return to the campus for in-person learning and will continue to receive remote learning.

Physical Distancing

All students are provided with their schedule of classes each quarter. In their schedules, you will find teacher name, teacher contact number, class, class time, google link, zoom link, and any other virtual platform that teacher will be utilizing. Teacher and classroom staff are expected to call and complete a wellness check of any student who has been absent. Teachers and therapist connect regularly with parents and provide progress updates. IEPs continue to take place; any concerns can be addressed via the IEP.

Staff follow IEP recommendations regarding food allergies, special accommodations, proximity to teacher or other students, and individual classroom schedules allow time for specific restroom use and recess. Students will be entering a specific door and exiting a specific door to provide routine.

When lack of space is a concern, outside patio, outside lawn, outside hallway, and classroom backroom will be utilized. Scheduled breaks with cohort will also allow children who struggle with maintaining physical distancing guidelines. Per their IEPs, all students at HEC are designated with certain eligible disabilities.

Free Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act

All IEPs have been scheduled and held during COVID, teams have been gathering, if team determined that different accommodations/ modifications were needed to address unique needs of students, IEP recommendations were made and put into place. FAPE is established during the IEP process where all stakeholders are involved with the decision process, it is a collaborative effort.

School districts have been holding amendment IEPs to address immediate concerns, or to collaborate on student progress during remote learning. HEC has provided individual remote learning plans to district.

All teachers and therapists have IEP goals that guide sessions and classroom curriculum to meet the individual needs of all of our students. Each student has a behavioral intervention plan to meet their unique goals, each high school student has a transition plan that allows HEC team to focus on the unique/ individual needs of our student population, and it is expected that classroom staff support each student on a daily basis by completing a wellness check each day of instruction. This wellness check can be achieved by phone call communication, Zoom, or text.

Aides will continue to provide remote services through remote learning, most of our aides are contracted through district, aides are directed to follow strategies as outlined in the Behavior Intervention plan within the IEP. Aides continue to provide flexible schedules to students who have an aide, they are providing interventions through remote learning. HEC staff provide Trauma Informed Care, Pro- Act interventions and Restorative Practices when a student exhibits crisis. At this moment, all strategies are provided remotely.

Mental Health Support for Students and Families

COVID-19 has created traumatic experiences and stress for staff, students, and families. As a trauma-informed organization, HEC is uniquely prepared to address the emotional recovery of its students and families and ensure the well-being of all its students both during remote-learning and when they return to in-person instruction (CDE).

All HEC staff are annually trained in AB 1172, which teaches staff to use positive behavior approaches with their students. This training is an extension to the agency's Risking Connections training, which is delivered from the Traumatic Stress Institute. HEC staff are skilled at utilizing a trauma-informed and trauma-resilient approach to working with the student population (CDE). Staff are trained to observe the signs of trauma in students and to utilize caring connections to create powerful healing impacts on student lives.

All HEC students have mental health services provided through the school. Virtual individual and group therapy sessions are being used to help students process their feelings about the pandemic, loss, and anxiety about returning to in-person learning. HEC therapists meet

individually with students on a weekly basis, providing counseling and identifying and working with their families to address their unique social-emotional needs. HEC has made it mandatory for staff, therapist, and instructional aides to connect with students on a daily basis and complete a wellness check. Parents, guardians, and other stakeholders were sent an email discussing the expectations of all parties involved in this process. Prior to reopening, all HEC staff will be trained and re-trained to look for the signs of child abuse and neglect that may have occurred during distance learning.

HEC has a crisis response team trained to provide behavioral support and respond to crises including, but not limited to, attempted suicide and PMRT notifications. Teacher Assistants and Campus Supervisors are trained to provide crisis management in the school, including crisis communication and emotional de-escalation techniques. They can also go into the home to provide behavioral support as necessary during the remote-learning part of the hybrid instruction model. The student's therapists will be called in the event of a mental health crisis. HEC also has an on-call back-up therapist during school hours and a Tier II on-call system to provide support after hours.

HEC will extend mental health support to Parents/Caregivers. This is driven by the IEP. They are also provided parent counseling if needed.

Personnel

Staffing Levels

Upon reopening, HEC will ensure the staff-to-student ratio will be sufficient to implement all preventative measures as well as effectively deliver educational and therapeutic services. HEC has reviewed the requirements of this reopening and prevention plan and adjusted staffing levels to meet the unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19 (CDE). Through using Hybrid Instruction, HEC has created a higher staff to in-person student ratio, which makes more staff available to support the program as it implements preventative measures. Student cohorts will be a maximum of 8 students to 2 adults. At any time, HEC has a large number of support staff including Campus Supervisors, Teachers Assistants, and Therapists who can provide services and supervision as required. HEC also has a Facilities department that provides cleaning and sanitation support.

Staff Engagement

HEC has engaged the entire workforce in the development of the reopening plan. Staff were given opportunities to express concerns and make recommendations. HEC has reviewed and addressed employee concerns with this plan prior to the school's re-opening (CDE). HEC leadership, Human Resources, and the COVID Relief Team are liaisons to employees. They are responsible for addressing employee concerns around COVID-19. Employees have been informed how to contact the liaisons and their rights to safely discuss concerns without fear of reprisal (CDE). HEC also has an anonymous suggestion box called "We Heard You," where staff can leave feedback, express concerns, or ask for assistance. These communications go

immediately to the CEO. Employees can expect a response within a week of posting their concern.

Professional Relationships and Learning

HEC agrees with the Quality Professional Learning Standards (QPLS) characteristics of professional learning that are most likely to support educators in building individual and collective capacity to meet professional, school, and student performance expectations. California's Quality Professional Learning Standards (<https://www.cde.ca.gov/pd/ps/qpls.asp>) ensures that the transition to a new instructional program model will result in positive outcomes for students and educators.

Employee Health and Safety

Personal Protective Equipment

In compliance with CDPH and Cal/OSHA requirements, HEC has evaluated the risk of transmission posed to all staff positions and will provide appropriate Personal Protective Equipment based on their respective job roles and responsibilities:

- On a daily basis staff use KN95 masks or other appropriate face coverings
- Employees engaging in symptom screening - surgical masks or N95 respirator masks, face shields, and disposable gloves.
- Teachers, therapists, crisis managers– face coverings and/or face shields with drapes, and gloves
- Front office/admin employees - face coverings and plastic barriers where possible
- Staff taking care of a sick student - medical grade (N95) mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated). For staff with prolonged exposure to ill students: Protective eyewear: face shield/goggles, gowns
- Food service employees - face coverings and disposable gloves
- Nursing office staff - face coverings and gloves
- Custodial staff - PPE for cleaning and disinfecting, including: A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting. B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals (CDE).
- Employees engaged in close-contact activities that may not permit physical distancing – face covering, gloves, masks, gowns as appropriate (K12).
- Staff have access to face shields at all times. Staff are to disinfect them after use and save with their name on them for another use by them. They have been instructed to write their name on them and place in a paper bag after they wipe them down.
- Any staff working with a symptomatic individual will have gloves and a N95 respirator mask.

HEC provides and ensures staff use face coverings in accordance with CDPH and CDC guidelines. These guidelines require:

- Masks to be put on with clean hands
- The mask should fit snug against the sides of your face and fully cover the mouth and nose
- Approved masks must be made from tightly woven fabrics, be breathable, and be composed of two or three layers of material.
- Unapproved masks have valves, are made from loosely woven or knit fabrics, are difficult to breathe through, or are a single layer of material.

Face coverings are to be worn by employees at all times during the workday. All HEC employees were informed of this requirement prior to the start of in-person learning and will receive reminders on a regular basis throughout the school year through employee emails, team meetings, and Datis (K12). Additionally, signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings (K12). [See Communication to Staff for more information.](#)

All HEC employees are offered, at no cost, an appropriate face covering that covers the nose and mouth. Employees are instructed to wash or replace their face coverings daily (K12). HEC will provide staff with masks in the event their mask was lost or damaged during the workday. HEC has informed its employees that face coverings do not need to be worn when:

- Employees are alone in a private, enclosed office (K12)
- Staff can remove their mask when eating or drinking. However, this should only be done during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, staff must maintain at least a six-foot distance from others. HEC will encourage staff to eat and drink outdoors and away from others.
- All staff must wear face coverings at all times, except when working alone in private offices with closed doors or when eating or drinking.
- Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance should not wear a mask.
- 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.

Physical Distancing

HEC has provided trainings, posted signs, and ongoing communications informing staff to maintain a physical distance of at least 6 feet in the workplace, and avoiding congregation in work environments, break rooms, staff rooms, and bathrooms (K12). Employees will:

- Maintain at least 6-foot distancing from any individuals on site, including during student services.
- Follow following floor markings, signage, and arrows used to designate physical distancing requirements.
- Avoid congregation in work environments, break rooms, staff rooms, and bathrooms.
- Be discouraged from gathering in groups larger than 3 individuals.
- Be reminded to not shake hands, high-five, or hug each other.
- Group employees into teams and schedule them consistently, by team, on the same shifts to reduce potential exposures.
- All employees who can carry out their work duties from home will continue to do so.
- All staff meetings and professional development trainings are held virtually through Zoom or Microsoft Teams (CDPH).
- Whenever possible, administrative tasks and parent-teacher conferences will be conducted online.

Sharing Items

Sharing of workspaces and held items is minimized or eliminated through the following measures:

- Employees have their own supplies and will limit sharing of materials/supplies whenever possible. If supplies or equipment need to be shared between multiple individuals (copier computer, etc.) staff are asked to disinfect the area after use.
- Instruct employees to not share food, beverages or utensils
- Install transfer-aiding stations, such as shelving or tables, to reduce person-to-person exchanges.

Hygiene

HEC staff have frequent opportunities in the workday to wash or sanitize their hands (K12). Through trainings and communications, staff are prompted to wash or sanitize their hands:

- As they enter the school/classroom
- Before and after using the restroom
- Before and after any group activity
- Before and after getting into vehicles
- Before and after eating food
- After having close contact with others
- After using shared surfaces or tools
- After blowing nose, coughing, and sneezing
- After removing gloves

Soap and water are available to all employees at the following location(s): Each classroom has a sink with hot water and soap dispenser available for use. Each classroom has a fully stocked restroom. Restrooms are cleaned and restocked daily.

Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (K12): Individual hand sanitizers are available for staff to keep in a locked area in their classrooms. Hand sanitizer is also available to staff at the front office of each building. Staff who keep small bottles of hand sanitizer on their person will keep it secure and not allow unsupervised student access.

HEC staff not only wash their hands for personal hygiene, but to model frequent handwashing to students, which helps reinforce healthy habits. Staff will also monitor the handwashing techniques of younger students at the classroom sink (K12).

Employees follow the proper handwashing guidelines described below:

1. Wet hands with running water.
2. Apply enough soap to cover wet hands.
3. Scrub all surfaces of the hands – including back of hands, between fingers and under nails for at least 20 seconds.
4. Rinse thoroughly with warm/hot running water.

Immunization Requirements

HEC strongly recommends that all staff be immunized each autumn against influenza unless contraindicated by personal medical conditions (CDPH). HEC's Nursing department offers all staff free flu vaccines.

Accommodations

HEC has created accommodations for staff based on a case by case basis. HR will invite requests for accommodations from all employees prior to in-person learning, providing time to engage in an interactive process with employee to determine the most reasonable accommodations. HEC provided staff two weeks to contact HR with requests for accommodations. HR will determine how to address employees requesting accommodations under the ADA in order to mitigate the risk of exposure to a family member who is at higher risk. HR communicated with supervisors that employee requests for alternatives to COVID testing/screening are considered reasonable requests for if the requests are due to underlying medical condition(s). HEC staff are directed to contact HR if they need accommodations made to the screening/testing of COVID symptoms.

Higher-Risk Staff

HEC makes accommodations for staff who are at higher risk for severe illness due to COVID-19, or who cannot safely distance from household contacts at higher risk of COVID-19. HEC has also encouraged staff 65 years of age or older to work closely with their healthcare provider to determine if it is safe for the person to attend work. HEC has made accommodations for these staff to reduce their risk of exposure by allowing them to work from home. These staff directly

providing remote instruction or assist students with remote learning. When HEC reopens for in-person learning, these staff can continue to provide remote support, either through administrative tasks or providing instruction during the remote learning portion of the hybrid schedule.

Wellness Supports for Staff

HEC is a Trauma-Informed-Care agency that promotes and supports employee wellness. HEC understands the pandemic creates many challenges for staff, such as burnout, compassion fatigue, vicarious trauma and secondary traumatic stress. HEC will continue to support employee wellness as the agency provides in-person services. HEC has bi-weekly virtual team meetings, which serve as times for staff to debrief, collaborate, and support one another. It is also a time for staff to voice concerns, have questions answered, and receive praise for their amazing work.

Managers utilize the TIC Wellness Guide in team meetings. This guide provides trainings and activities developing resilience-building and self-care techniques. Staff are given opportunities in meetings to discuss and practice these techniques. Topics include, but are not limited to, mindfulness meditation, deep breathing, the power of appreciation, light workout routines, and stress-reducing diets.

HEC offers an Employee Assistance Program (EAP), which provides free outside tele-counseling to all employees. HEC's payroll software, Datis, provides information about mental wellness and additional resources to support employees.

Employee Trainings

HEC's nursing department provides extensive training to staff on effective health and safety measures to keep themselves and their students safe against COVID-19. These trainings cover: HEC has provided trainings to staff reinforcing proper handwashing, use of hand sanitizer, use of tissues to wipe the nose, cough, and sneeze inside a tissue, and not touch one's face, eyes, nose mouth or face covering (CDPH).

- Proper adornment, use, and removal of personal protective equipment, including face masks, N95 Respirators, and gloves.
- Effective washing of cloth face coverings
- Information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer.
- Face coverings do not replace the need for physical distancing and frequent handwashing.
- Cough and sneeze etiquette
- Techniques for frequent and proper handwashing and use of hand sanitizer.
- Not touching one's face, eyes, nose mouth or face covering

Symptoms and Reporting

School nurses have received access to professional development on the clinical manifestations of COVID-19. HEC's school nurses have conveyed this information to employees about COVID-19 symptomology:

- Guidelines for when to send students to Health Office
- Confidentiality around health recording and reporting
- CDC transmission-based precautions

Signs of child abuse

The in-person learning environment provides an opportunity for teachers and school administrators to monitor student health and wellbeing. Teachers are the front line in identifying potential abuse or neglect occurring in a student's home life. With students having been away from the school environment for an extended period of time, there is a potential for ongoing abuse or neglect to occur that teachers or staff are unable to identify and report. All HEC staff are mandated reporters. Prior to the reopening of in-person learning, HEC staff have received a refresher training on observing the signs and symptoms of child abuse and neglect, as well as the procedures for reporting suspected cases.

Confidentiality

All HEC staff received trainings through Relias, HEC's online employee training system, on Protected Health Information. Prior to re-opening, HEC staff received a refresher course on maintaining confidentiality around health recording and reporting around identifying and reporting a potential case of COVID-19 at the school (CDE).

HEC will enroll school leadership in the state-provided Contact Tracing Training Course prior to reopening PPHD. HR personnel have already taken the Contact Tracing Training Course and will coordinate all contact tracing activities.

Cleaning Practices and Protocols

HEC facilities will meet and maintain a high standard of cleanliness prior to reopening and throughout the school year (CDE). HEC has implemented measures to ensure appropriate cleaning and disinfecting of all school spaces, surfaces and objects throughout the school (K12). In particular, HEC Facilities staff:

- Follow CDC and California Department of Pesticide Regulation safe and correct application of disinfectants, using personal protective equipment and ventilation recommended for cleaning (CDE)
- Utilize disinfectants on EPA List N
- Maximize ventilation of all spaces being disinfected by opening windows and doors as appropriate

- Conduct deep cleaning in the early morning before students arrive

Facilities Staff

Facilities staff responsible for disinfecting the school are equipped with appropriate personal protective equipment, including gloves, eye protection, face masks, and gowns. They are also provided N95 respirators to be used when cleaning after a potential exposure (K12). Facilities staff are trained on:

- How to follow manufacturer's directions for disinfectant products according to Cal/OSHA requirements for safe use, and as required by the Healthy Schools Act
- When to use PPE and which PPE is necessary for a particular situation
- How to properly use, remove and dispose of PPE.
- Proper disposal of PPE
- Proper hand washing

Cleaning Schedule

HEC Staff follow a cleaning schedule to ensure all spaces, surfaces, and objects are regularly sanitized and to avoid improper use of cleaning products. HEC staff and Facilities staff will adhere to the following schedule:

- **Common areas and frequently touched items** (i.e. Breakrooms, Restrooms, Classrooms, Nurse's Office, Counseling /Student Support Rooms, Admin Offices). Facilities staff will clean at least daily and more frequently as resources allow using appropriate products.
- **Shared items** (i.e. Photocopier, keyboards, car keys, swing sets). HEC staff will thoroughly clean after each use.
- **High-touch surfaces** (i.e. doorknobs, handles, light switches, countertops, desks, phones, switches and buttons, printers/ copiers, grab bars, and handrails, plastic/glass barriers) cleaned by trained facilities staff at least daily.
- **Equipment and devices** (Desks and tables, chairs, van/bus seats, keyboards, phones, headsets, Keyboards, printers, copiers, pens, markers, white boards, trays, chairs, sensory items, touch-screens, etc.) should be cleaned between uses by the staff that used the equipment.
- **Floors** are cleaned by facilities staff each morning before students arrive. Staff use vacuums equipped with HEPPA filters.
- **Restrooms** are cleaned and restocked daily.

Vehicle Cleaning

HEC Vehicles will be cleaned and disinfected after each use by the staff who used it last. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed. The vehicle will be cleaned immediately after use. Staff will disinfect seats, seatbelts, internal and external door handles, the steering wheel, gear shift, parking brake, turn

signals, radio, and other controls in the driver cockpit. Vehicles are professionally cleaned with appropriate disinfectants every two weeks on a rotation unless there is an exposure in the vehicle. Any vehicle that has had positive cases will be taken out of service and cleaned and disinfected before it can be used again.

Post Exposure Cleaning

HEC has developed procedures for cleaning in the event a staff or student shows symptoms of COVID-19 (CDE). HEC Facilities staff are trained to properly disinfect a space after exposure by adhering to the following CDC Guidelines:

- Close off areas used by the symptomatic person.
- Open outside doors and windows to increase air circulation in the area after the symptomatic person has been removed.
- Wait 24 hours before you begin cleaning or disinfecting. (If 24 hours is not feasible, Facilities staff will wait as long as possible).
- Facilities staff will wear PPE including disposable gloves, eye protection, and a gown. N-95 respirators will be used if vacuuming.
- Clean and disinfect all areas, surfaces, and items used by the symptomatic person.
- Hard-surface floors should be mopped with effective disinfectant.
- Vacuum the space if needed. HEC uses vacuums equipped with HEPA filters. Staff will not vacuum a room or space that has people in it.
- For soft surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces.

HVAC, Fresh Air, and Water

Measures are in place to promote optimal ventilation in the school. HEC uses high-efficiency MERV13 filters in the school's HVAC Systems. These systems will be checked and the filters changed monthly. When appropriate, teachers will open windows and doors to maximize ventilation in the building. Additionally, Facilities staff will review all water systems in the school to ensure sinks are safe to use prior to re-opening to minimize the risk of Legionnaires' disease or other diseases associated with water (K12).

COVID-19 Screening & Testing

Passive Screening

HEC has communicated to all staff and the parents of students that individuals should not come to the school if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19 (CDE).

Individuals should not come to school if they have had close contact with a person diagnosed with COVID-19 **OR** if experience any of the following symptoms:

- Temperature of 100° F or more

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell (for adults only)
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Active Screening

HEC will actively screen all students, staff and visitors for COVID-19 symptoms before they enter the school site (CDPH). At the end of the day, students will be screened for symptoms before they board busses or HEC Vans. Multiple staff have been trained by HEC Nursing department to properly screen for and identify symptoms. Staff conducting screening will be supplied with proper PPE including surgical masks, face shields, and disposable gloves. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Hillside's purchased Screening Kiosks.

Upon arrival at the school and before having access to the campus, all individuals will be screened for a temperature of 100.4 F degrees or higher. Temperature will be checked with a no-touch thermometer. All individuals will be asked in-person a series of questions to identify if they have experienced any of the following symptoms in the past 48 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell (for adults only)
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Close contact with a person diagnosed with COVID-19 (Ask parent/caregiver if student is in elementary school).

The Exposure Management Plan will be initiated for any individual who screens positive for COVID-19 exposure or symptoms, or who develops symptoms during the school day. [See Exposure Management Plan for more information](#)

Testing

HEC has implemented a plan for incorporating surveillance testing of all school personnel into regular school operations.

- HEC will ensure access to periodic testing for all school staff to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school (K12) including exposed students or employees who are symptomatic or have known or suspected exposure to an individual infected with SARS-CoV-2.
- Periodic testing for asymptomatic individuals with no known exposure.
- Ensure tests are considered accurate and reliable according to CDC and FDA guidelines.
- Students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school have access to testing or be tested for COVID-19 infection (EXMP).
- Testing should be done only on a voluntary – rather than mandatory – basis. Any parents who choose not to consent should have a distance learning alternative for their child (CDC).
- Surveillance testing results will be reported to the Pasadena Department of Public Health

Exposure Management Plan

The Exposure Management Plan will be implemented by HEC leadership and the COVID Relief Team immediately upon notification that a member of the school community (faculty, staff, student or visitor) has symptoms consistent with COVID-19 or tests positive for COVID-19. In accordance with the Pasadena Department of Public Health guidelines, HEC will initiate an Exposure Management Plan when any student, teacher, staff member tests positive for COVID-19 and has exposed others at the school. This plan covers the identification, tracing, communication, and isolation procedures used to prevent further exposure of COVID-19 cases in the school. The COVID Relief Team and HEC Leadership will be trained to initiate the following Exposure Management Plan:

Identify and Isolate Potential Case

HEC teachers and nursing staff will continuously monitor student symptoms to help identify the early signs of COVID-19 during the school day and isolate the student as quickly as possible. HEC nurses are trained in identifying COVID-19 presentation and symptomology and will follow established guidelines for triaging students in the health office.

Any individual who presents COVID-19 symptoms or is identified through screening procedures will be isolated from the school community and directed to appropriate COVID-19 testing. The COVID Relief Team can determine whether an individual should be excused from the facility by following DPH guidance on Symptom and Exposure Screening Pathways.

Factsheets or other informational materials will be given to the students and their families. These will cover regulations governing self-isolation as well as links to further information.

HEC will discuss student's health history with caregivers to identify whether the student has a history of allergies, which would not be a reason to exclude them.

Staff will also receive information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, and worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19.

The COVID Relief Team will be informed of any positive screening results and will help coordinate the safe transport home or to a healthcare facility (if an emergency) when an individual is exhibiting COVID-19 symptoms. Once notified of a positive screening at school, the COVID Relief Team will initiate the School Exposure Management Plan consistent with PPHD directives.

HEC will notify Pasadena DPH of all confirmed cases of COVID-19 disease among employees and children who had been at school at any point within 14 days prior to the illness onset date. The illness onset date is the COVID-19 test date or Symptom Onset Date of the infected person, whichever is earlier. Reporting of cases will be done within 1 business day of the school's notification of the case by calling (626) 744-6089. If needed, additional time may be requested by emailing nursing@cityofpasadena.net.

Students who become symptomatic at school will be given a N95 mask and escorted to an isolation space until they can be picked up by a guardian. HEC will use a separation room dedicated to student isolation, and/or a dedicated area outside of the buildings. A HEC staff equipped with an N95 respirator and will supervise the student during this time. The COVID Relief Team will work with the student's parent/caregivers to identify/provide access to COVID-19 testing resources.

If a student becomes symptomatic at home, parent/caregivers will contact the school and be directed to COVID-19 testing resources, potentially including testing available on campus. This policy will be communicated to parent/caregivers before the school reopens for in-person learning. For anyone who is waiting to be picked up from school due to symptoms of COVID-19, or coming into close contact with someone with COVID-19, that person will be placed in an isolation room with monitoring, in an area where others do not enter or pass as much as possible. HEC will provide divided spaces for those who are asymptomatic, separated from those who are symptomatic. HEC will ensure that the person keeps a face mask on. When a

parent/guardian arrives to pick up a student, we will have the student walk outside, supervised, to meet them, if possible, instead of allowing the parent or guardian into the building since the parent may also have COVID-19.

For symptomatic students, the cohort will be immediately notified that a member of the cohort is displaying symptoms of COVID-19. However, the cohort will not be required to home isolate until the symptomatic individual receives a positive test result. HEC administration, therapist, or nurse will contact the families.

Staff members will monitor their own symptoms and self-isolate if they feel the onset of any potential COVID symptoms. Any staff member who presents symptoms of COVID-19 at school will immediately notify their supervisor and leave the site. The COVID Relief Team will contact the staff and guide them to medical care and testing resources. HEC has emergency substitute plans in place to immediately cover for any staff required to leave the classroom due to the onset of symptoms and/or illness.

Employees are not to come to work if sick or if they are exposed to a person who has COVID-19. Per Pasadena Public Health employees who are fully vaccinated for COVID-19 (2 or more weeks after a 2-dose vaccine series OR 2 or more weeks after a single dose vaccine) do not need to quarantine after exposure to someone with COVID-19 if asymptomatic and may come to work if asymptomatic. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19. It also requires individuals to self-quarantine for 10 days from last contact with someone with COVID-19, unless fully vaccinated. Anyone who is a close contact with someone with COVID-19 must check for symptoms for 14 days regardless of vaccination status. The employee must isolate from others immediately if symptoms develop within 14 days of exposure. Quarantine must be maintained for 10 days, even if test results are negative.

If one or more employees are diagnosed (by a physician or lab test) with COVID-19, they should immediately isolate at home and self-quarantine. Everyone that came into contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with the ill employee, except fully vaccinated individuals who are asymptomatic, will be required to self-quarantine. Contact tracing will include options for all employees identified as contacts to be tested for COVID-19 with an FDA-approved PCR test (not a blood test) regardless of vaccination status. However, contacts must still maintain quarantine for 10 days, even with a negative test, if they are not fully vaccinated.

Home Isolation Guidelines

Any individual confirmed to have COVID-19 or be exposed will be required to isolate from the school community for a period of 14 days.

For students required to isolate at home, HEC will maintain continuity of educational, therapeutic, and nutrition services. HEC's Hybrid instruction model (see link hybrid instruction) allows school services to pivot between in-person and remote instruction, allowing any student

who is self-isolating to maintain an uninterrupted connection to their educational, therapeutic, or social progress.

Close and Clean Buildings/Rooms

The COVID Relief Team will work with HEC staff to identify all areas the case visited and forward this list to the Facilities for Post Exposure Cleaning. (See link – Post Exposure Cleaning)

Identify Potential Exposures

The COVID Relief Team will work with the case and individuals they had contact with to generate a list of students and/or employees exposed to the case while infectious.

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared).
- A person with a positive COVID-19 test but no symptoms is infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
 - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn.
 - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19.

The COVID Relief Team Liaison submits this information to PPHD within 1 business day of notification of a confirmed case by calling (626) 744-6089. If needed, additional time may be requested by emailing nursing@cityofpasadena.net.

Notify Exposures

Students and adults that are identified to have been exposed to the case are notified by the COVID Relief Team through a letter or other communication strategies. The notification of exposure will include:

- Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results.
- Testing resources including weekly on-campus testing provided by Omni, Personal Healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Exposed students and employees should quarantine for 14 days since last exposure to the case even if they receive a negative test result during their quarantine period.

- PPHD will contact exposed students and employees directly to collect additional information and issue the Health Officer Order for Isolation.

The COVID Relief Team will connect all exposed students and staff to appropriate COVID-19 testing resources.

Communication of Positive Cases

The COVID Relief Team and HEC Leadership will determine if additional notification is needed to inform the wider school community about the exposure and precautions being taken to prevent spread of COVID-19. The communication will:

- Protect the PHI of those infected or exposed
- Provide guidance to parents, teachers and staff reminding them of the importance of physical distancing measures including discouraging students or staff from gathering elsewhere.
- PPHD will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met.
- PPHD will contact the school within 1 business day to advise on next steps.
- PPHD will coordinate with the school on outbreak management for the duration of the outbreak investigation.
- The COVID Relief Team will submit requested information, including updates to the Line List for Cases and Contacts, to the investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

Closure due to Community Outbreak

HEC will have contingency plans in place for full or partial closure of in-person school operations if that should become necessary based on an outbreak at the school (K12). Because the HEC Hybrid Instruction maintains remote services for part of the school week, all remote-learning systems stay intact and fully functional. In the event of a school closure due to outbreak, HEC will transition back to full-time remote learning without disruption to services. Student lesson plans are guided through HMH Anywhere, allowing them to pick up exactly where they left off during in-person learning. Students will continue to receive therapeutic and behavioral support from their school social workers through Zoom or Facetime. Grab-N-Go meals will continue to be available for students. Teachers will continue to maintain close communication with parent/caregivers.