



Options For Youth
Public Charter Schools

Options for Youth-Acton

Exposure Management Plan

The following is a working document that will be updated as required in accordance with guidance from the San Bernardino County Department of Public Health & Ventura County Health Care Agency

Acton

<https://ofy-a.org/>

Chino 1

Fontana 1

Fontana 2

Hesperia

Rancho

Upland

Oxnard

Victorville 2

Introduction

In response to the COVID-19 Pandemic and in an effort to reopen our schools for onsite learning, Options for Youth Acton has taken measures to evaluate the school sites and implement improvements to better serve students during this unprecedented time. This document outlines the responsibility of the COVID-19 Compliance Taskforce and describes all relevant changes to school campuses or the school program as well as outlines the steps the school will take in the event of a positive COVID-19 case on school grounds.

COVID-19 Compliance Taskforce

Options for Youth Acton has established a COVID-19 Compliance Task Force who is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring staff and students receive appropriate education about COVID-19. The COVID-19 Compliance Officer will serve as a liaison to the local public health agency in the event of a COVID-19 cluster or outbreak on campus.

Options For Youth Acton COVID-19 Compliance Taskforce

Wendy Gillespie

Principal

Fontana 1, Fontana 2, Rancho Cucamonga, Upland

Jodi Moreno

Compliance Officer & Principal

Chino 1, Oxnard

Bryan Gillespie

Principal

Hesperia 2, Victorville 2

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Compliance Officer & Assistant Principal of Instructional Operations

Acton

Brock Champion

Assistant Principal

Fontana 1

Angelica Ojeda

Assistant Principal

Fontana 2

Tom Zaragoza

Assistant Principal

Rancho Cucamonga

Richard Aguilar

Assistant Principal

COVID-19 Exposure Management Plan

The OFY Acton COVID-19 Compliance Taskforce has created the following COVID-19 Exposure Management Plan. This plan has been developed in alignment with applicable state and local health guidance. A copy of this plan will be posted at the entrance of each school site, on the website, and provided to staff and students.

Exposure Management Planning Prior to Reopening the School Site

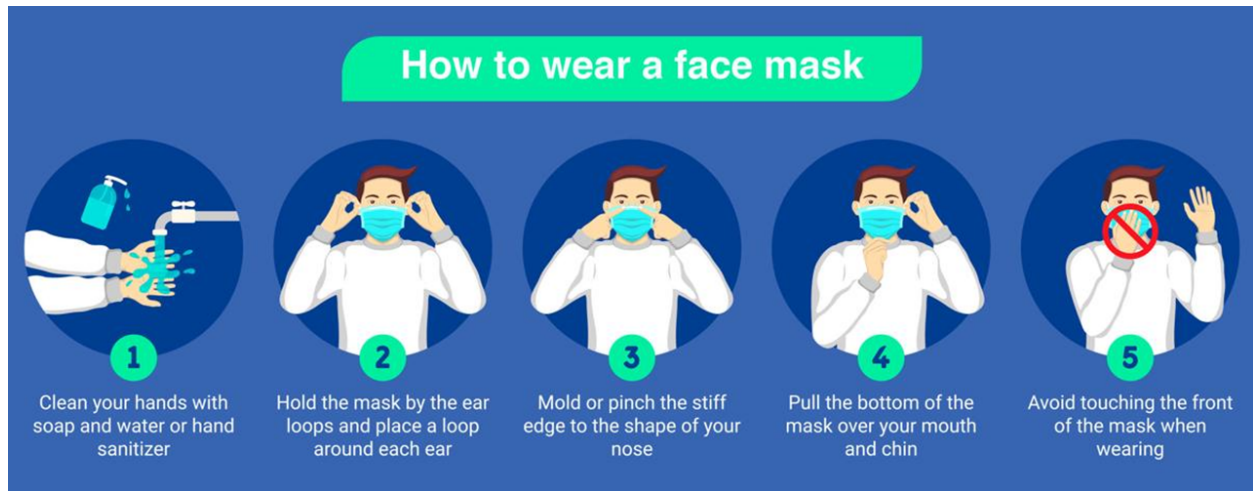
Prior to reopening the school sites for students, the COVID-19 Compliance Taskforce will ensure the following measures have been implemented prior to students returning to school to minimize exposure to the COVID-19 virus.

- Students & Staff have received education regarding
 - Face Coverings (including how to properly put on and how to wash a face covering)
 - Proper Handwashing
 - Social Distancing
 - Changes to school program due to COVID-19
- Students and staff are advised to stay home without fear of reprisal if they experience COVID-19 symptoms, receive a positive COVID-19 test, receive a doctor's diagnosis of likely or presumed COVID-19, or have been in close contact with a person who has received a positive COVID-19 test or diagnosis.
- Health prescreens and temperature checks will take place for any individual entering the school
- A daily occupancy logging system has been created and implemented
- An internal digital reporting system has been created to notify all necessary stakeholders of a positive COVID-19 case onsite
- A reporting chain of command has been established and implemented
- The school has taken the appropriate measures to promote social distancing in the school site

Face Coverings at School and School Sponsored Events

All staff, students and visitors are required to wear a clean face covering which properly covers the nose and mouth while on or around the School Site. Staff and students are required to wear face coverings while traveling on school sponsored transportation and at school sponsored events. Staff, students and visitors will be offered an appropriate face covering if they arrive at the school site without one or if their face covering becomes soiled or otherwise damaged. Exemptions from wearing face coverings are only for those with a medical condition, mental health condition or disability where wearing a face covering could obstruct breathing or when an individual is incapacitated or otherwise unable to remove a face

covering without assistance. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education Programs or 504 Plans and who cannot use or tolerate cloth face coverings.



Learn more about face coverings at: <https://covid19.ca.gov/masks-and-ppe/>

Proper Hand Washing & Sanitizing

The School encourages staff and students to wash their hands frequently throughout the day including: when arriving at or leaving home; when arriving at or leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; after using the restroom; after touching their nose or mouth (everyone should try to avoid touching their nose, mouth, and face covering); after blowing their nose, coughing, or sneezing (everyone should cover their cough or sneeze with a tissue); and before and after meals. Staff & students should wash their hands in the available restroom sink with soap and water for at least 20 seconds. Hand sanitizer is available at the front desk as well as at each teacher desk, each classroom and other supervised locations throughout the site.



Learn more about proper hand washing at:

<https://drive.google.com/file/d/1Wb6rd51jRsKl2NQeivPulLpFEPd4QmME/view?usp=sharing>

Social Distancing

All individuals are encouraged to keep an appropriate six feet of social distance at all times while at school. The School has posted social distancing protocols and reminders for its occupants. Floor markers to further encourage social distancing have been placed where appropriate. One main entrance and a separate exit have been designated so that all individuals entering the school are asked screening questions and have their temperature taken. Markers have been taped on the floor outside the building so that all individuals maintain a six feet distance from each other while waiting to be screened. In the main area of the school, chairs have been removed from unavailable desks. In the small group instruction classrooms, desks have been removed so that only 4-5 desks remain in each room in order to maintain the appropriate six feet of social distance. Furthermore, tri-fold plexiglass has been placed on each student desk and a standalone plexiglass barrier has been installed on the teacher's desk as an added precaution. Students and staff are required to wear their face masks at all times while in the school site. PPE is available and accessible to all individuals at the school site.



Learn more about social distancing at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Changes to School Program

Distance Learning

OFY Acton students are currently enrolled in and will remain in a distance learning model until the school receives the appropriate clearance from the local health officer to return to onsite learning. Students are able to connect with their Teachers on various learning platforms, in addition to meeting regularly via Zoom and Google Meet. The school continues to ensure that students have access to a full curriculum of equal or comparable quality despite the method of delivery. While students primarily participate in independent study and will be assigned online Edmentum courses, they also have the option to participate in small group instruction (SGI) classes for their core coursework. In some instances, students may be assigned paper workbooks. Edmentum is an online platform that provides a customizable digital curriculum that allows teachers to deliver instruction both virtually or in-person. Since the curriculum is customizable, it allows teachers the flexibility to adjust the curriculum to meet the individualized needs of each student. The curriculum on Edmentum is interactive for students; they respond to the tutorials in different formats (written response, matching, fill in the blank, multiple-choice, etc.) and there are videos and articles. Edmentum also has embedded instructional tools that students can access including audio, video, translator, digital highlighter, calculator, and note-taking. Moreover, students have the flexibility to progress through the curriculum at their own pace with guidance from their teacher.

Students also have access to school psychologists, school counselors, tutors, and still have the opportunity to virtually participate in social and community events. School counselors and tutors are available virtually by appointment. Students are encouraged to reach out to their teacher, school counselors, or tutors to schedule an appointment directly. Some of the events offered include health & wellness groups, career fairs, soft-skills training, yoga, an E sports league, student council, and spirit

weeks. School counselors are also offering virtual academic events, such as: college week, college tours, FAFSA nights, and senior informational nights. The school is working diligently to ensure that students and families continue to feel connected to the school even while operating in a virtual environment.

Limited Occupancy

The School has limited the number of individuals onsite to not exceed the CDE recommendations of regular occupancy at any one time. New student orientations are conducted virtually by appointment only. Currently enrolled students may reach out to their teacher virtually to arrange for curriculum or technology pick-up when needed. Students picking up materials are instructed to call the school upon parking and to open the trunk of their vehicle so that a School staff member can leave the items in the trunk in order to minimize contact. Staff schedules have been staggered to limit the number of staff onsite at any one time.

Student & Teacher Seating

Teachers desks have been moved to allow for 6 feet of social distancing from student tables and/or desks where possible. Plexiglass barriers have been installed in areas where social distancing is not possible. Student seating will be limited to 2-3 students per teacher appointment block when onsite learning resumes.

Restrooms

Staff and student restrooms have been modified to accommodate one occupant at a time. Touchless soap and paper towel dispensers have been installed where possible.

Cleaning & Disinfecting

When students are onsite, all student tables, chairs, plexiglass barriers and other high touch surfaces (e.g., door handles, light switches, handrails, drinking fountains, restroom surfaces, etc.) will be cleaned and disinfected with EPA N list approved cleaners at the completion of each student block. When only staff is onsite, all staff workstations, plexiglass barriers and other high touch surfaces will be cleaned daily. Doors and/or windows are opened during cleaning periods when possible to increase ventilation. Ventilations systems and fans are used when possible to increase circulation of outdoor air. Regular janitorial services are conducted after-hours twice weekly. The use of shared items, such as electronic devices, books, or instructional materials, will be limited if possible. Commonly shared items, such as dishes, utensils, or cups/mugs, will be replaced with single use items to the extent feasible. Staff receive training on cleaning and disinfection procedures as appropriate.

Specialized Services & Student Cohorts

OFY Acton is preparing to offer specialized services in small cohorts in accordance with applicable health orders and guidance. Students who are participating in student cohorts are required to follow social distancing, face covering, handwashing and sanitizing, and all other applicable guidelines discussed herein. Student cohorts are limited to a maximum of 12 set students per cohort. Students participating

in a set cohort will work with no more than 2 cohort leaders who will work onsite with only students within the same cohort.

Meal Program

The School offers a five-day supply of Grab & Go style lunches every Monday. Students should call the school when they arrive for lunch pick up in order for a staff member to distribute the lunches. Measures have been implemented to limit contact during lunch distribution. Students participating in cohorts may pick up their lunches at the completion of their onsite appointments.

Health Prescreens & Temperature Checks

Staff will be trained to check for signs and symptoms of COVID-19 in themselves and others. Staff members will complete a health screen self-certification before arriving on school campus. All other individuals who enter the school site will complete a health prescreen and temperature check with a contactless thermometer upon entry. Individuals who present with a temperature of 100.4° F or higher and/or answer yes to any of the health prescreen questions will not be permitted entry. Students who develop COVID-19 related symptoms during the day will be given a medical grade mask to wear and will be moved to a designated isolation area while arrangements are made for transportation. Families will receive the [*Student Symptom Decision Tree*](#) handout when picking up their child and should follow-up with their child's Teacher the following day. Students should return home and follow the guidance based on their specific symptoms as indicated on the handout.

Options for Youth Acton recommends any individuals experiencing COVID-19 symptoms to consult with a medical professional and get tested. If you do not have a regular doctor, you can find a local testing center using the information below:

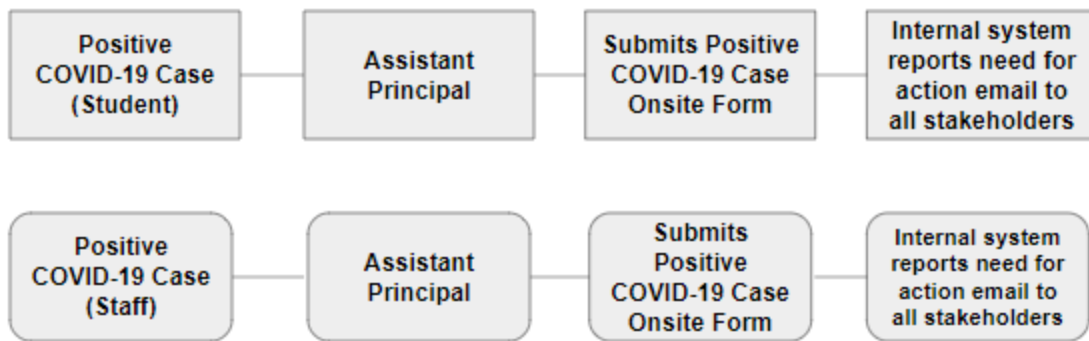
- Statewide
 - <https://covid19.ca.gov/get-tested/>
- San Bernardino County
 - <https://sbccovid19.com/testing-sites/>
 - (909) 387-3911
- Ventura County
 - <https://www.venturacountyrecovers.org/coronavirus-testing/>
 - (805) 981-5101

Occupant Tracking

Measures have been put in place to ensure improved occupant tracking throughout the School Site. Upon entering the school site, all individuals complete the occupant tracking form for the purpose of potential future contact tracing. Additionally, all staff update a weekly schedule to ensure that only a limited number of people are present at the school site at the same time. Staff, students and visitors that do come in to the school site maintain appropriate social distance while on campus.

COVID-19 Reporting Chain of Command & Internal COVID-19 Reporting System

OFY Acton staff may learn of a positive COVID-19 case in a variety of ways. In an effort to quickly report a positive COVID-19 case onsite and with respect to the privacy of the individual affected by COVID-19, the following reporting protocol has been established:



Staff is encouraged to reach out directly to Human Resources when reporting sensitive personal information.

Students, families and staff are instructed to inform their Assistant Principal if they test positive for COVID-19. The confirmed case will be provided with information on self-isolation. The Assistant Principal will then submit a **Positive COVID-19 Case Onsite Form**. This form is digital and will generate an email notifying all necessary parties. This form does not include identifying information of the individual who tested positive. Only the Compliance Officer or Human Resources will be informed of the identity of the positive case so that proper documentation, reporting and contact tracing efforts can be completed. 9-Dot Human Resources Department (HR) will drive all staff related COVID-19 reporting and/or contact tracing efforts. HR will follow the same Exposure Management Steps as indicated in this plan.

Any areas of the site where the confirmed case was present will be cleaned and disinfected in accordance with state and local guidance. Any individuals who were in close contact with the confirmed case will be provided with information on self-quarantine, as appropriate. A close contact is someone who was within 6 feet of an individual for 15 minutes or longer, all at once or cumulatively over the course of a day, regardless of whether one or both individuals were wearing a mask.

The steps indicated below will be followed based on the number of positive cases onsite.

Reporting of a single positive COVID-19 Case

The COVID-19 Compliance Officer will report all known positive cases in accordance with the specific

County Guidance. The COVID-19 Compliance Officer will work with the local public health agency to conduct contact tracing and will initiate necessary communications to any individuals exposed to the positive case as instructed by the local public health agency.

San Bernardino County Reporting

https://dphsbcountry.co1.qualtrics.com/jfe/form/SV_1KPbjRQPDXXOjDD

Ventura County Reporting

covidschools@ventura.org

Outbreaks

A COVID-19 outbreak is determined by three or more confirmed positive cases at the same facility within a 14-day period. Schools who experience an outbreak must close for 14 days. The COVID-19 Compliance Officer will work with the local public health agency as required.

School Site Closures

In most cases, entire sites may not be required to close even if there is a confirmed case in a staff member or student. Closure of a cohort may be necessary to prevent disease transmission. Individual site closure may be appropriate when there are multiple cases in multiple cohorts at a site or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the site. The Principal will determine when to close a site in consultation with the COVID-19 Compliance Taskforce, the School Leadership Team and the local public health agency. Students will be transitioned back to Distance Learning for the duration of the closure.

Guidance & References

In addition to complying with this plan, OFY Acton will implement all applicable measures in the following state and local health guidance, as they are updated from time to time:

SB County COVID-19 Response Guidance for K-12 Schools

<https://sbccovid19.com/wp-content/uploads/sites/41/2020/08/SB-County-COVID19-Response-Guidance-for-K-12-Schools.pdf>

COVID-19 Industry Guidance for Schools and School Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

COVID-19 Testing Appointment Scheduler

<https://sb.fulgentgenetics.com/appointment/screen/landing>

Ventura County Public Health Guiding Principles and Communication for School Districts

https://vcportal.ventura.org/covid19/docs/VCPH_Guiding_Principles_and_Communication_for_School_Districts_10-12-20.pdf

Ventura County Recovers

<https://www.venturacountyrecovers.org/school-information/>