



# The Language Academy of Sacramento

## COVID-19

# Reopening Handbook

Staff, Parents, and Students

spring 2020-2021: Phase 3

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## **Federal, State and Local Guidance**

The Language Academy of Sacramento (LAS) has worked closely with the Sacramento County Office of Public Health and used a number of guiding resources to develop a comprehensive reopening plan, including the following:

- Center for Disease Control Considerations for K-12 Schools: Readiness and Planning Tool
- California Public Health guidance, *“COVID-19 and Reopening In Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year”* guidance that was released on January 14, 2021
- Sacramento County Office of Education’s *“School Year Planning: A Guide to Address the Challenges of COVID-19”* document.

In addition, LAS also takes into consideration the stakeholder survey results conducted in September 2020, November 2020, December 2020 and March 2021 to help determine the best path forward for our community.

## **Infection Mitigation Strategies: Health, Safety and Personal Protective Equipment**

Together, as a community, we can ensure that we prevent in-school COVID-19 transmission. In order to reach maximum safety, we will implement multiple layers of safety to create the most optimal environment for students and staff. These strategies include:

- Face coverings
- Stable groups: cohorts
- Physical distancing
- Adequate ventilation
- Hand hygiene
- Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact.
- Screening and testing

We are committed to using all listed mitigation strategies to provide a safer environment for our students and staff.

## Face Coverings: Mask and Shields



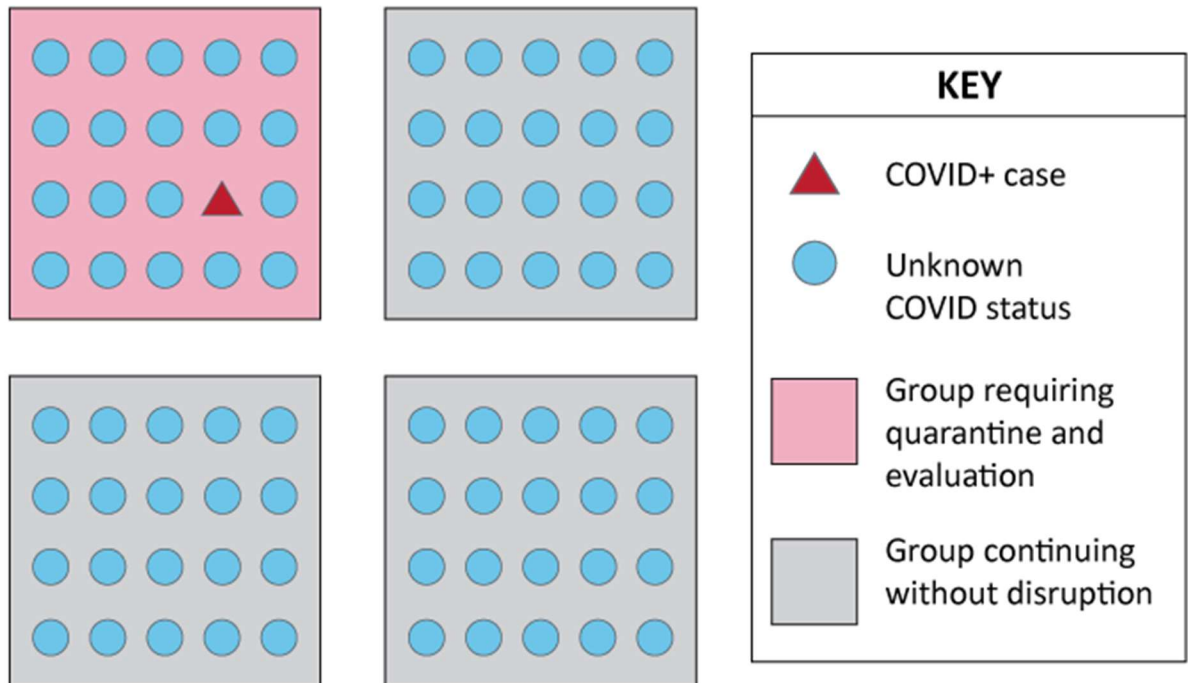
- All adults will be required to wear a mask while on campus. Staff will be provided with several reusable masks to wear throughout each week.
  - Teachers and Instructional Aides/Interventionist may wear an additional face shield.
- All students will be required to wear a mask unless there is a medical exemption from a medical doctor.
- Face shields are recommended for those with hearing impairments, or for communicating with a person who is hearing impaired, where the ability to see their mouth is essential for communication.
  - IEP or 504 Service Plans will be developed/revised collaboratively to provide health and safety provisions for students with complex needs.
  - Students will be strongly encouraged to bring their own mask to school. However, the LAS inventory includes:
    - Cloth Masks
    - Disposable Masks
    - Face shields
  - Plexi-glass will be available to use as an additional barrier as well as voice amplifying mics for teachers.
- Mask exemptions are as follows:
  - A physician recommendation
  - For those with hearing impairments or for those communicating with a person who is hearing impaired, where the ability to see their mouth is essential for communication, a face shield is recommended in lieu of a mask.
  - Persons with a medical condition, mental health condition, or disability that

prevents them from wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

- Persons who are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.

*Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.*

### Stable Cohorts



Stable cohorts are beneficial in that they can: limit the number of possible exposures if someone on campus becomes infected with COVID-19, reduce the number of people who become ill, assist with effective contact tracing and case investigations, and lessen the impact of COVID-19- induced quarantines and closures. Cohort members will minimize/avoid contact with other groups or individuals who are not part of the cohort.

- Students will be assigned a cohort for in-person attendance.
  - LAS will make every effort to assign siblings to the same cohort
- Students will be placed in small, stable groups with fixed membership that stay together for all activities (e.g. instruction, recess) as much as is practicable.

- TK-5th grades will maintain consistent cohorts with minimal to no mixing of students or teachers.

While stable cohorts are more difficult to maintain with middle and high schools due to the nature of class schedules and student movement, the following measures are being considered for Middle school:

- Consolidated schedules to decrease the number of students that a teacher interacts with each day. This will also decrease opportunities for students to mix in hallways during class changes. If a block schedule is chosen, cohorts should change no more often than once every 3-4 weeks.
- Create stable cohorts for homeroom or core academic subjects (e.g. students remain with the same group of students for English/Social Science and Math/Science)
- Staggered schedules for arrival/dismissal, recess, and lunch to prevent mixing of cohorts/grade levels.
- Shortening the school schedule to limit the need for a lunch break during the school day (State instructional minute requirements have been temporarily reduced due to COVID- 19).
- Minimize movement of students through hallways by creating one-way pathways.

### ***Physical Distancing: Classroom Seating Configurations***



Classrooms will be arranged to provide the maximum physical distancing with as close to 6 feet as possible between students.

- Removal of non-essential furniture/equipment to ensure physical distancing (i.e. Computer stations, rugs, extra tables, kidney-shaped tables, shelving, soft material furniture, etc).

- All seats will be forward facing in rows, where feasible
- Class sizes limited to 12 students (as feasible)
- Seating must be 6 feet apart for each student and adult in the room
- No sitting on the floor or on carpets in lower grades
- Cooperative learning can only be implemented if students are at least 6 feet apart or via computer within the classroom.
- Assessments shall be set up in designated areas with plexi-glass shields to protect students and staff.
- Signs will be posted in highly visible locations that promote everyday protective measures and how to stop the spread of germs.

### **Wayfinding**

Signs in Spanish and English will be strategically placed in high traffic areas (e.g. bathrooms, classrooms, hallways, etc.). Signs will reflect topics such as:



- Don't feel well? – Helps parents and students recognize symptoms
- Stop spread of germs- Best practices at home and in public areas
- What you should know about COVID-19 to protect yourself and others
- Did you wash your hands?- Step by step instructions for effective hand washing
- How to wear and take off a mask-Best practices for wearing masks

### **Ventilation and HVAC**

- Fresh air flow vents have been opened in classrooms
- Filters have been replaced in currently occupied classrooms and will be replaced in the rest of the school prior to the return of students
- Air purifiers have been added to each classroom to address air flow circulation in classrooms that do not have access to windows

### **Hand Hygiene**

Staff and students will be asked to 1) properly wash hands, 2) avoiding touching one's eyes, nose, and mouth, and 3) to cover coughs and sneezes into a tissue or their elbow.



- Students and staff are expected to wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, or art,; and before and after using the restroom.
- Students and staff are expected to wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
- Staff are expected to model and practice handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
  - Students can use outdoor portable handwashing stations throughout the school site and near classrooms to minimize movement and congregating in bathrooms to the extent practicable.
  - Teachers will develop routines enabling students and staff to regularly wash their hands at staggered intervals.
  - School Leadership will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.



## **Monitoring Student and Staff Health**

### ***Staff Testing***

- All staff is tested for COVID-19 prior to commencing work with students. A negative result is required and must be submitted before the staff member is able to work with children.
  - Testing exception will be made for employees who have been positive with COVID-19 in the last 90 days and have completed the quarantine period. Proof of positive COVID-19 test with date must be submitted.
- The LAS partnership with the Sacramento Department of Public Health provided testing at no-cost to employees including reimbursing employees for travel costs to the testing site (e.g., mileage or public transportation costs).
- LAS will follow HIPPA guidance in managing test results
- LAS will implement a surveillance testing program where all teachers and school site staff are tested for COVID-19 every once a month, with approximately 25%



of staff being tested every two weeks.

### ***Student Testing***

- The School will conduct mandatory school-sponsored antigen (Rapid) COVID-19 testing for all employees and students.
  - New students and remote students wishing to return to campus must submit a negative antigen (Rapid) COVID-19 test before they can attend in-person classes for the first time.
  - Testing exception will be made for students who have been positive with COVID-19 in the last 90 days and have completed the quarantine period. Proof of positive COVID-19 test with date must be submitted.

### ***Testing Schedule and Sites***

- Staff will be testing weekly
- Once the school transitions to a hybrid model, testing will occur as follows:
  - Staff will test biweekly (once every two weeks) when the COVID-19 positivity rate is >5% in Sacramento County and considered “Widespread,” as defined by the state’s Blueprint for a Safer Economy.
- The school will provide employees and parents/caregivers with information on how to schedule employee and student testing. The school reserves the right to manage student testing appointments by grade/cohort.
- Test results must be submitted to the office. Staff should submit results to Ms. Morales. Student test results should be submitted to Ms. Karina in the front office.
- Individuals who do not wish to participate in school-sponsored testing days may supply a negative test result from an independent testing provider, but it must be collected within the timeframe of the school's scheduled test dates. Outside test results must be provided to the Human Resources (staff) or main office (students).
  - Testing exception will be made for employees who have been positive with COVID-19 in the last 90 days and have completed the quarantine period. Proof of positive COVID-19 test with date must be submitted
- Individuals who must miss a school-sponsored COVID-19 test due to a quarantine order will receive instructions on how to return to campus. Typically, they will be directed to be independently tested for COVID-19 on the 10<sup>th</sup>-12<sup>th</sup> day after exposure and provide negative test results.
- The decision to decrease student time on campus or adopt fully remote learning will be made in consultation with local health authorities in response to changing conditions.
- The school campus will remain open as long as our positivity rate for on-campus community members remains below 25% when calculated school-wide. Cohorts may move to 100% remote learning independent of each other based on positivity rates for each cohort.

### ***Parent Prescreening/Monitoring of their child***

Each day, parents are asked to prescreen and self-monitor prior to arriving at school. If a student should exhibit symptoms parents should:

- Keep students at home for quarantine or self-isolation. If a student arrives to campus with these symptoms they will be sent home.
- The parent should seek guidance from their child's healthcare provider.
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

### ***Staff Pre-screening/Self-Monitoring***

Staff are asked to prescreen on a daily basis via the Join Work Safe Application, prior to arriving at school. If a staff member should exhibits symptoms they should:

- Not enter the school building and should remain at home to quarantine or self- isolate.
- The employee should seek guidance from their healthcare provider.
- Healthcare provider confirms alternate diagnosis for symptoms.
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

## Know the symptoms of COVID-19, which can include the following:



### *Student and Staff Prescreening Determinations*

- If a student or staff answers **yes to a pre-screening question**
  - The cohort remains open.
  - The student or staff member should not enter the building and should be sent home for quarantine or self-isolation
  - The student or staff member should seek guidance from their healthcare provider.
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - Other symptoms have improved; and
  - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
- If a student or staff member **tests positive for COVID-19**
  - The cohort will be closed for 14 days from last known exposure.
  - LAS will work with all families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive.
  - Students and staff should be quarantined for 14 days from date of last known contact. The entire cohort of staff and students should be tested working directly with their healthcare providers and/or SCPH.

- Further testing of family members may be advised based on cohort test member results.
- LAS will require a negative test result prior to returning onsite.
- LAS will report all positive COVID-19 testing to Sacramento County Public Health

## **Equipment**

- Thermal body temperature stations will be placed at three entrance points.
- Oxygen monitors will be made available in the care room as well as the central office.
- Handheld thermometers will be provided for drop off check-in and in each classrooms first aid bags.
- Air purifiers have been secured in an effort to address air flow circulation in classrooms that do not have access to windows

## **Isolation and Quarantine Requirements**

- **“Isolation”** refers to the period of time an individual with a confirmed case of COVID-19 must be separated from others. Typically, isolation requires an individual to be separated from others at least three days (72 hours) after fever resolves and respiratory symptoms improve and at least 10 days from the symptom onset, whichever occurs later, or 10 days from positive test date if asymptomatic.
- **“Quarantine”** refers to the period of time an individual who has been in close contact with a confirmed case of COVID-19 must be separated from others. All individuals who have been in close contact with a confirmed case of COVID-19 are required to quarantine for 14 days. Quarantine time may be extended if living in the same household with a positive individual.
  - The school will require that all students and employees self-quarantine for 14 days prior to returning to campus if they travel or participate in gatherings, in accordance with county and state guidance.
  - Students or staff who travel out of the state or country will be required to quarantine for 14 days prior to returning to campus.

Individuals should avoid non-essential travel especially during holidays, vacations, or school breaks and follow CDC guidance and local travel advisories, if travel is essential. Individuals are discouraged from attending gatherings, especially during holidays, vacations, or school breaks, and are required to follow CDC and county guidance per gathering restrictions.

## **Facilities Cleaning, Sanitizing, Disinfecting and Ventilation**

## General Cleaning

- All staff will have an opportunity to participate in COVID-19 safety training via Safe Schools or through the Sacramento County Department of Public Health
  - Provide training to all staff, particularly custodial, on cleaning related to COVID- 19
  - Daily cleaning of touch points in all areas, including desks and chairs
  - All spaces cleaned with antiviral disinfectant daily (cleaning solution may vary for students with medical accommodations for conditions such as asthma)
- Ensure the following areas are cleaned periodically throughout the day:
  - Common area touch points including but not limited to doorknobs, copiers, and counters, etc.
  - Individualized student materials (all efforts will be made to reduce or limit sharing of these materials)
    - Desks and surfaces in classrooms to be deep cleaned upon arrival of new groups of students
    - Utilize touchless garbage cans
    - Provide hand sanitizer in all classrooms, offices, and other high traffic areas
    - All classrooms will be provided with sanitation wipes
    - Library books/classroom library books and classroom textbooks will sit for three days before being used by another individual
    - Water fountains will be off limits. Students and staff will be encouraged to bring water bottles and use hydration stations."

## Student Bathrooms

- School has increased custodial time to ensure bathrooms can be cleaned and/or sanitized throughout the day
- School will stock three-month's worth of essential soap, paper towels, toilet paper, etc. at all times to ensure areas are well stocked and accessible to staff and students.
- Staff time will be increased:
  - to ensure sufficient supervision of bathroom areas throughout the school day
  - to ensure sufficient staff for deep cleaning between cohorts and/or clusters

## Drop-Off and Pick-Up

- Students' temperature will be checked as they exit their vehicle. Students with a temperature of more than 100.4 will be rechecked in one of the recheck points for all students and staff. Parents will be asked to park and wait for recheck. If temperature recheck remains above 100.4 the student will be sent home.
- Each entrance point shall be equipped with thermal body temperature stations and

a staff member to ensure students are properly screened.

- Scheduled staggered pick-up and drop-off times and/or assigned different pick-up and drop-off locations on campus to minimize the number of students and parents in one place at the same time.

## **Recess**

- No use of playground equipment (e.g. jungle gyms)
- No shared equipment (e.g. footballs, basketballs, etc.)
- Limit recess to walking clubs, reading, and other non-contact physically distant games and/activities

## **Social-Emotional Wellness**

Social-Emotional supports are provided to students and their families in a variety of ways at LAS, including the following:

- Teachers and staff may refer students with social-emotional needs through the Multi-Tiered Systems of Support (MTSS) and Intervention Progress Team (IPT) process. Within these systems, school personnel share intervention strategies to support students or provide resources to families.
- LAS employs a full-time school psychologist and a full-time school counselor to help address student needs, including providing counseling sessions on a short or long term basis, as well as consulting with families.
- Staff, students and families in need of mental and emotional support may access a live 24/7 concierge meant to assist in finding local mental health related programs and counseling services. Care Solace is a tool for individuals to connect with community-based mental healthcare resources and providers. The following link is a resource that can be used at no cost to the LAS community:

<https://caresolace.com/site/lasac/>

## **Nutrition Services**

### **Cafeteria/Lunch**

- Limit the cafeteria to no more than 50% of capacity with the following guidelines.
  - Tables in the cafeteria will be spaced out and additional spaces (stage) will be used to ensure physical distancing.
  - Meals will be available as follows
    - Grab and Go lunches will be utilized, with students practicing physical distancing.
    - Utilize multiple locations to pick up food to limit gatherings.

## **Communications**

### **Working with Health Officials and Media**

- The school will establish and maintain communication channels with state and local emergency responders, health officials, and government officials.
- In the event of a positive COVID-19 case, the school will contact Sacramento County Public Health and work with a public health nurse to identify those that will be considered close contacts.
- Sacramento County Public Health will provide guidance on actions required. Depending on the specific circumstances of the case, different notifications may be made. However, the school will notify staff and families on a necessary basis for close contacts, and/or as determined by the health authorities. The school may also make additional notifications as needed depending on the circumstances of a situation.
- All media inquiries should be sent to the Executive Director, Eduardo de León, for response and/or tracking.
- The onsite contact tracing contact is Karina Rodriguez.

### **Information and Notifications for Parents**

- Families can expect to receive an email, text, and/or phone call if they have been identified as a close contact exposed to an infected individual. Communication will be sent to primary parent(s).
- The school will maintain resource links to house information and policies pertaining to COVID-19.
- The school will track all confirmed cases of COVID-19 for students and employees as well as school sponsored testing data on a COVID-19 dashboard made available on the school's website.

### **Sharing Information with the School**

- Please notify the school if a student or household member has tested positive for the virus. To maintain confidentiality, we ask that you report confirmed cases to Ms. Karina Rodriguez at [krodriguez@lasac.info](mailto:krodriguez@lasac.info) or via phone at (916) 277-7137.
- Families should report voluntary absence of a student for remote learning to the front office.



- Families should update medical information/emergency contact information with the office at the beginning of the school year and as information changes.
- Changes to parent email addresses or phone numbers should be made with the front office by parents as soon as possible. The school may send periodic reminders to check and confirm contact information throughout the year.

## **Visitor and Vendor Protocols**

In order to ensure stable cohorts and maximum safety, visitors (including parents/caregivers and family members) and vendors (such as contractors, district staff and service providers) must follow these guidelines. Only approved vendors will be permitted to check in at other locations. Signage will direct visitors and vendors to the following locations:

- Main office - Visitors are not allowed beyond the front office.
- Campus entry points - Visitors must be prepared for temperature check and symptoms screening

All visitors must follow general protocols such as wearing face coverings and maintaining six (6) feet of distance from all non-related persons at all times when on campus.

All parents should make every effort to conduct all communication via phone or email unless explicitly instructed by office staff. All packages must be delivered to the front office and employees must follow hand washing guidelines after handling mail and packages.

## STUDENT PROTOCOLS

- The school will perform student screening checks at the curb and take each student's temperature. Students who are running a fever or not feeling well will not be able to attend school.
- Students arriving late to school must check in at the office to be screened before attending class. Screening includes temperature checks and several questions related to symptoms of COVID-19 and contact with those who show symptoms of COVID-19.
- Students in grades TK - 8 must wear face coverings on campus during the day.
- Students will be asked to wash/sanitize their hands upon entering the classroom; before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
  - Children under age 9 should use hand sanitizer under adult supervision.
- Students should maintain at least six (6) feet physical distancing from other non-related persons at all times. During lunch or snack times, when masks are removed, physical distancing is even more important.
- Students should not meet in common areas.
- All student gym locker use is suspended and changing rooms will be closed.
- The school will maintain desk and table separation in classrooms for physical distancing.
  - Students should not rearrange classroom furniture.
- Student cohort groups will be established to limit large groups and mixing of students.
- Students are asked not to bring to campus stuffed animals or other toys from home.
- If a student becomes symptomatic during the school day, they will be separated from others promptly and placed in our recovery room. The family will be asked to come immediately, but not later than 20 minutes, to pick up the sick child.
- Students should practice prevention behaviors (physical distancing, face coverings, handwashing, cough/sneeze etiquette, and seasonal flu vaccinations) as important strategies in slowing the spread of COVID-19 and other infectious diseases.

## EMPLOYEE PROTOCOLS

- All employees are expected to take their temperature at home without the use of fever reducing medicine before coming to campus. Any employee with a temperature of 100.4 degrees or higher should not report to work.
- Employees should remain home if they or another household member are experiencing respiratory symptoms such as cough and shortness of breath.
- Employees must wash/sanitize their hands upon entering the classroom/office; before and after eating; after coughing or sneezing; after being outside; before and after using the restroom; and after handling mail and packages. Please see “Cleaning Protocols” for more information.
- When a cohort changes in a classroom, teachers and/or older students under the supervision of an adult should clean high-touch surface areas during turnover when maintenance is not scheduled. The school will supply disinfecting wipes to classrooms for the purposes of sanitizing materials and high-touch surfaces.
- Teachers will limit sharing of supplies between students and disinfect between uses, if sharing is unavoidable.
- Intervention employees are not permitted to tutor students on campus, but may conduct one-on-one tutoring virtually after school hours.
- Employees are not permitted to staff private learning pods unless they have received prior approval from the Executive Director.
- Employees and/or students will be provided gloves for conducting duties such as cleaning, first aid, or food service.
- Employees are expected to clean and put away their own dishes promptly when using the staff lounge.
- Employees must use provided cleaning supplies to clean shared areas.
- Use of the staff lounge will be limited to essential use with up to four (4) employees at one time not including front office staff.
- Employees must wear face coverings and maintain at least six (6) foot physical distancing from other non-related persons while on campus. During lunch or snack times, when masks are removed, physical distancing is even more important.

- If an employee becomes symptomatic during the school day, they will be separated from others promptly. Arrangements will be made to remove the adult from campus as soon as possible and replace with an emergency substitute.
- Employees will teach and reinforce prevention behaviors including physical distancing, use of face coverings, handwashing, cough/sneeze etiquette etc. as important strategies in slowing the spread of COVID-19 and other infectious diseases.
- It is every employee's responsibility to adhere to these rules and regulations and to protect the confidentiality of student/family/employee health information in the event of a positive case.
- The following is a link to local COVID-19 testing sites: (Contextualize what this information is for)
  - [Sacramento County COVID-19 Mobile Testing Site](#)

***Human Resources***

- Employees must notify their supervisor of any concerns regarding health and safety that impact their ability to perform their job.
- Employees must notify the Executive Director and/or the Director of Business and Operations of any needs related to working remotely.
- There are several state and federal programs to assist with benefits if an employee contracts COVID-19. An employee who cannot report to work for specific COVID-19- related reasons may qualify for leave or an accommodation under state or federal laws. Check with Ms. Morales for information on these programs.
- Subject to requirements of the state or county, all employees may be subject to periodic COVID-19 testing.
- Employees in need of mental and emotional support may refer to these mental and emotional well-being resources from the employee benefit program.
  - [Employee Assistance Program - Guidance Resources](#)
  - [Care Solace - Employee Access](#)
- State and federal leave programs are changing regularly due to the pandemic. Please check with HR for the current status of a program or to determine your

eligibility for a program.

### ***Staff Accommodations***

LAS will work with each employee through an interactive process using documentation provided by their doctor to identify accommodations that can assist the employee in completing the duties for their position in serving students and staff in the safest manner possible.

- Accommodations will vary based on the position and may include items such as additional personal protective equipment (PPE), additional spacing in classrooms or office space, additional training for staff members and students, and possible remote work agreements.
- The process compares the medical needs of the employee to the requirements of the position and develops unique solutions to support each employee individually.
- Any employee who believes they may need a COVID-19-related accommodation simply needs to inform school administration to begin the process.

### ***System for Communicating***

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that includes the following information:

- Employees should report COVID-19 symptoms and/or possible hazards to Ms. Morales and Maestro de León via email at [jmorales@lasac.info](mailto:jmorales@lasac.info) and [edeleon@lasac.info](mailto:edeleon@lasac.info) without fear of reprisal.
- Information about COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

### ***Training and Instruction***

We will provide effective training and instruction that includes:

- The LAS COVID-19 Policies and Procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of

- combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
  - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
  - Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
  - COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.