



2021-2022

COVID-19 Safety Plan For In-Person Instruction

This is a working document and information may be subject to change as directed by federal or state law and regulations or guidance.

Woodward Leadership Academy is a public charter school, authorized by the San Bernardino City Unified School District

www.WoodwardLeadershipAcademy.com

WLA Board of Directors:

Linda Davis, Alicia Dumas-Pace, Dr. Samuel Gibbs, Jonte Johnson, Willie Love, Maisha Turner

I. Preface

Woodward Leadership Academy (WLA) is excited to welcome back our students and staff for full day 5-day in-person instruction for the 2021-22 school year. Families needing an alternative Virtual Learning Program for their children may contact the school office to receive detailed information about our online learning option. (A synopsis of our Virtual Program is included in Appendix A)

This document continues to evolve and is drafted based on the most updated public health guidance provided by the California Department of Public Health for the purpose of returning to full, in-person learning starting on the first day of school, August 2, 2021, for the 2021-22 school year. The “WLA COVID-19 Safety Plan” is comprehensive and continues to be fluid, focused on three priorities:

1. Keep students, staff, and the community safe through strong health and safety protocols grounded in California Department of Public Health’s guidance;
2. Be responsive to the needs of parents who desire a high-quality learning experience for their children, preparing students for success in an ever-evolving future; and
3. Provide trainings, support, and expectations to staff to enhance their ability to be responsive to the needs of students and to further enhance their pedagogical practices to continue WLA’s mission of providing an excellent education through rigorous curriculum.

Guidance for the completion of this plan comes from the California Department of Public Health. This document was developed with the most current information known at the time and will be updated as new guidance is received.

II. SAFETY MEASURES FOR OUR TK-6 STUDENTS

The health and safety of our scholars, staff, and families is the top priority when implementing in-person instruction. We will continue to implement health and safety protocols in alignment with the California Department of Public Health's (CDPH) COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year. That document can be found [here](#).

The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible. In California, the surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following: vaccination for all eligible individuals to get COVID-19 rates down throughout the community; universal masking in schools, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more targeted quarantine practices, keeping students in school; and access to a robust COVID19 testing program as an available additional safety layer. Recent evidence indicates that in person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with [CDC K-12 School Guidance](#).

1. MASKS

Per CDPH, masks are one of the most effective and simplest safety mitigation layers to prevent inschool transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools.

- All students are required to mask indoors, with exemptions per CDPH face mask guidance. Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Masks are optional outdoors for all in K-12 school settings. However, people who are not fully vaccinated are encouraged to wear a mask in crowded outdoor settings or during activities that involve sustained close contact (including high-risk contact sports) with other people who are not fully vaccinated per CDPH.
- “Face covering” means a surgical mask, a medical procedure mask, a respirator, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not

include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

- Persons exempted from wearing a face covering due to a medical condition, must wear a nonrestrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Parents or guardians can work with the school administration team to begin the process to discuss accommodations.

- WLA will continue to implement local protocols to enforce the mask requirements. Additionally, WLA offers alternative educational opportunities for students who are excluded from campus because they will not wear a face covering.

- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) staff can use a face shield with a drape (per CDPH guidelines) instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of this setting.

- Per CDPH, a cloth face covering may be removed for meals, snacks, or when it needs to be replaced. Students receive a “breathable” bag, to store their face covering to keep their face coverings sanitary when they are permitted to remove them.

- Appropriate face coverings and face shields with drapes are available for staff and students.

2. PHYSICAL DISTANCING

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

- Per CDPH and Cal/OSHA, physical distancing and desk barriers are no longer a requirement. When masks need to be removed while eating or drinking, WLA will maximize physical distance as much as possible

3. VENTILATION RECOMMENDATIONS

- Ventilation is optimized at WLA with central air filtration for HVAC systems with a minimum efficiency reporting value (MERV) 13 filter.

- Portable high-efficiency air purification HEPA units will be available in all classrooms and workspaces. This is consistent with the Indoor Air Quality (IAQ) Section listed on the CDPH [website](#).

4. RECOMMENDATIONS FOR STAYING HOME WHEN SICK & GETTING TESTED

WLA will follow the strategy for Staying Home when Sick and Getting Tested from the CDC.

- Getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools.
- Students, teachers, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others. It also is essential for people who are not fully vaccinated to quarantine after a recent exposure to someone with COVID-19.
- San Bernardino County provides FREE COVID-19 Testing throughout the county. Visit the SB County website for information: <https://sbcovid19.com/testing-sites/>.

California Department of Public Health (CDPH) Return to School Criteria

WLA students and staff with symptoms may not return to campus in person until they have met the [CDPH criteria to return to school](#) for those symptoms:

i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications;

AND

ii. Other symptoms have improved;

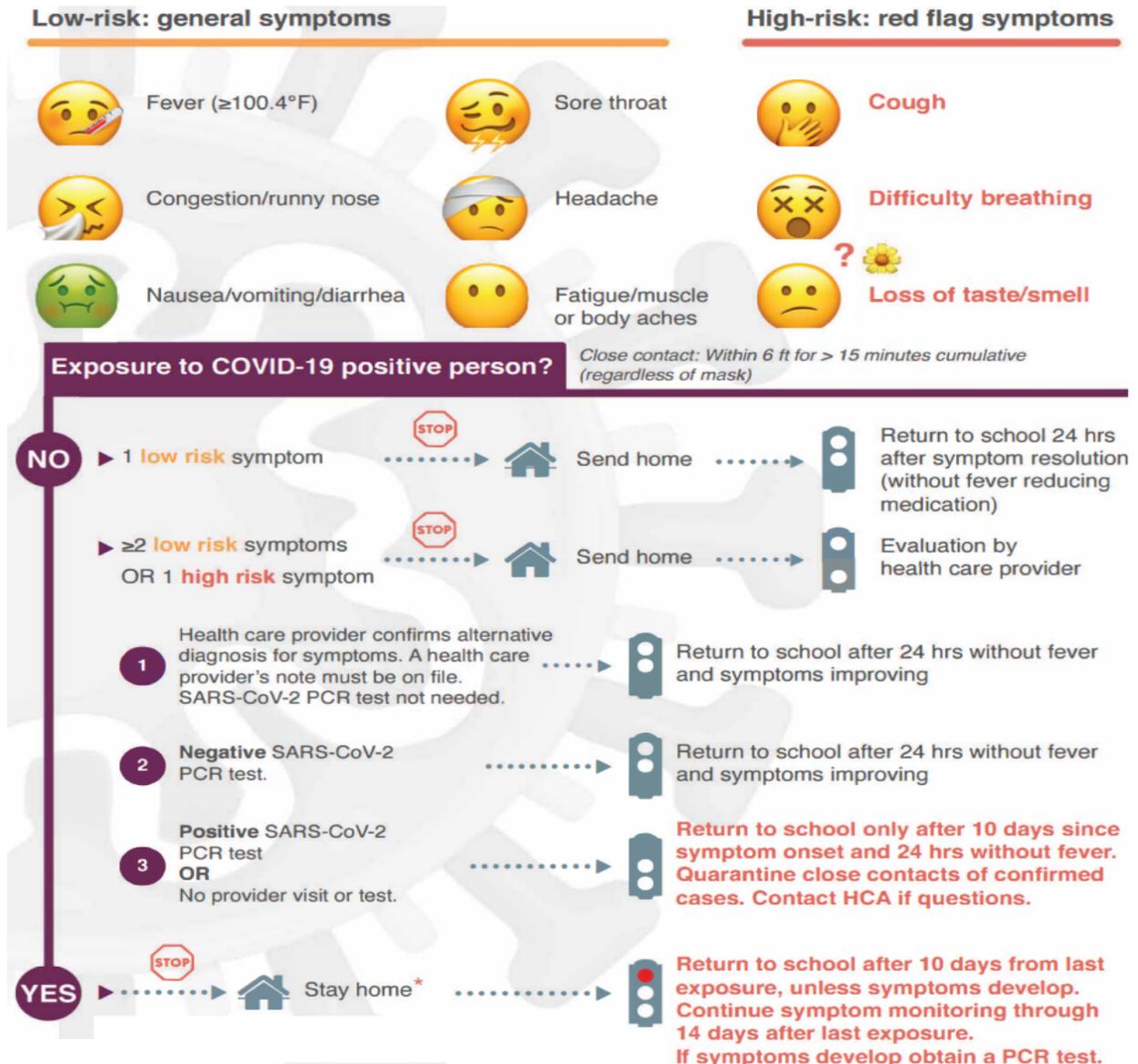
AND

iii. They have a negative test for SARS-CoV-2, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.

WLA will follow the guidance of *San Bernardino County COVID-19 Response Guidance for K-12 Schools* for symptom screening decisions (diagram below).

COVID-19 Symptom Decision Tree

Screening Chart for Staff & Students



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change

5. SCREENING TESTING RECOMMENDATIONS

WLA will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 are referred for testing.

San Bernardino County provides FREE COVID-19 Testing throughout the county. Visit the SB County website for information: <https://sbcovid19.com/testing-sites/>.

6. CASE REPORTING, CONTACT TRACING & INVESTIGATION

If a positive COVID-19 case occurs at a school site, WLA will investigate and initiate contact tracing immediately, and the school COVID-19 Designee will coordinate a response with San Bernardino County Department of Public Health. The school administration team will notify students, staff, and families who have been identified as a close contact and potentially exposed to COVID-19 and provide health recommendations and guidance from the health agency.

The WLA COVID-19 Designee will report the case to the health care agency within 24 hours.

Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. Due to privacy and confidentiality issues, details of positive cases will not be disclosed to the public.

The WLA COVID-19 Liaison is Mr. Cesar Becerra.

7. QUARANTINE RECOMMENDATIONS

For Vaccinated Close Contacts

For individuals who are vaccinated, WLA follows the [CDPH Fully Vaccinated People Guidance regarding quarantine](#).

8. QUARANTINE RECOMMENDATIONS

For unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 settings

WLA will follow the quarantine process established by CDPH guidance in conjunction with consultation from the local health care agency.

When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting

9. QUARANTINE RECOMMENDATIONS

For unvaccinated student close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.

WLA will follow the quarantine process established by CDPH guidance in conjunction with consultation from the local health care agency.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing;

OR

- ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure;

AND

- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

10. ISOLATION RECOMMENDATIONS

For both vaccinated and unvaccinated persons, WLA will follow the [CDPH Isolation Guidance](#) for those diagnosed with COVID-19.

Isolation- Symptomatic

CDPH recommends a symptom-based strategy to determine the duration of isolation for people with COVID-19 who are symptomatic, meaning they have symptoms. Persons with COVID-19 who have symptoms and were instructed to care for themselves at home may discontinue self-isolation under the following conditions:

- at least 10 days have passed since symptom onset;
- AND**
- at least 24-hours have passed since resolution of fever, without the use of fever-reducing medications;
- AND**
- other symptoms have improved

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/CDPH-Home-Quarantine-Guidance.aspx>

Isolation- Asymptomatic

For persons with COVID-19 who are asymptomatic, meaning that they have NOT had any symptoms, CDPH recommends that these individuals be instructed to care for themselves at home. They may discontinue isolation under the following conditions:

At least 10 days have passed since the date of the first positive COVID-19 diagnostic test.

If they develop symptoms, then the strategies for discontinuing isolation for symptomatic individuals should be used.

11. HAND HYGIENE RECOMMENDATIONS

Students and staff are instructed and reminded in proper hand washing & sanitizing techniques, and to avoid contact with one's eyes, nose, and mouth, and covering coughs and sneezes. Handwashing/sanitizing will be required throughout the day: upon arrival to school, before and after recess, lunch, PE, and when returning to class from any shared area and in class as needed.

- Students and staff are reminded to wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- Students may bring a personal hand sanitizing bottle for their personal use.
- Sanitizing stations have been installed throughout the campus.
- All employees are encouraged to keep their work spaces clean, and staff teaches the habit of cleanliness to students.

12. CLEANING RECOMMENDATIONS

- WLA follows standard practices and appropriate regulations specific to the type of facility for standards for cleaning and disinfection.
- CDPH guidance states, “In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces per CDPH. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.”
- Classrooms are thoroughly cleaned daily.
 - o If the campus has a sick person with COVID-19, WLA will clean AND disinfect the spaces occupied by that person during that time.
- Custodial staff and any other workers who clean and disinfect the school site are trained and equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.

13. FOOD SERVICE RECOMMENDATIONS

- WLA will maximize physical distance as much as possible while eating.
- WLA Food Service Staff will clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals. Food Service staff will continue to wear masks when distributing meals for cafeteria service.
- Student Breakfast will be served in the school cafeteria starting at 7:00am.

14. VACCINATION VERIFICATION CONSIDERATIONS

To inform implementation of prevention strategies that vary by vaccination status (testing, contact tracing efforts, and quarantine and isolation practices), WLA will refer to the [CDC vaccine verification recommendations](#).

15. COVID-19 SAFETY PLANNING TRANSPARENCY RECOMMENDATIONS

In order to build trust in the school community and support successful return to school, WLA provides transparency to the school community regarding the school's safety plans.

WLA's safety plan is posted on the school website, communicating the safety measures in place. Trainings with the most current information are provided to staff.

THIS DOCUMENT SERVES AS THE SCHOOL'S COVID-19 SAFETY PLAN.

Note: With the approval of the federal American Rescue Plan, each local educational agency receiving Elementary and Secondary School Emergency Relief (ARP ESSER) funds is required to adopt a Safe Return to In-Person Instruction and Continuity of Services Plan and review it at least every six months for possible revisions. The plan must describe how the local educational agency will maintain the health and safety of students, educators and other staff. Reference the Elementary and Secondary School Relief Fund (ESSER III).

III. ADDITIONAL CONSIDERATIONS OR OTHER POPULATIONS

1. DISABILITIES

Disabilities or other health care needs:

When implementing this guidance, WLA will carefully consider how to address the legal requirements related to provision of a free appropriate public education and requirements to reasonably accommodate disabilities, which continue to apply. WLA will refer to the CDC K-12 guidance section on "Disabilities or other health care needs" for additional recommendations.

→ Staff can contact the Administrative Team if accommodations are needed.

- Parents can contact the school Administration Office if accommodations are needed for their children.

2. VISITOR RECOMMENDATIONS

WLA is proud of our connection with families, and we wish to emphasize an interest in creating family engagement opportunities when safe to do so.

Visitors are individuals who need to enter a school office for a clear, temporary purpose such as registering a child for school, picking up a child, or another specific purpose or attending a meeting.

WLA encourages parents to conduct as much business as possible through phone, email or zoom.

Invited Visitors are individuals whom the school has invited to be on campus for a specific purpose. This includes assembly presenters and class guests. Invited visitors will be limited, and must be approved by Administration.

Volunteers: A volunteer is an individual who applies for the opportunity to be a school/classroom volunteer (more frequent and longer time at the site). As we start the year, WLA may identify 2-3 approved volunteers from their parent organization to serve as volunteers for outdoor activities with approval from Administration.

All volunteers must complete the following prior to service:

- Complete the volunteer application.
- Receive written approval from the school Administration Team.
- Complete a Vaccine Attestation.
- Agree to wear a face covering while on district property, when indoors.
- Comply with all school protocols.

IV. OTHER INFORMATION

In addition to the guidance provided, WLA continues the following practices for our school community.

WELLNESS HEALTH SCREENER AT HOME

Monitoring the health and wellbeing of our students at home is key to keeping our school community safe. The following are symptoms associated with COVID-19, per CDC guidelines.

Having these symptoms is not, in and of itself, a diagnosis of COVID-19. Families are encouraged to seek a medical opinion if their children exhibit these symptoms: *fever, cough, shortness of breath or difficulty breathing, fatigue, muscle of body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.*

To conduct a wellness screening, you may take your child's temperature before sending them to school and screen for symptoms and exposure to COVID-19. Anyone with a fever of 100.4 degrees Fahrenheit or higher or with symptoms associated with COVID-19 should not go to school. If you think you or a member of your family have COVID-19, you may seek a free test through San Bernardino County. Visit the SB County website for information: <https://sbccovid19.com/testing-sites/>.

In addition, if someone is showing any signs of COVID-19, CDC advises individuals to seek emergency medical care immediately: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

ARRIVAL

- WLA will utilize one point of entry for arrivals.
- School begins at 8:00am for all students in the 2021-22 school year.
- All students are required to wear a face mask to enter indoors, and masks are provided to students who need one.
- All students will have their temperature taken at the point of entry.

BREAKFAST AT SCHOOL

Students who eat breakfast at school may arrive as early as 7:00AM. Please do not send children to school earlier than the breakfast time. Students not eating breakfast at school may arrive from 7:45-7:55 am to avoid being late.

STUDENT DISMISSAL

WLA daily dismissal on early-release Mondays is at 1:30 pm. Tuesday-Thursdays, students will be dismissed at 2:30 pm.

Students who are enrolled in the SOAR Club Afterschool Program will be released to their appropriate after school class.

Students who do not participate in the afterschool program will be released to their parents or parent designee.

Parents should utilize the after school call system when picking up their student.

SICK DURING SCHOOL DAY

- If a student becomes sick during the school day, WLA will follow the Symptom Decision Tree (Appendix B), and the following steps will be taken:

- Student will be taken to the Sick/Isolation Room to be separated from others, and temperature and symptoms will be evaluated; student will be required to wear a face covering and remain in the isolation area until they are picked up by a parent or guardian immediately unless there is an alternative doctor's note on file for the symptoms, i.e.: allergies, asthma.

- WLA students and staff with symptoms may not return to campus in person until they have met the CDPH criteria to return to school for those symptoms. WLA will follow the Symptom Decision Tree.

- WLA has designated a "Sick/Isolation Room" where students will be isolated until they are immediately picked up from school. This room will be properly sanitized following use.

SCHOOL EVENTS

WLA will continue to review COVID-19 data and conditions to provide opportunities for various school events such as assemblies and field trips in a safe manner.

WLA encourages parents to conduct as much business as possible through phone, or email.

For the beginning of the school year until further notice, invited visitors will be limited, and must be approved by the school Administration.

PERSONAL PROTECTIVE EQUIPMENT (PPE) & OTHER ESSENTIAL PROTECTIVE GEAR

WLA has procured items that are considered essential equipment to ensure safeguards for staff and students. This includes Personal Protective Equipment (PPE) which is defined as equipment needed by staff to perform their job safely such as face coverings, hand sanitizers, disinfectants, gloves, etc. This also includes adjustments to facilities that respond to the unique needs of the moment.

Monitoring and Restocking of PPE Materials:

PPE is provided to WLA staff and students free of cost. WLA will keep track of their PPE materials received. Additional items will be ordered as needed.

STUDENT MATERIALS IN THE CLASSROOM

- Basic materials and supplies are available. Students and staff will wash/sanitize hands before and after sharing materials. Students may bring approved school supplies to school if they choose.
- Students receive a bag to store their face covering while out at play or eating to keep their face coverings sanitary.
- Students may bring backpacks and lunch bags to school each day.

STUDENT RESTROOMS

- Restrooms are cleaned throughout the day.
- Students are reminded to wash or sanitize hands before and after going to the bathroom, and to wear masks following CDPH's guidance.

DRINKING WATER

- Students are encouraged to use the water bottle filling station. Students are encouraged to bring their own water bottle to use with the water bottle filling station.
- The water bottle filling station has a foot pedal that allows for hands-free water dispensing. The water bottle filling station is regularly cleaned and sanitized.

TRANSPORTATION & FIELD TRIPS

- Masks are required for students and staff on the bus, and extra face coverings are available if needed.

- Health and hygiene are promoted. Students will sanitize their hands before boarding the bus.
- Ventilation is provided with open windows as practicable.

FIELD TRIPS: We are not currently scheduling overnight trips for the 2021-2022 School Year. Day trips will be considered pending current local health conditions and guidance.

ADDITIONAL MEASURES

During an outbreak or major outbreak of COVID-19, additional measures and mitigation strategies may be implemented if determined necessary based on hazard assessments.

WLA COVID-19 DESIGNEE

Mr. Cesar Becerra

Appendix A:
WLA Virtual Learning Program 2021-2022

This model was developed to support families who prefer to keep children at home until a COVID-19 therapeutic remedy is available. This model will be substantially equivalent to the quality and rigor of classroom-based instruction. **The Virtual Learning Program is not an independent studies program, where students complete work on their own and report to their teacher weekly.** Student success in the Virtual Learning Program will require continuous, active involvement and supervision by parents, guardians and/or caretakers.

The Virtual Learning Program Model includes:

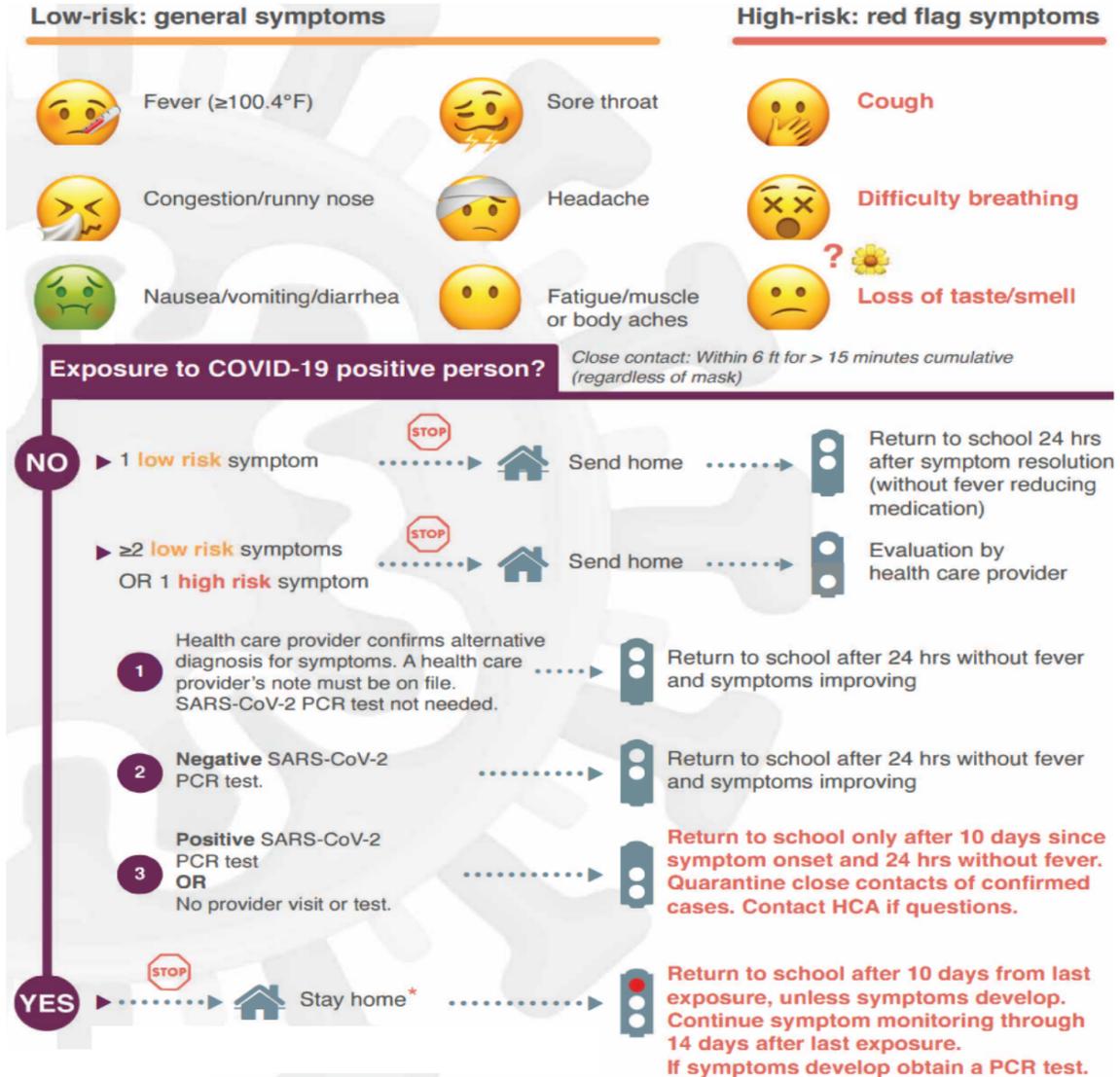
- ❖ Daily live instruction with a highly-qualified teacher.
- ❖ Live instruction will be done via Google Meet or Zoom.
- ❖ As part of daily live instruction, students will be interacting with peers to maintain school connections.
- ❖ Independent practice time.
- ❖ Accountability (attendance and grades).
- ❖ Office hours for students and parents.
- ❖ Health, Safety and Social-Emotional Learning (SEL) activities to address individual student's health and wellness will be implemented.
- ❖ Documented daily student interaction and support systems to identify nonparticipating/engaged students.
- ❖ Designated supports to address the needs of students not performing at grade-level, special student populations, including but not limited to English Learners, Special Education and Foster Youth population.
- ❖ Frequent communication with parents regarding student academic progress.

Note: Timely Teacher-Parent communication will occur for students who are not making adequate progress in the Virtual Learning Program.

Appendix B:

COVID-19 Symptom Decision Tree

Screening Chart for Staff & Students



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change