



# Opportunities for Learning

## Exposure Management Plan

**Santa Clarita**

27616 Newhall Ranch Rd. A15

Valencia, CA 91355

<https://santaclarita.ofschools.com/>

## Introduction

In response to the COVID-19 Pandemic and in an effort to reopen our schools for onsite learning, Opportunities for Learning (OFL) has taken necessary measures to evaluate the school site 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 the school campus or school program as well as outlines the steps the school will take in the event on a positive COVID-19 case on school grounds.

## COVID-19 Compliance Taskforce

The Opportunities for Learning William S. Hart 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 DPH in the event of a COVID-19 cluster or outbreak on campus.

### Opportunities for Learning William S. Hart COVID-19 Compliance Taskforce

**Catlin Rhymer**

*Compliance Officer*

**William S. Hart**

**Yelena Shapiro**

*Principal*

**William S. Hart**

**Stephanie Bowen**

*Assistant Principal of Instructional Operations*

**William S. Hart**

**Ramon Burley-Johnson**

*Assistant Principal*

**Santa Clarita**

**Michael Leonesio**

*Assistant Principal*

**Canyon Country**

**Zachary Hillewaert**

*Assistant Principal*

**Ridgecrest**

**Sharon Orange-Nunn**

*Instructional Programs Coordinator*

**William S. Hart**

**Deanna Miller**

*Lead Center Coordinator*

**William S. Hart**

**Bridget Stark**  
*Center Coordinator*  
**Santa Clarita**

**Francine Davis**  
*Center Coordinator*  
**Canyon Country**

**Machaila Lewis**  
*Center Coordinator*  
**Ridgecrest**

### **COVID-19 Exposure Management Plan**

The OFL William S. Hart COVID-19 Compliance Taskforce has created the following COVID-19 Exposure Management Plan. This plan has been developed in alignment with California State and LA County Department of Health and California Department of Education guidance.

#### **Prior to Identifying 1 COVID-19 Case at School**

Prior to reopening the school site 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
- 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 occupants 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/or 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. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education 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 after using the restroom, after touching their nose or mouth, after covering a cough or sneeze as well as 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 upon entry as well as at each teacher desk, each classroom and other supervised locations throughout the school.



Learn more about handwashing at: <https://www.cdc.gov/handwashing/pdf/handwashing-poster.pdf>

## 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. Floor markers have been placed outside the building so that all individuals maintain a six feet distance from each other while waiting to be screened for entry. In the main area of the school, chairs have been removed from unavailable desks. Classroom furniture has been reconfigured so that only 4-5 desks remain in each room in order to maintain the appropriate six feet of social distance. 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.



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

Los Angeles County is currently in Tier 1 of the CA Blueprint with COVID-19 still at a widespread level. OFL Santa Clarita students are currently enrolled in and will remain in a Distance Learning model until the School receives the appropriate clearance from the Department of Health. Students are able to connect with their Teachers on various learning platforms as well as via Zoom and Google Meets. School Counselors and Tutors are available virtually by appointment. Students are encouraged to reach out to their Teacher to schedule an appointment.

### **Limited Occupancy**

The School has limited the amount of individuals onsite to not exceed 25% of regular occupancy at any one time. New student orientations are conducted virtually by appointment only. Non-essential visits and/or activities are discouraged. Currently enrolled students may reach out to their teacher virtually to arrange for curriculum or technology pick-up when needed. Student materials can be picked up in the front lobby. 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. High touch surfaces of the restroom are cleaned by staff observing the regular cleaning schedule and are thoroughly cleaned twice weekly by the janitorial service.

### **Cleaning & Disinfecting**

All student tables, plexiglass barriers and other high touch surfaces will be cleaned with EPA N list approved cleaners at the completion of each student block when students are on campus. Plexiglass barriers and other high touch surfaces will be cleaned no less than three times daily on days where only staff is onsite.

### **Specialized Services**

OFL Santa Clarita is currently offering assessments and specialized services that cannot be conducted virtually for students as required and in accordance with guidance from the LA County Department of Health. Students who are coming on campus for these specialized services are required to follow social distancing guidelines including wearing a face covering while on or around school grounds. Assessments and/or specialized services are scheduled and performed on a one-on-one basis.

### **Meal Program**

The School offers a five-day supply of Grab & Go style lunches on Mondays. 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**

All individuals who enter the school site must access our digital health screening which is available using a QR code prior to entry. Individuals who are unable to access this form will be assisted by School staff in order to complete the health screening. Upon entry all occupants will have their temperature taken using a contactless thermometer by School Staff. Individuals who present with a temperature of 100.4 F

or higher and/or answer yes to any of the health screening 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 the student to be picked up. Staff will use the **Decision Pathway Guidance** when a student becomes ill while on campus. Families will receive the **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.

Opportunities for Learning William S. Hart recommends any individuals experiencing COVID-19 symptoms to consult with a medical professional. If you do not have a regular doctor you can contact the following public services using the resources below.

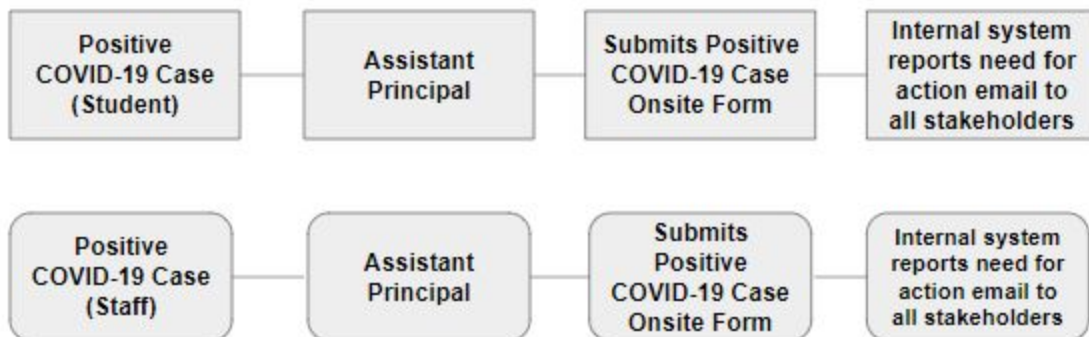
LA County: <http://publichealth.lacounty.gov/acd/docs/COVHomeCare.pdf>

### Occupant Tracking

Daily occupant tracking is recorded at the front desk during the health screening process. Student attendance is also taken by each teacher for each student appointment block.

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

OFL 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 and their families are instructed to inform their Assistant Principal if their child tests positive for COVID-19. 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.

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

### Exposure Management for 1 COVID-19 Case at School

- After identifying 1 laboratory confirmed COVID-19 case (student), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19.
  - English:  
[https://drive.google.com/file/d/1NXwG3VB-ABcScclJpoaxjH\\_s7ePOCQNZ/view?usp=sharing](https://drive.google.com/file/d/1NXwG3VB-ABcScclJpoaxjH_s7ePOCQNZ/view?usp=sharing)
  - Spanish:  
<https://drive.google.com/file/d/1ARyCOFZytjseYUGXxGnXY05sfugpYRzJ/view?usp=sharing>
- The School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- The School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer submits this information to DPH using the COVID-19 Case and Contact Line List for the Educational Sector within 1 business day of notification of a case. If needed, additional time may be requested.
  - <https://drive.google.com/file/d/1eNpvl83nRpqx5za0aJPd2rM10pst9TZ5/view?usp=sharing>
    - *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 considered to be 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 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate*
      - *protective equipment).*



- Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter and/or other communication strategies.
  - 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. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](https://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 while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset).
  - DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
    - School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19

### Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

- After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, the school follows the required steps for 1 confirmed case.
- The School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.
  - *\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever 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 considered to be infectious from 2 days before their test was taken until 10 days after their test.*
    - Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom,

office site on campus, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. A tool is available to assist in the assessment of epidemiological links at: ***COVID-19 Exposure Investigation Worksheet for the Education Sector***. For technical assistance on how to assess for epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov)

- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of additional site-specific interventions.

### Exposure Management for $\geq 3$ COVID-19 Cases at School within a 14-day Period

- If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
  - Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.
  - Complete the ***COVID-19 Case and Contact Line List for the Educational Sector*** and submit it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact [ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@ph.lacounty.gov).
  - The ACDC Education Sector Team will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day to advise on next steps
  - If outbreak criteria are not met, the school continues with routine exposure management.
  - If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated.
  - An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
  - School Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).
  - Prior to reporting a cluster to the DPH ACDC Education Sector Team, School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. ***The COVID-19 Exposure Investigation Worksheet for the Education Sector*** is a tool available to assist in the assessment of epidemiological links.

## COVID-19 Outbreak Criteria for K-12 Schools

At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14- day period in a group with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.

## School Site Closures

In most cases, entire schools 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 school closure may be appropriate when there are multiple cases in multiple cohorts at a school 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 school. The Principal will determine when to close a school in consultation with the COVID-19 Taskforce, the School Leadership Team and the local public health department. Students will be transitioned back to Distance Learning for the duration of the closure.

## Appendix A: Steps for Managing Exposures to COVID-19 Cases at School

1 Case	<p><i>Required:</i> School instructs the case to follow COVID-19 Home Isolation Instructions (a).</p> <ol style="list-style-type: none"> <li>1) <i>Required:</i> School informs the case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</li> <li>2) <i>Required:</i> School works with the case to identify school contacts.</li> <li>3) <i>Required:</i> School notifies* school contacts of exposure and instructs them to quarantine at home and test for COVID-19.</li> <li>4) <i>Required:</i> School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</li> <li>5) <i>Required:</i> School submits contact information for case and site contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to DPH by emailing: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</li> <li>6) <i>Recommended:</i> School sends general notification* to inform the wider school community of the school exposure and precautions taken to prevent spread.</li> </ol> <p>*Templates for contact notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
2 Cases	<ol style="list-style-type: none"> <li>1) <i>Required:</i> Follow required steps for 1 confirmed case.</li> <li>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links. If Epi links exist, School implements additional infection control measures.</li> </ol>
3+ Cases	<ol style="list-style-type: none"> <li>1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies DPH at: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</li> <li>2) <i>Recommended:</i> Prior to notifying DPH of the cluster, the school determines whether at least 3 cases have epi links. If epi links <u>do not</u> exist, the school continues with routine exposure management.</li> <li>3) <i>Required:</i> DPH requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, the DPH outbreak response field team is activated and a public health investigator will contact the School to coordinate the outbreak investigation.</li> <li>4) <i>Required:</i> School provides updates to the DPH outbreak response field team until the outbreak is resolved.</li> </ol>
<ol style="list-style-type: none"> <li>a. Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken: <a href="http://ph.lacounty.gov/covidisolation">ph.lacounty.gov/covidisolation</a>.</li> <li>b. Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious: <a href="http://ph.lacounty.gov/covidquarantine">ph.lacounty.gov/covidquarantine</a>.</li> </ol>	

## Resources

**COVID-19 Industry Guidance: Schools & School Based Programs**

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

**Protocol for Reopening K-12 Schools**

[http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/Reopening\\_K12Schools.pdf](http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_K12Schools.pdf)

**Protocol for COVID-19 Exposure Management Plan in K-12 Schools**

[http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://www.ph.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf)

**Decision Pathway**

<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>

**COVID-19 CA. GOV**

<https://covid19.ca.gov/>

**Centers for Disease Control & Prevention**

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**Symptom Decision Tree**

<https://drive.google.com/file/d/1HllewuyExaUaNQCXuFfhb8T6-Ary8IZr/view?usp=sharing>