



## **Covid-19 Containment, Response and Control Plan & Covid-19 Exposure Management Plan for The Hillside School and Learning Center**

### **Healthy Hygiene**

Per California and Los Angeles County Department of Health guidelines, our teachers will be teaching and reinforcing important hygiene protocols to reduce transmission of the virus, including regular hand washing, avoiding hand-to-face contact, and covering coughs and sneezes.

Measures Include:

- Hand sanitization for all staff and students before entering campus.
- Wash hands every time before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Hand sanitizing stations will be added throughout the campus. Students and staff will use ethyl-based hand sanitizer when hand washing is not practicable.

### **Cleaning Protocols**

To reduce the transmission of the virus, Hillside has taken the following cleaning measures:

- Frequently touched surfaces will be cleaned and disinfected by custodial staff daily, and protocols for periodic disinfection throughout the day will be implemented in each classroom. Frequently touched surfaces to be disinfected include, but are not limited to door handles, light switches, sink handles, bathroom surfaces, tables, desks, and chairs.
- Faculty, staff, and students are asked to bring either a full reusable water bottle or disposable single-use water bottles. Water bottles may be refilled at the drinking fountain. Students and staff are not to drink from the drinking fountain directly.
- Upgraded filters installed in the vent system for all classrooms.
- 2 hospital grade air purifiers are in the lobby spaces, one on each level and individual HEPA air purifiers in each classroom.
- In classrooms, teachers will limit shared objects as much as possible.



- All cleaning products are approved for use against COVID-19 by the Environmental Protection Agency (EPA).

## **Distancing Guidelines**

Per health orders - Physical distancing strategies are recommended as long as they do not interfere with full-time attendance for all students. Where situations when physical distancing may not be feasible, the importance of 100% mask adherence is critical.

## **Face Coverings**

Staff, visitors (over the age of two) and all students are required to wear face coverings at all times while *indoors* at school. The current exemptions to wearing a mask are when eating or drinking, are alone in a room or have appropriate documentation of a disability or condition that does not allow them to safely wear a mask.

- Face coverings should cover the nose and mouth, go under the chin and do not have significant gaps around the nose or other parts of the face.
- Face coverings should preferably have ear loops or ties that are tight enough to keep the face covering from sliding down the nose.
- Students, faculty and staff will be told to wear a face covering if they are found not doing so. They will also be instructed to wear the face covering in the proper manner; over the nose and chin, not under the nose or under the chin.
- Face coverings should be washed or replaced daily.

## **Checking for Signs and Symptoms**

Being vigilant about stopping the spread of the virus is critical to our ability to continue operations in an uninterrupted manner. Hillside plans to begin in-person learning with the following protocols in place. Parents must contact Mr. Cortez: [cortez@hillsidehc.org](mailto:cortez@hillsidehc.org) if the student has symptoms of COVID-19 or may have been exposed to COVID-19 and not attend school. School personnel will be stationed at the downstairs entrance and will conduct temperature checks with a no-touch thermometer. Anyone with a fever of 100 or higher, a cough, or any COVID-19 symptoms will not be allowed to attend school until further steps have been taken.

## Stay-at-home Policy

- We will be informing anyone who is sick or has been in close contact with someone diagnosed with COVID-19 to stay at home.
- Students showing signs of illness will be sent home. This includes, but is not limited to, fever, cough, congestion, and runny nose.
- If a student is sent home due to illness, that student's class will move to an "outdoor setting classroom" until the classroom is disinfected and sanitized.

## COVID-19 Testing

All members of the school community (students and staff) are encouraged to get tested for COVID-19 if they feel unwell or think they may have come in contact with someone that may have COVID-19. Free tests are available at several locations throughout LA County and can be found here: <https://covid19.lacounty.gov/testing/>. Testing can also be done in other health care offices. If school or work is missed due to a testing appointment, these individuals will not be penalized.

## COVID-19 Exposure Management Plan

In the event a faculty member, staff member, visitor or student tests positive for COVID-19, the following measures will be taken:

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

- After identifying 1 confirmed COVID-19 case (student or employee), the School Compliance Officer instructs the case to follow Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://ph.lacounty.gov/covidisolation)).
  - NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.
- School Compliance Officer provides a copy of the Public Health Emergency Isolation Order and 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 Compliance Officer works to identify all individuals in the School who have had an exposure to the confirmed positive case during their infectious period (Close Contacts).
  - 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 infectious from 2 days before their test was taken until 10 days after their test.

- Close Contact: A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:
  - Being within 6 feet of the infected person for 15 minutes or more over a 24-hour period.
  - Having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Exposures will be reviewed by Public Health to assess which persons need to quarantine including the possibility of quarantining all individuals in the same cohort or classroom as an infected person if exposures cannot be ruled out for the entire group.
- School Compliance Officer must notify DPH of (1) employees and children with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons on campus who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.
  - Secure online reporting is used to notify DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application:  
<http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting will be done manually by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to [ACDC-Education@ ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). All case notifications should be submitted within 1 business day of being notified of the case.
- All persons identified to have had an exposure to a COVID-19 positive case at school are notified by the School Compliance Officer of the exposure through a letter.
- 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: 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 must self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above). If they remain asymptomatic, quarantine can end after Day 10 from the last date of exposure without testing but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Quarantine may end after Day 7 for contacts who remain asymptomatic, if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative, but they must continue to monitor their health and adhere to COVID-19 prevention precautions through Day 14. Home Quarantine Guidance for COVID-19 is available at: [ph.lacounty.gov/covid/quarantine](http://ph.lacounty.gov/covid/quarantine).
  - NOTE: Asymptomatic persons who are fully vaccinated AND who are a close contact to a confirmed case are recommended to test for COVID-19 as a result of their exposure but are not required to quarantine. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure. Persons who have recovered from laboratory-confirmed COVID-19 within the last 90 days AND who are a close contact to a confirmed case are not required to quarantine or test for COVID-19.
- DPH will contact exposed students and employees who meet the quarantine requirement through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- School Compliance Officer 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 confirmed cases (students and/or employees) within a 14-day period, the school follows the required steps for 1 confirmed case.
- School Compliance Officer 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.
- 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 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 confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:
  - Report the cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to [ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@ph.lacounty.gov).
  - DPH will review the submitted information to determine whether the outbreak criteria described below have been met and will notify the school within 1 business day on next steps.
  - Outbreak Criteria: At least 3 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.
    - If outbreak criteria are not met, DPH will advise the school to continue with routine exposure management.



- If outbreak criteria are met, DPH will notify the school that an outbreak investigation has been activated and a public health investigator will communicate directly with the school to coordinate the outbreak response.

### **Partial or Total Closure**

Hillside intends to remain as in-person learning for the school year. This reopening plan is subject to change at any time depending on state or federal mandates. Be assured that we are prepared to educate our students without interruption in any circumstance. In the event of a moderate outbreak of COVID-19 cases at Hillside, we are prepared to follow CDC guidelines for a short term closure of the school facility. If this occurs, we will continue to deliver content using our distance learning model and return to the classroom promptly when we have assessed the situation and have taken appropriate measures to halt the spread.



## School Operations:

### *Entrance/Exit Doors*

The downstairs front entrance will be used for students arriving at school at the start of the day. Temperature checks will be taken here. 15 minutes after the start of the day, this door will be locked. If you arrive at school late, please use the side door at the top of the stairs.

### *Lunch/Snack*

Students will eat their lunches outdoors whenever feasible. Students should bring their own snacks and lunches. The school store will be open for snacks and drinks.

### *Arrival*

Upon arrival, students are checked in and must go directly to their class. If a student is late, they must go to the designated area and wait to be checked in before proceeding to class.

### *Pick-up*

Parents must make proper arrangements for their child to be picked-up on time. For safety reasons, we do not want students loitering around campus.

### *Visitors*

Non-essential visitors will be discouraged from coming to campus during school operating hours. All visitors and parents must be screened at the lobby upstairs. Visitors are encouraged to limit their movement in the school and only visit the essential areas such as the upstairs lobby, upstairs restroom, conference room, etc.

### *Safety Protocol Compliance*

If students do not comply with the safety protocols, they will be sent home. If the safety violations continue, they will continue to learn remotely until further notice.

## Facility:

### *Classrooms*

Physical distancing will be adhered to whenever possible between students and teachers. Windows and exterior doors will remain open whenever possible to improve circulation. Individual HEPA air purifiers are also in each classroom.



### *Hallways*

Two industrial air filters are running in the hallways that have a HyperHEPA filtration technology for superior airborne particle removal. These air filters effectively filter 99.5% of harmful ultrafine pollution particles down to 0.003 microns in size. This is 100 times smaller than what is achieved with ordinary air filtration technology and 10 times smaller than a virus.

### *Air-Filtration System*

The HVAC system has been upgraded to MERV-13 rated filters to improve indoor air quality.

### *Restrooms*

Students will be allowed to use the restroom with a maximum capacity of two at a time. If the restroom is occupied at capacity, students will be asked to return later.

### *Water Fountain*

The water fountain can only be used to refill a water bottle. Students are encouraged to bring their own supply of bottled water or a fillable water bottle.

*COVID-19 Compliance Team: Cyndi Hatcher (liaison to DPH in the event of an outbreak on campus), Joao Cortez, Cathy Schwartz and Christie Wood-Elcik.*