



## Covid-19 Safety Plan

In order for students to spend time on Samueli Academy's campus ("Campus") safely, the Safety and Logistics Committee ("Committee") is making the recommendations listed below. These recommendations are informed by the guidelines set forth by the Centers for Disease Control ("CDC"), California Department of Education ("CDE"), and the American Pediatrics Association ("APA").

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### 1. Individual Controls and Screenings

#### **Masks and Face Coverings**

Per the guidelines above, cloth masks or face shields are required for all staff and students when on Campus. This includes walking down hallways, conferencing with students, and other activities. Samueli Academy will provide cloth masks to those who need them.

Students and staff with underlying health conditions that may be further impaired by the use of a cloth mask will be provided a face shield. Face shields should be worn with an appropriate seal - a cloth extending from the bottom edge of the shield tucked into the shirt or collar. Per the Samueli Academy Injury and Illness Prevention Plan ("IIPP"), Samueli Academy will attempt to make reasonable accommodations for students and staff who are unable to wear masks. Reasonable accommodations may include use of face shields, increased use of virtual learning, etc.

Samueli Academy will provide training for all staff on proper fit, maintenance, use, and disposal of K95 masks. Trainings will be provided in person, or virtually if need be. All staff will be provided two (2) K95 masks, and an appropriate storage container. New masks will be provided to all staff approximately every two (2) weeks. Samueli staff who work on campus will be given priority for trainings and supplies. Samueli Academy will provide cloth masks to all students, as well as training on proper fit, maintenance, use, and disposal.

#### **Entrance and Departure**

For arrival to Campus, students will be encouraged to arrive at staggered times in order to prevent congregations in parking lots, drop-off areas, and waiting areas. These staggered times will be determined by Samueli Academy leadership and communicated to parents and students prior to students returning to campus. Grades 7-12 will start at 8:30am. Students will be allowed on campus no earlier than 7:45am. For students being dropped off, temperature checks will be conducted prior to the student leaving the vehicle.

In order to enter campus, students must pass through specific entrances only.

- 7<sup>th</sup> grade students will enter through the West gate, adjacent to Fairview St., between buildings A and E.
- 9<sup>th</sup> through 12<sup>th</sup> grade students who are dropped off or drive to school and use the Samueli parking lot will enter through the North gate, on the north side of the parking lot loop. This gate is near the G building.
- 9<sup>th</sup> through 12<sup>th</sup> grade students who arrive at school using any other mode of transportation (walking, public transportation, skateboarding, etc.) will enter through the West gate, adjacent to Fairview St. between buildings A and G.

These entrances will clearly be marked with signage indicating appropriate physical distance between students who are waiting to enter, and unidirectional if possible. Students who arrive early will be directed to wait in specific areas with social-distancing indicators and/or Samueli Academy staff. Additional staff are recommended in order to facilitate students going to their assigned classroom and maintaining a minimum of six (6) feet physical distance from their peers.

Upon arriving at their classroom, students should “wash in” with handwashing stations or hand-sanitizing stations prior to entering the classroom. Once in the classroom, students should proceed directly to their desks. Breaks, bathroom policies, and lunch are discussed further in the sections below. Students should “wash out” any time they leave their assigned classroom. Hallways will be bi-directional allowing students to move freely and efficiently to and from their classes. Hallways will have appropriate signage encourage students, staff, and visitors to keep to the right, allowing for maximum distance between themselves and others walking the opposite direction. Stairwells will be unidirectional. Stairwells will move in the following directions:

- East Stairwell (Building G) – Moves up
- West Stairwell (Building G) – Moves down
- South Stairwell (Building E) – Moves up
- North Stairwell (Building E) – Moves down
- South Stairwell (Building A) – Moves up
- North Stairwell (Building A) – Moves down

For departure from Campus, students are encouraged to avoid congregations in parking lots, drop-off areas, and waiting areas. Students and staff should continue to wear cloth masks and practice physical distancing while waiting to be picked up, walking to their car, home, or bus stop.

#### **Bathrooms**

- Because transmission of viruses, including Covid-19, is possible via hard surfaces, including phones, countertops, etc., keeping phones out of restrooms may play an important role in reducing the possibility of infection. To this end, students will need to leave their phones or other personal electronic devices in the classroom when they use the bathroom.
- Students should always wash/sanitize their hands as they re-enter the classroom, even if they already did so leaving the bathroom.
- In order to discourage congregation in bathrooms, students will be advised to return to the bathrooms at a later time if the bathrooms are in use, rather than waiting inside the bathroom or at the bathroom door.

#### **Lunch and Food on Campus**

Students will complete their instructional day at 1:05pm Tuesday through Friday. Students are encouraged to depart campus at this time. Students who wish to receive lunch on campus will adhere to the protocol below.

Samueli Academy will continue to provide meal service during the school day for breakfast and lunch. All food will be offered as “grab and go,” and not require additional preparation. Due to concerns around the needed sanitization of microwaves that could potentially be used by multiple students, and congregations of students around microwaves, Samueli will not provide microwaves until further notice. Parents and students will be notified that students who bring food from home should only bring food that does not require additional preparation (such as heating, cooking, chopping, etc.). While some teachers will likely have microwaves in their classrooms, it would not be prudent to allow students to use microwaves as it creates a shared surface that would need to be disinfected after each student uses it. Students are expressly prohibited from having food delivered from food delivery services such as DoorDash, Uber Eats, Grubhub, etc.

Students will eat lunch in designated areas outside, or in the Samueli Academy Student Union, only. Students may not eat in areas other than those designated for eating. This includes, but is not limited to, hallways, classrooms, and common spaces. To the maximum extent possible and appropriate, students will be encouraged to depart campus once they have received their lunch.

#### ❑ **Visitors**

Per CDC guidelines, no non-essential personnel will be permitted on campus. Visitors - observers, service providers, contractors, etc. - will be limited to those whose physical presence on Campus is essential. “Essential” may include contracted employees who are required to provide a service for students, such as ERMHs counseling, OCDHS, etc. as well as those contractors who are working with the Facilities team to complete construction on Campus. Contractors and visitors will be permitted access on a case-by-case basis. Guest speakers in individual classrooms are not regarded as “essential” in regards to being physically present on campus. Teachers or support staff in need of guest speakers should plan to have these guests use video conferencing or other remote technology in order to facilitate their virtual visit.

All visitors must check in with the main office. Check in procedure is the same for all visitors: temperature check, and hand washing/sanitizing in and out. Per the Samueli Academy mask policy, all visitors are required to wear a mask or face shield while on Campus.

Donors will coordinate their visits with the Executive Director directly. Every effort will be made to encourage donor visits on Saturdays or Mondays when students are not present on campus. In the event that a donor needs to visit on a student-day, they will follow all Covid protocols listed above. Additionally, donors may be escorted through campus including in buildings, but will not enter classrooms.

Deliveries through professional delivery services do not seem to present a problem at this time, as shipping providers have implemented their own robust protocols to keep drivers safe. Deliveries will continue to be dropped off at the main office, or to the facilities office, depending on the vendor. Delivery drivers are not permitted to deliver items to the interior of Campus without prior approval.

Food deliveries through food delivery services including, but not limited to, Uber Eats, Door Dash, Grubhub, etc. are prohibited at Samueli Academy until further notice.

❑ **Athletics**

Athletic events are currently suspended until further notice.

## 2. Worksite Specific Plan

- ❑ **Samueli Academy Injury and Illness Prevention Plan (“IIPP”) is available [here](#).**
  - ❑ Samueli Academy will maintain sufficient supplies on-hand of masks, hand-sanitizer, gloves, and sanitizing agent. These items will be kept accessible in the first-floor storage area of the “E” building. Additional supplies will also be kept in the facilities office located in the Dhont Center.
  - ❑ Samueli staff will wear a cloth face-covering at all times while on campus unless alone in their office or classroom. Face-shields may be worn, but only if a cloth is affixed to the lower-portion of the shield and tucked into the collar. Face-shields may not be worn as a stand-alone precaution.
  - ❑ Samueli staff will conduct a self-temperature check upon arrival to campus. No-touch thermometers will be provided and placed in the “E” building. Staff will confirm their temperature is below 100.00 on a document provided by Samueli administration.
  - ❑ Samueli staff will be trained on proper sanitizing protocols in order to sanitize work stations between classes/cohorts. Samueli staff will sanitize all surfaces in between each class following all instructions listed on the specific sanitizing agent. For example, if the product label states that the product needs to be sprayed and allowed to air-dry for 10 minutes, the teacher or staff member using that product would adhere to those instructions.
  
- ❑ **For Staff and Students Experiencing Covid-19-like symptoms**
  - ❑ Any staff or student experiencing symptoms of Covid-19 are prohibited from Samueli Academy, and are not permitted to return until they have met the [CDC Guidelines for Discontinuing Isolation](#).
  - ❑ Students experiencing symptoms will be isolated and monitored until they are picked up by a caregiver. Samueli staff may call emergency responders in the event a student is experiencing respiratory distress and a caregiver cannot be contacted, or unable to pick their student up quickly.
  - ❑ Staff experiencing symptoms will be sent home or to receive medical care. Any staff member who believes they are experiencing symptoms of Covid-19 should contact their direct supervisor and the Student Development Coordinator.
  
- ❑ **For Staff and Students at Higher Risk of Illness**
  - ❑ Samueli Academy will do its best to make reasonable accommodations (when possible and appropriate) to any staff or students who do not feel safe returning to campus due to risk of Covid-19. Accommodations may include, but are not limited to, telework, virtual instruction via online video chat or conferencing, or a change of duties.
  
- ❑ **In the Event of Students and/or Staff Test Positive for Covid-19**
  - ❑ Within one (1) business day of receiving a “notice of potential exposure”, the Charter School will do all of the following:
    - ❑ Provide written notice to all employees, and employers of subcontracted employees, who were on the premises at the same worksite as the “qualifying individual” within the infectious period that they may have been exposed to COVID-19. Such notice must be provided in a manner the employer normally uses to communicate employment-related information, such as via hand delivery or email. Notice must be in both English and the language understood by the majority of the employees;

- ❑ Provide written notice to any exclusive representative (union) of employees;
- ❑ Provide all employees who may have been exposed and any exclusive representative with information regarding COVID-19-related benefits to which the employees may be entitled under applicable law, including, but not limited to, workers' compensation, COVID-19-related leave, sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as antiretaliation and antidiscrimination protections applicable to the employees; and
- ❑ Notify all employees, and the employers of subcontracted employees and any exclusive representative, on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the CDC.
- ❑ In the event of a confirmed COVID-19 case(s): Samueli Academy will notify the county public health department immediately by emailing [epi@ochca.com] and calling [714-834-8180].
- ❑ Samueli Academy will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- ❑ Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures.
- ❑ All students and staff within that cohort may be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
- ❑ For all settings: Provide information regarding close contacts to the county public health department via secure fax or email.
- ❑ Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.
- ❑ No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- ❑ Those who test positive should not return until they have met county health department criteria to discontinue home isolation.
- ❑ Returning to school after home isolation:
  - ❑ Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  - ❑ Documentation of a negative test result should be provided to school administrators.
  - ❑ In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
  - ❑ Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
  - ❑ Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.
  - ❑ If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
  - ❑ If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive

non-household contact or (2) date that COVID-19 positive household member completes their isolation.

**☐ Sanitizing Protocols During School Days**

- ☐ Samueli teachers will be given sanitizing agent to use on hard-surfaces such as tabletops, desks, etc. in between each class session. Students will be instructed regarding proper use. Students will then be given time prior to the class ending to sanitize their specific workstation prior to leaving.
- ☐ Samueli has contracted with a specialized janitorial service, which will sanitize the following surfaces and items daily:
  - ☐ Horizontal hard surfaces such as tabletops, desks, etc.
  - ☐ Door knobs and handles
  - ☐ Crash bars
  - ☐ Elevator buttons and surrounding area
  - ☐ Faucets
  - ☐ Handles and all other touchpoints in restrooms
- ☐ Samueli has contracted with a specialized janitorial service, which will continue to provide ongoing cleaning on a daily, weekly, and monthly basis.