



<b>School Name:</b>	Asetline School		
<b>School Address:</b>	4027 Normal Street, San Diego, CA 92103		
<b>School Type:</b>	School District: <input type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input checked="" type="checkbox"/>
<b>Name of School District, Charter School System or Private School System if Applicable:</b>	Nonpublic school that is a California non-profit corporation [501 (c)(3)]. The school is an independent contractor that is located within the boundaries of SDUSD.		

The administration of Asetline School regularly monitors communications from the San Diego County Office of Education (SDCOE), California Department of Public Health (CDPH), California Department of Education (CDE), the San Diego County Health and Human Services Agency - Public Health Services (PHS) and the Centers for Disease Control and Prevention (CDC) for updates to COVID-19 guidance. The following criteria and procedures will be implemented and modified as directed by these agencies.

**1. General Measures**

1. The school’s worksite-specific COVID-19 prevention plan, based on a comprehensive risk assessment of all work areas and work tasks, is located at: [www.asetline.org](http://www.asetline.org).
  - a. The person responsible to implement and monitor this plan is:  
**May Padilla, Executive Director**  
[mpadilla@asetline.org](mailto:mpadilla@asetline.org)  
**619-296-2135 or 619-452-0775**
  - b. The school’s COVID-19 Liaison for contact with Public Health Services is:  
**Kim Groulx, Family & Student Services Coordinator**  
**619-296-2135, ext. 109 or 619-206-1961**
    - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:

**The assigned Aseltine School's COVID-19 Liaison will track reports of illness from parents, students, and staff and she will monitor for evidence of COVID-19 outbreaks and report to the necessary parties involved as required.**

- ii. The COVID-19 Liaison will report information on positive cases to the Public Health Services Epidemiology Department at 888-950-9905 or using the reporting tool online at [www.coronavirus-sd.com](http://www.coronavirus-sd.com).
- c. Aseltine School requires the use of face coverings for all staff and students following the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
- d. The school's COVID-19 Prevention Plan is posted at: [www.aseltine.org](http://www.aseltine.org). This information has been provided to workers and worker representatives via email and shared school drive. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
  - i. Prior to the start of school and on an on-going basis as directed by SDCOE, CDPH CDE, PHS and CDC COVID-19 guidance, employees completed the following courses:  
Injury-Illness Prevention, Blood-born pathogen prevention, and First Aid at School. In addition to these trainings, employees also participated in Integrate Management Training.
  - ii. Employees have received specific instruction and resources related to COVID-19 prevention, including wearing face coverings, hand washing, using hand sanitizer, disinfecting, and physical distancing.
  - iii. Specific program procedures have been reviewed and practiced during school training week and new information will be shared on an on-going basis as new guidance is developed. Periodic fidelity checks will be conducted throughout the school year. Lapses will be promptly corrected and may result in further training.
- e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
  - i. Plan fidelity will be regularly evaluated by the Executive Director and other members of the Aseltine School's Leadership Team. Lapses will be promptly corrected and may result in further training and/or corrective action.
- f. Aseltine School will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- g. Aseltine School will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
  - h. Aseltine School will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)
2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.

External community organizations are not generally permitted to use the school facility. If that should change under the authorization of the Executive Director and the Aseltine School Leadership Team, the organization(s) would be required to adhere to this plan. Non-essential visitors will not be given access to the school facilities. School entry gates are locked to prevent individuals from entering without supervision and notices are posted on all entrances describing the school's visitor policy.

3. Aseltine is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)
4. Aseltine School has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example:
- a. The COVID-19 Liaison/Family Student Services Coordinator and Aseltine School Leadership Team reviewed existing student health plans to identify students who may need additional accommodations.
  - b. The Executive Director, COVID-19 Liaison, and Aseltine School Leadership Team developed a process for engaging families for potentially unknown concerns that may need to be accommodated and to identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
    - i. Individuals who require prolonged and close contact with others, such as students who require 1:1 supervision, related service providers and family members.
    - ii. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and

- iii. Individuals who may not be able or readily willing to communicate symptoms of illness.
5. Aseltine School has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. Aseltine School has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans include positive reinforcement for practicing healthy hygiene practices and describe how the school staff will teach and reinforce students on an on-going basis to:
  - a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - b. 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, art, or shop; and before and after using the restroom.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
    - i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - ii. Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
    - iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
7. **Access to handwashing/hand sanitizer:** Hand washing opportunities are included in the students' daily schedules, and additional hand washing will be prompted by staff members as needed and
  - After using the restroom

- Before and after eating
- When entering the school property, classroom, and/or office
- After taking off or putting on their face mask
- If their hands are visibly soiled

Students and staff have access to hand washing facilities that are in the following locations: student restrooms and staff restrooms. Each classroom has a dedicated, single use bathroom. In addition, there are 6 hand sanitizing stations throughout the school building in close proximity to entry points and classrooms.

8. **Frequent handwashing is scheduled and supervised:** Students and staff will have access to hand washing facilities which are located in classroom assigned student restrooms and staff restrooms. When appropriate, students can also use hand sanitizing stations. Classroom assigned student restrooms will be used for single use only. When bathrooms are in use, staff members will escort students to the restroom and ensure that the restroom is empty before having a student enter. Staff members will remain in the hallway and ensure student washes their hands and uses hand sanitizer as an additional precaution when requested by staff.
9. **Supplies:** Aseltine School has secured adequate supplies to support healthy hygiene behaviors including soap, no-touch soap dispensers, paper towels, no-touch paper towel dispensers, tissues, no-touch trash cans, cleaning and disinfecting materials, ethyl alcohol (>60%) hand sanitizer and no-touch hand sanitizing stations.
10. **Use of face coverings:** Aseltine School has adopted the requirements outlined in the CDPH Guidance for the Use of Face Coverings and the CDPH Industry Guidance. ([https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)).

Individuals are required to wear face coverings while on campus. This includes staff, students, parents and/or visitors. Exemptions will be made for those who have a pre-existing medical condition. See section 3 below for more information on the policy details.

Face coverings may be fashioned from household items or made at home from common materials and should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape

Other Notes:

- All Aseltine staff will be offered 5 reusable face coverings and upon request, a face shield. If replacements are required, staff members may make a request to the COVID-19 Liaison/FSS Coordinator.
- All Aseltine students and visitors will be offered a disposable face covering upon entering the school campus if they do not have one. If a student's face covering becomes soiled, a replacement will be offered immediately.
- All individuals on campus, may use their own face covering, if preferred, but must be worn appropriately and meet the requirements listed above. If face covering does not meet the standards as listed above, a replacement will be offered.

11. **Employee Face Coverings and Personalized Protective Equipment (PPE):** Employees are provided with 5 washable face covering and 1 face shield. Additional face coverings, face shields, non-latex gloves, and protective coveralls in a variety of sizes are readily available upon need and request.

12. **PPE Supplies:** Aseltine School has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The school has provided face coverings, face shields, gloves and coveralls (disposable and washable). Cleaning/sanitizing/disinfecting procedures specify the type of PPE needed for tasks performed by employees. Staff members have been trained on proper techniques for handwashing, using hand sanitizer, donning and doffing face coverings, face shields and gloves. Staff members have received training on proper use of disinfectants including reading the label to determine which PPE is required.

13. **School Vaccines:** Aseltine School strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore, trigger extensive measures from the school and public health authorities.

Aseltine strongly encourages families to receive the flu shot each year through website posts or parents' letters during "flu season".

### 3. Face Coverings

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. **Use of face coverings:** Face coverings are required for all students and staff members in accordance with [CDPH guidelines](#). For students who have a medical or public health exemption and/or require additional support to adhere to COVID-19 policies and procedures, the use of a face covering and other personal hygiene activities will be included as part of their units of study

and will be reinforced through Aseltine School’s positive behavioral intervention systems and supports. See item #10 for additional information on face covering policies. How to put on, take off, and wear face coverings or face shields will be practiced and reinforced throughout the school day. Students and staff members will be reminded as necessary not to touch their face covering and to wash their hands or use hand sanitizer frequently. Opportunities for handwashing or use of hand sanitizer are scheduled throughout the day.

**15. Student use of face coverings:** All students will be required to use cloth face coverings or, if exempted from a face covering, a face shield. For students who have a medical or public health exemption and/or require additional support to adhere to COVID-19 policies and procedures, such as the use of a face covering and other personal hygiene activities will be included as part of their units of study and will be reinforced through Aseltine School’s positive behavioral intervention systems and supports.

Aseltine School’s plans regarding students’ use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged and reinforced
3rd grade – high school	Yes, unless exempt
**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.	

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.
- c. In order to comply with this guidance, after documented positive interventions and behavioral contracts have been exhausted but deemed unsuccessful, and parent/guardian and LEA contact has been made; Aseltine School reserves the right to exclude students from campus for the following reasons: if he/she are not exempt from wearing a face covering under CDPH guidelines and/or refuses to wear one provided by the school upon request. In this situation, Aseltine School will offer alternative educational opportunities via the Distance Learning Plan for students who are excluded from in-person instruction on campus.

Students who arrive at school without a face covering and who are not exempt will be provided with a disposable face mask immediately to be used during the school day. Students who do not have an exemption who refuse to wear a face mask will be prohibited from entering the school building, parent/guardian will be immediately contacted and/or will be sent home with alternative educational opportunities via the Aseltine School

Distance Learning Plan that are to be completed off campus.

Guidelines can be found at:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

**16. Staff use of face coverings:** All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. Staff members, with the possible exception of custodial staff, are not expected to need respiratory protection (such as an N-95 mask). Staff members are provided with cloth masks, which can be taken home and washed daily. They are also provided a face shield which can be cleaned and disinfected daily using isopropyl alcohol. Staff members may use a face mask, face shield or a combination depending on the situation.

- a. Staff members who are screening others for symptoms or handling commonly touched items are instructed to wear disposable gloves as well as a face mask.
- b. Staff members who work closer than 6 feet when instructing a student must wear a mask and face shield. Gloves and hand sanitizing is also strongly recommended. Staff coveralls are also available upon request.
- c. Staff members who are handling or serving food must use gloves in addition to face coverings.

#### **4. Ensure Teacher and Staff Safety**

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

**17.** Aseltine School's plan includes the following elements:

- a. Visual markers are placed in select hallways and in classrooms to prompt physical distancing between individuals. Throughout the building, COVID-19 Occupancy Markers are posted to prevent gathering and to abide by physical distancing rules. Use of the break room will be staggered.
- b. All personnel will be required to use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. Monitoring will occur with reminders to don a mask or face shield if necessary.
- c. Staff members who are at a higher risk for severe illness or who cannot safely maintain distance from household contacts who, themselves, are at higher risk of COVID-19 infection, are recommended to contact Aseltine's Executive Director and/or Aseltine's



Chief Administrative Officer.

- d. Staff meetings and professional development training will be conducted via Google Meets or other Internet-based conferencing options. Small group meetings and trainings will only be conducted in person if physical distancing and masking can be maintained.
- e. Procedures are in place to prevent congregating of adults in the staff lounge and main office areas by shutting off certain appliances and staggering breaks.
- f. All staff members are screened upon arrival to school for fever or signs of illness using a touchless thermometer and asked a series of questions recommended by the CDC related to their current health or exposure to others who may be ill. Staff members who have a temperature greater than that determined acceptable by state and local health orders, or symptoms of illness (i.e., fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting), will not be admitted into the school building. They will be encouraged to contact their health care provider and the Aseltine School Leadership Team.
- g. Returning to work will be contingent upon guidance set forth by CDPH (MUST meet ONE of the following):
  - i. Proof of negative viral test result (PCR only) if both fever and symptoms are gone (without fever-reducing medications) 72 hours after symptoms are resolved.
  - ii. 10 days from the day symptom(s) first appeared, AND improved symptoms AND no fever (or use of fever-reducing medications) for the last 24 hours/1 day.
  - iii. A licensed MD/DO/NP/PA (who manages the condition) confirms in writing the diagnosis of a chronic condition, and that the symptoms are unrelated to COVID-19. A signed authorization for school to interact with the medical provider to verify the diagnosis only, not the specifics of the diagnosis, must also be provided.

In addition to these precautions, additional supports have been implemented at Aseltine School to ensure teacher and staff safety.

- **Surveillance Testing:** In conjunction with SDCOE, Aseltine School will enact COVID-19 surveillance testing for all staff members. School staff members are essential workers, and staff includes teachers, paraprofessionals, or any other school employee that may have contact with students or other staff. According to the California Department of Public Health, schools shall test staff periodically, as testing capacity permits and as practicable, with the recommendation being to test all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time. Effective 10/26/20, Aseltine staff members will begin testing based on an assigned schedule.
- **Assembly Bill 685:** In anticipation of newly signed law Assembly Bill 685 which takes effect Jan. 1, 2021 – Aseltine School begin to notify all employees (including subcontracted employees who were on the premises at the same worksite) within 24 hours of a receiving a notice of potential COVID-19 exposure. Also in compliance to this bill, Aseltine School has also provided all employees with information regarding COVID-19-related benefits such as worker’s compensation, COVID-19-related leave, and sick leave.

## 5. Intensify Cleaning, Disinfection, and Ventilation

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" is as follows:

**18. High touch areas:** Certain resources that tend to be frequently used or touched are placed off-limits. Drinking fountains have been disabled by placing a covering over the entire fountain and turning off the water supply. Signs are posted that the water bottle filling station may be used by staff members only. Playground equipment and certain supplies that previously would have been shared have either been put away or a supply for each student has been obtained.

**19. Cleaning schedule:** Aseltine Schools has developed a checklist and schedule with specific times during the day in which frequently touched surfaces (e.g., door handles, light switches, sink handles, bathroom surfaces, tables, toilet handles, counters) are cleaned and disinfected throughout the school building. Frequently touched surfaces within each classroom are cleaned and disinfected before and after eating snacks and lunch, and at the end of the school day after all students are dismissed. All staff members have completed the Integrated Germ Management course as required by the California Healthy School Law and are instructed in the safe use of disinfectants. Disinfectants are kept out of the reach of students and are for staff member use only.

**20. Plan for Buses:** Students riding buses will have been pre-screened prior to boarding the bus in accordance with each district's plan, and will be screened again when they arrive at school by their assigned cohort classroom staff. Students who do not pass the screening when they arrive at school will be taken to an isolated area and monitored by a staff member while waiting for a parent to pick them up.

**21. Plans to limit use of shared objects and equipment:** The sharing of school supplies will not be permitted. Students will be provided with bins in which they are expected to keep their supplies and personal materials. Each student will be assigned their own Chromebook while at school to prevent sharing of a high-touch tool. When this is not feasible, these devices will be assigned to a cohort and sanitized after each individual use. School and art supplies (pens, markers, pencils, glue sticks) will be issued to each student for their exclusive use, and such materials will be cleaned and disinfected after each use. Student materials may be rotated from time to time (e.g., puzzles, board games, lab tools, books) however, they must be disinfected prior to reallocating them to another student.

**22. Choice of disinfecting products:** Disinfecting products used by Aseltine School are on the Environmental Protection Agency (EPA) approved List N, meaning they are approved for use against the SARS-CoV-2 virus which causes COVID-19 as well as approved against many other common pathogens. In addition, the school has chosen to use disinfectants with asthma-safer ingredients, specifically hydrogen peroxide. Procedures and training are in place for staff members in the process for cleaning and disinfecting surfaces, which include the use of necessary PPE as well as application and contact time requirements. All cleaning and disinfecting solutions are labeled and include the steps for safe use of each product. All staff have completed the Integrated Germ Management course thus meeting the requirement of the California Healthy Schools Act. The disinfecting schedule has been established to avoid under- and over-use of cleaning products.

**23. Access to cleaning/disinfecting supplies:** Cleaning/disinfecting supplies are kept out of the reach of students. See #22 for more details.

**24. Ventilation system:** Aseltine School has a HVAC system for heating only. This is cleaned annually prior to its first use in the cooler months. In addition, windows in common areas and throughout the building will be left open while students and staff are in the building to promote air circulation with portable fans blowing air out of the room to the outside.

**25. Air Filters:** Aseltine School's HVAC system for heating only and is scheduled for cleaning and replaced as needed.

**26. Water systems:** Water lines throughout the facility are currently used regularly and maintained. Water filling bottle stations are accessible to staff, but the water fountains have been placed out of order.

## **6. Implementing Distancing Inside and Outside the Classroom**

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" is as follows:

**27. During arrival and departure:** Procedures for both bus, car service, and/or parent drop off will be the same in that they will wait at the front of the school. When signaled by Aseltine School staff members, they will proceed to the unloading zone for hand sanitizing and classroom assigned screening. The school parking lot located on Lincoln Street is not available for use for student pick up or drop off at this time. Assigned staff members will enter the screening area to meet their designated student(s). During daily symptom and temperature screening, students arriving in private vehicles will remain in their vehicles until cleared to exit by an Aseltine School staff member.

On exiting the bus, van, or private vehicle, students will use hand sanitizer, and be supervised by an assigned staff member to wait in the student's classroom designated transition area. They will enter their classroom designated transition area where they will be screened, and then proceed to their classrooms. Extra face coverings will be available in case a student forgets to bring one from home; if the face covering has been soiled during transport; and/or if the face covering does not meet the criteria set forth by CDPH guidance. See #10 and Section 3 for more details.

Any student who does not pass the screening will wait in a designated isolation area away from other students, with a staff member monitoring, until a parent picks them up.

Upon departure, all students will wait at their classroom designated transition area. Students will wait until their bus/private vehicle is called to the exit area/loading zone to meet their bus or parent/guardian. Upon exit, they will be required to use hand sanitizer prior to loading their bus/private vehicle at the school loading zone.

**28. In-classroom spaces:** Special rules and procedures apply to classroom spaces,

as follows:

- a. To reduce the possibility of infections, students will remain in the same classroom which will meet square footage and COVID-19 Occupancy Standards. To the greatest extent possible, classroom assigned staff will remain the same, including during transition, breaks and lunch. Staffing will be scheduled in order to minimize switching between classrooms.
- b. Outdoor spaces will be used as much as practical and based on a staggered schedule.
- c. Schedules will be adjusted to accommodate the need to remain in assigned classroom as much as possible. If needed, students may join another instructional group for a specific lesson through Google Meet when feasible.
- d. Classrooms - The instructional space will be set up such that students and staff are separated with 6 feet between seats at a desk/table.
- e. Classroom furnishings have been rearranged to maximize space between students. Desk shields or barriers will be used where practicable.
- f. Classroom furnishings have been arranged and student flow patterns examined to determine the best arrangement for minimizing movement in the classroom.
- g. Activities expected to generate increased exhaled droplets such as group sports are not permitted.
- h. Bins are available for students to place their completed assignments, and where possible, assignments will be submitted electronically.

**29. In non-classroom spaces:** Safety concerns have been addressed for non-classroom spaces, as follows:

- a. Nonessential visitors and volunteers are not allowed on campus at this time.
- b. Communal activities - use of the front yard and lunch areas will be staggered so groups do not overlap. Use of the computer lab and school kitchen/basement is not allowed at this time. Asepline School does not offer any other communal activities.
- c. Weather permitting, some instructional activities will be held outdoors.
- d. Passing periods/transitions - Transitions will be limited as students will have designated transition areas for arrival and departure. For any other transitions (to/from bathroom, to/from playground), students will be prompted to follow transition procedures (i.e., stay to the right, use the visuals on the floor to identify where to stand/wait) and will maintain social distancing when lining up.
- e. Meals - Students will eat lunch in their assigned classroom, except those who

are assigned to eat outside, while maintaining 6 feet distance from one another. Tables will be cleaned and disinfected after each use.

f. Flex Time/Student Play – Only 1 classroom at a time will be allowed to use the front yard for recreational use which will be highly structured and with direct supervision.

g. Restrooms - Students will be escorted to their classroom-assigned restroom by a staff member to assess if restrooms are occupied or available. One student at a time will use the restroom.

h. Dismissal - Students will be called as buses/rides arrive. When called, the student will be supervised by a staff member to their vehicle.

i. Before/after school programs are not available during in-person instructional days.

j. Sports and extracurricular activities such as field trips, assemblies and sporting events will not be held at this time.

k. Physical education activities will be held outside by assigned classroom; space is sufficient to maintain physical distancing of greater than 6 feet. Shared equipment will be minimized and if used, disinfected before and after use by another student.

## 7. Limit Sharing

Asetline School's plan to limit sharing of equipment and supplies includes the following:

**30. Plan to limit use of shared objects and equipment:** All school supplies will be provided by Asetline School. No additional supplies from home are required. Students are provided with a pencil box/basket in which they will keep their assigned school supplies at their desks and keep personal items in their assigned bin at the back of the classroom. Should a student not have a particular item, it is likely to be available from the classroom teacher's supply and will be used solely by that student.

**31. Supplies:** Art supplies and other materials normally supplied by the school will be issued to each student for their exclusive use. Textbooks and other instructional materials will be issued to each student for their exclusive use to the greatest extent possible.

**32. Shared equipment:** Although Chromebooks will be assigned for single student use to the greatest extent possible, all other equipment that is shared, will be cleaned and disinfected after each use. When required, scheduling is designed to limit sharing as much as possible.

## 8. Train All Staff and Educate Families

Asetline School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

**33. Plan to educate/train staff and families:** Current procedures for cleaning and disinfecting, physical distancing, student arrival/dismissals, and student transitions have been developed and shared with all staff members. In addition, all staff have completed the Integrated Germ Management course. On-going trainings and updates of best practices, policies, and procedures are discussed and reviewed by all staff on a weekly basis using Google Meet. During the week prior to school opening on November 9<sup>th</sup>, all staff will participate in further training to ensure that staff are informed of current procedures to keep staff and students safe on campus.

Letters, Re-Opening Plan, Distance Learning Plan, and Policies and Procedures regarding COVID-19 regarding hand washing, effective use of face coverings, and steps to prevent the spread of COVID-19 have been shared electronically with the school's families. These same communications have been mailed home and posted on the school website. Further, parents/guardians were offered Parent-Teacher Conferences in April, August, and November. These forms of communications will be used to inform families of the current recommendations and to review procedures for use of face covering, effective hand washing, procedures if a student becomes ill at school and steps to protect oneself from becoming ill prior to the start of school. Procedures will be updated and communicated with families throughout the school year as indicated. Communications with families will adhere to the linguistic needs of our school community.

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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

**34. Plan to provide staff training:** Staff training will be conducted either on-site with small groups to promote physical distancing, or via Google Meet. Updated policies and procedures will be provided electronically to all staff members on an on-going basis as it is related to guidance provided by the San Diego County Office of Education (SDCOE), California Department of Public Health (CDPH), California Department of Education (CDE), the San Diego County Health and Human Services Agency - Public Health Services (PHS) and the Centers for Disease Control and Prevention (CDC) for updates to COVID-19.

## **9. Check for Signs and Symptoms**

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

**35. Plan to prevent discrimination against students who were or are diagnosed with COVID-19:**

Aseltine School has a policy of non-discrimination for its students and staff. To maintain student and staff confidentiality, the name of any student or staff member who has had or has been diagnosed with COVID-19 will not be released to the school community or general public. Such information will be provided to local health officials as necessary. Any allegations of discrimination against students who were or are diagnosed with COVID-19 will be thoroughly investigated by the Aseltine School Leadership Team, and appropriate actions will be taken based on the results of such investigations.

**36. Stay home recommendation:** Staff members and students will be repeatedly encouraged to remain home if they are sick or have recently had close contact with someone who is ill, someone

who has COVID-19, or someone who is presumed to have COVID-19. Parents and staff members will be notified of the current policies based on CDPH guidelines by email. Staff members will receive specific information during training and/or weekly scheduled staff meetings. Staff members who need to miss work are advised to contact the Asetline's Chief Administrative Officer to discuss their options and concerns.

CDC Public Health Guidance for Community- Related Exposure:

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

**37. Screening for signs and symptoms:** All students, staff members and visitors are screened upon arrival to school for fever using a touchless thermometer and asked a series of questions recommended by the CDC related to their current health. Persons who have a temperature greater than that determined acceptable by state and local health orders or symptoms of illness (e.g. fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting), will not be admitted into the school building unless a medical exemption for a chronic condition is already on file with the school and has been reviewed by the COVID-19 Liaison and/or designee. Students may be returned to their transporting car if not cleared; students transported by bus will be taken to the isolation area if they fail screening. In addition, all staff and students will be asked questions to determine if they have been exposed to COVID-19 or have symptoms. Temperature checks will be performed by assigned staff who will don protective equipment including face covering and disposable gloves, as well as using hand sanitizer as needed between screenings. Students, visitors, and staff members must use hand sanitizer upon entering the school buildings.

**38. Wellness checks:** Visual wellness checks of all students will be conducted before students leave their parent's vehicle or as they exit their bus. Temperatures will be checked with a no-touch thermometer.

**39. Required questions:** All staff and parents, serving as proxy for students, will be asked whether they or anyone in their home is exhibiting COVID-19 symptoms currently considered to be: fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting as well as other relevant questions.

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

**40. Handwashing and hand sanitizer availability:** Handwashing stations are available in the student and staff restrooms. Each classroom has its own assigned restroom. There are 6 hand sanitizing stations throughout the school building in close proximity to entry points and classrooms. Students and staff will be required to use hand sanitizer as they enter the building and then frequently throughout the day.

**41. Data collection:** Tracking forms have been created to monitor staff and student absences whether due to illness, quarantine, or another factor; reported illnesses and reported exposures by date and assigned classroom. These data will allow the school to share relevant information concerning possible exposures rapidly to local health officials, staff and families. Local health officials will be notified by the COVID-19 Liaison or Executive Director of any positive cases of COVID-19 reported to the school. Staff and families will be immediately notified electronically of any positive

case of COVID-19, while maintaining confidentiality, as required under FERPA and state law related to the privacy of educational records. Parents/guardians are encouraged to contact the school to report possible exposure to COVID-19, or positive COVID-19 test results. Such information will be documented in communication logs. Visitors will also be tracked with date, visitor name, and a check that they have cleared the screening for admittance to the school building. In addition to the school's data collection, SDCOE Epidemiology Branch will notify Aseltine School of any reported positive COVID-19 cases related to Aseltine. The COVID-19 Liaison also has access to a private line for educators to address all concerns and questions related to COVID-19. The numbers are 619-692-8636 or 858-562-5255 for after hours.

**42. Ailing student:** A student who appears ill or indicates they are ill will be asked to wear a face covering if not already doing so and will be isolated in a designated quarantine area. The student's emergency card will be reviewed and the parent will be called to pick up their child as soon as possible. If the parent cannot be reached, the backup person will be called. Procedures are in place to disinfect isolation areas. A staff member who becomes ill will be sent home. The school will recommend to anyone who fails the entrance screen with symptoms or fever, or becomes sick to speak to their healthcare provider and consider getting a COVID-19 test from their healthcare provider, or at a community testing site.

**43. Monitoring during the school day:** All staff members will monitor their students for signs of illness during the day and will communicate with the school administration concerning any students who are showing signs of illness. If staff members become ill or others notice a staff member becoming ill, that person will be sent home or transported by emergency services as needed.

**44. No penalty:** Students will not be penalized for missing class due to absences related to COVID-19 illness, quarantine, or isolation requirements. If a student is not available to participate in in-person instruction, alternative educational opportunities via the Aseltine School Distance Learning Plan will be offered.

**45. Testing of Students and Staff:** For students, there is no program in place to allow for systematic testing at this time. Students with symptoms of COVID-19 will be encouraged to contact their health care provider. A list of available community testing sites will be offered. Asymptomatic students will be encouraged to receive regular COVID-19 tests once local testing capacity allows.

In conjunction with SDCOE, Aseltine School will enact COVID-19 surveillance testing for all staff members. School staff members are essential workers, and staff includes teachers, paraprofessionals, or any other school employee that may have contact with students or other staff. According to the California Department of Public Health, schools shall test staff periodically, as testing capacity permits and as practicable, with the recommendation being to test all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time. Effective 10/26/20, Aseltine staff members will begin testing based on an assigned schedule and/or as local testing capacity allows. Staff members will be encouraged to contact their health care provider, local community testing site, and/or at any SDCOE employee-test site only location listed below:

**Metro Region School Personnel Testing Site**

Harold J. Ballard Parent Center (2375 Congress St., San Diego, CA 92110)



Starting on Oct. 1, will operate Tuesday-Saturday from 11:30 a.m. to 7 p.m.

**East County School Personnel Testing Site**

Mollison Complex (301 N. Mollison Ave., El Cajon, CA 92021)

Starting on Oct. 5, will operate Monday-Friday from 10:30 a.m. to 6 p.m.

**North County School Personnel Testing Site**

Del Mar Fairgrounds (2260 Jimmy Durante Blvd., Del Mar, CA 92014)

Starting on Oct. 2, will operate Monday-Friday from 10:30 a.m. to 6 p.m.

**South County School Personnel Testing Site**

Sweetwater Special Services (660 L St., Chula Vista, CA 91911)

Starting on Oct. 1, will operate Monday-Friday from 10:30 a.m. to 6 p.m.

**10. Plan for When a Staff Member, Student or Visitor Becomes Sick**

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

**46. Plans for isolation:** Aseltine staff will monitor their assigned students, and, should a student become ill or appear to be ill, staff members will request office staff or an administrator come to the classroom to get the student. The student and staff member will wear face covering at all times to the greatest extent possible. The student will be escorted while maintaining physical distance, to one of the designated isolation areas to have their temperature taken by office staff. The student will remain in the assigned area, resting in a chair, while being supervised by a staff member.

**47. Face mask requirement:** If a student or staff member becomes ill they will immediately be required to wear a face covering if possible, if not already doing so, and be required to wait in the designated isolation area until transported home.

**48. Parent contact:** Office staff will contact parents to have the student picked up. If parents are not available, the emergency contact information will be reviewed to call the backup person.

**49. Serious illness:** Should the student or staff member exhibit signs of serious illness, such as persistent pain or pressure in the chest, confusion, bluish lips or face, staff will call 9-1-1 for emergency assistance. Office staff or administrator would gather student materials from the classroom and bring them to the student. Additionally, office staff would contact the parent or guardian when 911 is called for a student.

**50. Reporting of positive cases:** Local health officials will be notified by the Aseltine School's COVID-19 Liaison, Executive Director, and/or designated administrator of any positive cases of COVID-19 reported to the school by calling the Public Health Services Epidemiology Department at 888-950-9905. Staff and families will be notified electronically, mailed a letter, and/or called directly of any positive case of COVID-19, while maintaining confidentiality as required under FERPA and state law related to the privacy of educational records.

**51. Cleaning/disinfecting:** Once an ill student is picked up, staff members will follow cleaning and disinfecting procedures for the student's classroom and the isolation area, using the appropriate PPE and approved disinfecting products. Ideally, the isolation area will be left empty at least until the next morning and then all touched surfaces will be cleaned and disinfected with staff wearing a mask, gloves and, if desired, a coverall while using an approved disinfectant. All staff members have been trained in proper disinfection procedures.

**52. Returning to school:** Sick staff members and students who were ill with any symptoms possibly related to COVID-19 are not to return to campus until they have met CDC and CDPH criteria for discontinuing home isolation. At present the guidelines state that home isolation can be discontinued if (MUST meet ONE of the following):

- i. Proof of negative viral test result (PCR only) if both fever and symptoms are gone (without fever-reducing medications for 24 hours) 72 hours after symptoms are resolved after symptom improvement per San Diego county health department decision tree.
- ii. 10 days from the day symptom(s) first appeared, AND improved symptoms AND no fever (or use of fever-reducing medications) for the last 24 hours/1 day.
- iii. A licensed MD/DO/NP/PA (who manages the condition) confirms in writing the diagnosis of a chronic condition, and that the symptoms are unrelated to COVID-19. A signed authorization for school to interact with the medical provider to verify the diagnosis only, not the specifics of the diagnosis, must also be provided.

<https://covid-19.sdcoe.net/Health-Practices/Guidelines-for-Schools>

<https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Scenarios-Guide.pdf?ver=2020-08-27-191952-410>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

[https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/cahan/communications\\_documents/Decision%20Tree%20chart.pdf](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/cahan/communications_documents/Decision%20Tree%20chart.pdf)

**CDPH guidelines for return to work or school**

Below are the CDC and CDPH guidelines for when a person may be released from home isolation and return to work or school. The guidelines apply to both employees and students. The table below is updated per CDC guidance and CDPH as of July 17, 2020.

	<b>Student or Staff With</b>	<b>Action</b>	<b>Communication</b>
<b>1</b>	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines <a href="https://files.covid19.ca.gov/pdf/guidance-schools.pdf">https://files.covid19.ca.gov/pdf/guidance-schools.pdf</a>	<input type="checkbox"/> Send home <input type="checkbox"/> Recommend testing (If positive, see #3, if negative, see #4) <input type="checkbox"/> School/classroom remain open	<input type="checkbox"/> No Action needed

2	Close contact (†) with a confirmed COVID19 case	<input type="checkbox"/> Send home <input type="checkbox"/> Quarantine for 14 days from last exposure <input type="checkbox"/> Recommend testing (but will not shorten 14- day quarantine) <input type="checkbox"/> School/classroom remain open	<input type="checkbox"/> Consider school community notification of a known contact
3	Confirmed COVID-19 case infection	<input type="checkbox"/> Notify the local public health department <input type="checkbox"/> Isolate case and exclude from school for 10 days from symptom onset or test date <input type="checkbox"/> Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious <input type="checkbox"/> Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) <input type="checkbox"/> Disinfection and cleaning of classroom and primary spaces where case spent significant time <input type="checkbox"/> School remains open	<input type="checkbox"/> School community notification of a known case
4	Tests negative after symptoms	<input type="checkbox"/> May return to school 3 days after symptoms resolve <input type="checkbox"/> School/classroom remain open	<input type="checkbox"/> Consider school community notification if prior awareness of testing

Please note that if an ill student or staff member does not have a COVID-19 test, it is assumed the illness is due to COVID-19 for purposes of entering school.

**(†)** A contact is defined as a person who is <6 feet from a case for a total of 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criteria and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

**(††)** A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

**53. On-line learning options:** All Aseltine students will have access to alternative educational opportunities via the Aseltine School Distance Learning Plan when at home due to required isolation.

**54. Temporary on-line options:** Distance learning will be offered if a student must be absent due to personal or family quarantine, or isolation requirements, or if mandated by local health authorities. A

distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of the student's health conditions.

Students who are quarantined or isolated or whose parents choose the distance learning option will be provided with distance learning opportunities, including lessons and supporting activities that align with Asetline School's approved curriculum. Lessons will be shared with students and their families through G-Suite (i.e., Google classroom, gmail, Google forms, Google Drive). G-Suite is designed to meet stringent privacy, transparency, compliance, and security standards. In addition, teachers and related service providers will regularly check in with their students and parents using Google Hangouts/Meet, email, and/or telephone calls. All contact with students and families will be logged. Group lessons and activities for students will be offered in both synchronous and asynchronous formats, through platforms such as YouTube, and Google Meetings. These activities will be developed and delivered by teachers and related service providers, and will also utilize direct-service paraprofessionals for delivery of lessons and activities.

Students and families will be asked to regularly submit completed work samples. This will be done in a variety of ways, depending on the activity, and could include submission through Google Forms, email, USPS mail, Google Classroom, video samples, or telephone/video call. As needed, arrangements can be made for drop-off/pick-up from the school site. Completed assignments will be logged. Participation in distance learning will be documented in a variety of ways including submission of completed assignments, and tracking through educational software programs, as well as by teacher and parent report. If advised by the public health department to limit travel to schools, Asetline School is prepared to provide distance learning options.

**55. CDPH processes and protocols:** CDPH processes and protocols will be followed if Asetline School has an outbreak of COVID-19 in accordance with published CDPH guidelines:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

The Executive Director and/or administrator designee is the assigned workplace infection prevention coordinator. Employees are instructed to stay home and report to their supervisor if they are having symptoms possibly related to COVID-19. Symptoms of COVID-19 include fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, loss of appetite, diarrhea, or loss of appetite. Further it will be recommended to the employee or, in the case of an ailing student, to the parent, that the health care provider should be notified.

Tools have been developed to track employees and students who are presumed to be infected, are confirmed cases of COVID-19, or are quarantined cases. An employee who is absent will be directed to call the Chief Administrative Officer to learn about their options. Positive cases will be reported to the Public Health Services Epidemiology Department at 888-950-9905 (including name, job title, work area, close contacts, dates of symptom onset and subsequent days worked). A serious illness (requiring hospitalization or resulting in death) from COVID-19 or injury will be reported to Cal/OSHA at 619-767-2280.

Aseltine School per CDPH guidelines defines a close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 during the latter person's infectious period, which includes, at a minimum, the 48 hours before that individual developed symptoms. Close contacts will be instructed to quarantine at home for 14 days from their last known contact with the employee or student with COVID-19. Aseltine School will take its lead from the local public health agency regarding testing for COVID-19 and contact tracing.

**56. COVID-19 outbreak at school related to work environment:** If an outbreak occurs at Aseltine School, exposures will be investigated to determine if any work-related factors could have contributed to the risk of infection. Further, if 5% of the Aseltine School staff or student population test positive within 14 days, the school will close and in-person instruction will be stopped as per CDPH guidance.

**57. Plan to update procedures:** Protocols will be updated as new guidance is revised based on science and most current best practices needed to prevent further cases.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

## 11. Maintain Healthy Operations

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

**58. Plan to monitor and communicate:** Tracking sheets have been created to monitor staff and student absences. Reasons for staff illness will be provided in confidence to the Executive Director, Chief Administrative Officer, and/or the COVID-19 Liaison. Reasons for student absences will be recorded and kept in a confidential log. Substitute teachers are available and have been trained to cover for teachers who are absent. The school's Executive Director, COVID-19 Liaison, and/or member of the Administrative Leadership Team will respond to COVID-19 concerns, and will coordinate documentation and tracking of possible exposures, and notify local health officials, staff members and families in a prompt and responsible manner. Families and staff members may use email or phone calls to self-report symptoms of COVID-19. Electronic communication systems using school text app, e-mails, social media posts, and/or person-to-person phone calls will be used to notify staff members and families of our students, of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. The school's COVID-19 Liaison with the guidance of the Executive Director, will notify local health officials, staff members, and families as soon as possible of any positive case of COVID-19, maintaining confidentiality as required by state and federal laws. Support for staff and students who are at higher risk for severe illness or who cannot maintain a safe distance from individuals in the home will be determined and subsequently reviewed on a case by case basis by the Executive Director and the school's COVID-19 Liaison.

## 12. Considerations for Reopening and Partial or Total Closures

Aseltine School's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

**59. External information and action:** State and local orders and health department notices will be checked daily by the school's COVID-19 Liaison, Executive Director, and/or the school's Administrative Leadership Team so they may be apprised of COVID-19 transmission in the area or closures so staff and parents can be notified immediately and operations can be adjusted accordingly.

**60. Internal information and action:** When a student or staff member tests positive for COVID-19 and has possibly exposed others at school, the CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year document will be referenced.

<https://www.cdph.ca.gov/programs/cid/dcdc/cdph%20document%20library/covid-19/schools%20reopening%20recommendations.pdf>

In consultation with the local public health department, the Executive Director will decide on the basis of public health officer-determined risk level within the school what intervention is warranted. The classroom or office where the infected person was based will be closed off for a minimum of 24 hours, and then it will be thoroughly cleaned and disinfected. If additional areas of the school were visited by the COVID-19 positive person, those areas will also be temporarily closed for cleaning and disinfection. Close contacts of the infected person will be determined and they will be contacted as soon as possible and advised to quarantine for 14 days and contact their personal health care providers. A staff member who is ill will be advised to contact the Chief Administrative Officer to obtain employment information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

Resources include:

<https://www.labor.ca.gov/coronavirus2019/#chart>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

<https://www.gov.ca.gov/wp-content/uploads/2020/05/5.6.20-EO-N-62-20-text.pdf>

Guidance to parents, teachers, and other staff members will be provided regularly to remind them of the importance of physical distancing at all times. Continuity of education strategies have been described in item #53.

**The following signatures attests that the information provided above is true and correct as of 10/23/20.**

Name	Title
May Padilla	Executive Director
Kim Groulx	Family-Student Services Coordinator and COVID-19 Liaison
Nina Williams	Program Director and Administrative Designee
Carla Hancock	Chief Administrative Officer