



Health & Safety Guidelines

*Meets requirements for COVID-19 Safety Plan (CSP) & Cal/OSHA
COVID-19 Prevention Program (CPP)*

SY 2021 - 2022

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Summary of Recent Changes

Date	Topic, including link to bookmark)
10/25/21	Parent & Alumni Volunteers permitted with proof of vaccination
10/25/21	Competitive Sports Allowed under certain restrictions
10/25/21	Physical distancing for team members - adjusted guidelines based on vaccination mandate
10/25/21	Team Member Meetings - adjusted guidelines based on vaccination mandate
10/25/21	Team Member Gatherings/Events (i.e. Off-site) - allowed under certain restrictions
10/25/21	Team Member Eating/Drinking - adjusted guidelines based on vaccination mandate
10/25/21	Family & Community Events - allowed under certain restrictions
11/3/21	Stable groups - clarifications, naming Counseling and Clubs as acceptable additional stable groups
11/3/21	Team member testing - 2x per week testing no longer required for certain individuals
11/3/21	Vaccinations - Clarifies vaccination requirements for recurring on-site vendors
11/3/21	Visitor policy - clarifies health & safety policies for recurring vendors
11/10/21	Stable group clarification: naming extracurricular activities as acceptable additional

	stable group; clarifies that two afterschool stable groups is acceptable
11/30/21	Family & Community Events - updated to include guidance on info sessions/school tours for prospective families
11/30/21	Walking Field trips allowed under limited circumstances
12/16/21	School celebrations/treats in classrooms
1/4/22	Isolation & Quarantine Protocols updated per new Public Health guidelines

Overview

Public health conditions have dramatically improved over the course of 2021. On January 1st, Los Angeles County reported almost 20,000 new cases of COVID-19 with over 7,000 individuals hospitalized. By June 10th, KIPP SoCal's last day of school, those numbers had declined to fewer than 200 new cases and 300 hospitalizations. Highly effective vaccines have helped reduce community transmission of COVID-19 and most importantly, lowered instances of serious illness, hospitalization, and death. Although we still have a long way to go, Southern California currently has some of the highest vaccination rates in the country.

As a result of these shifts, elected officials have determined that in-person learning is safe, best for kids, and should once again become the default instructional model.

Sector-specific public health guidelines for K-12 schools have shifted away from requirements ("must") to recommendations ("should") in order to enable districts & schools to offer in-person learning to all students. Although we have the option to remove a number of different restrictions, KIPP SoCal has decided to begin this new school year with many of our same layered mitigation strategies in place.

We have adopted this approach for several reasons:

1. We want to maximize protection against COVID-19
2. We know our layered mitigation strategies work because they kept students, team members, and families safe during our Hybrid return to campus in Spring 2021
3. Our communities have been, and continue to be, disproportionately affected by COVID-19
4. Our students younger than 12 years old currently do not have access to an approved COVID-19 vaccine

We *have* made some changes based on public health officials' recommendations and scientific evidence. For example, because we've learned surface transmission of COVID-19 is extremely rare, KIPP SoCal students can now share materials and use play structures.

Health & safety guidelines will continue to change over the course of this school year. Cases have increased in the weeks since California's mid-June reopening, driven by new variants of the SARS-CoV-2 virus. KIPP SoCal will continue to monitor public health conditions, vaccination coverage, and our own screening testing results to guide

health & safety policy decisions and ensure we continue to do everything we can to protect our team & family against COVID-19.

Guiding Principles

Health & safety remains our number one priority. As we embark on a new school year, we believe KIPP SoCal's health & safety guidelines should:

1. Prioritize the physical & emotional safety of our students, families, and team members
2. Reflect our schools' & communities' unique needs and what matters most to our families
3. Align with public health officials' requirements, recommendations, and best practices
4. Be informed by the latest scientific research & evidence
5. Balance risk mitigation, instructional/operational impact, and regional consistency
6. Remain flexible enough to change in response to new conditions (both more restrictive and less restrictive)

Foundational Resources

Public Health Guidelines for K-12 Schools	
Federal (CDC)	Guidance for COVID-19 Prevention in K-12 Schools
State (CDPH)	COVID-19 Public Health Guidance for K-12 Schools in California
Local (LADPH)	Reopening Protocols for K-12 Schools: Appendix T1 Note: San Diego County aligns 100% with CDPH and does not publish its own guidance for K-12 public schools.

Layered Mitigation Strategies

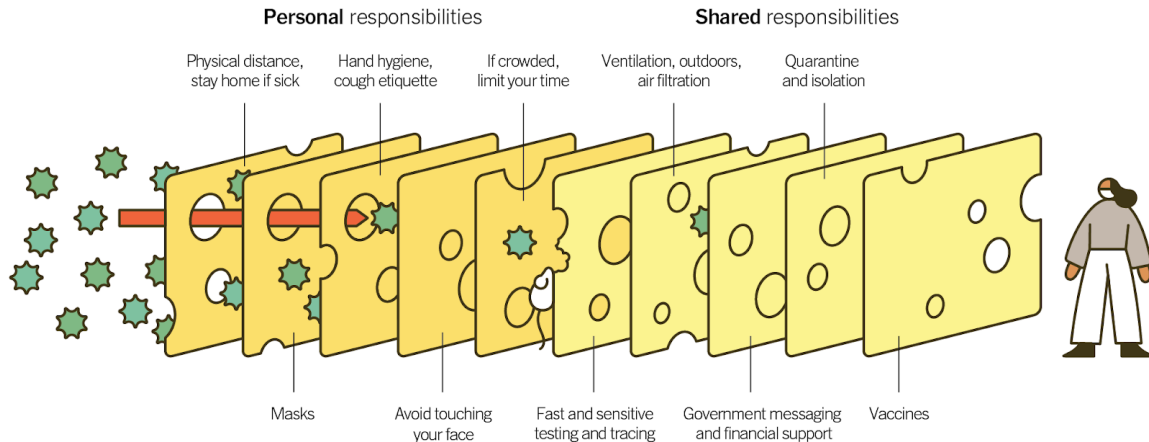
KIPP SoCal has a layered mitigation strategy in place to maximize protection against COVID-19.

Although we have a number of different tools to protect ourselves and others against COVID-19, no single mitigation strategy (even vaccines) is 100% effective on its own. When we utilize multiple mitigation strategies at the same time, those tools work together to maximize our overall level of protection against COVID-19.

We use the [swiss cheese metaphor](#) to illustrate this concept. Think of each mitigation strategy as a slice of swiss cheese. On their own, every slice of swiss cheese has holes (no single mitigation strategy is 100% effective on its own). However, when we stack multiple slices of swiss cheese on top of one another, we cover up those holes.

Multiple Layers Improve Success

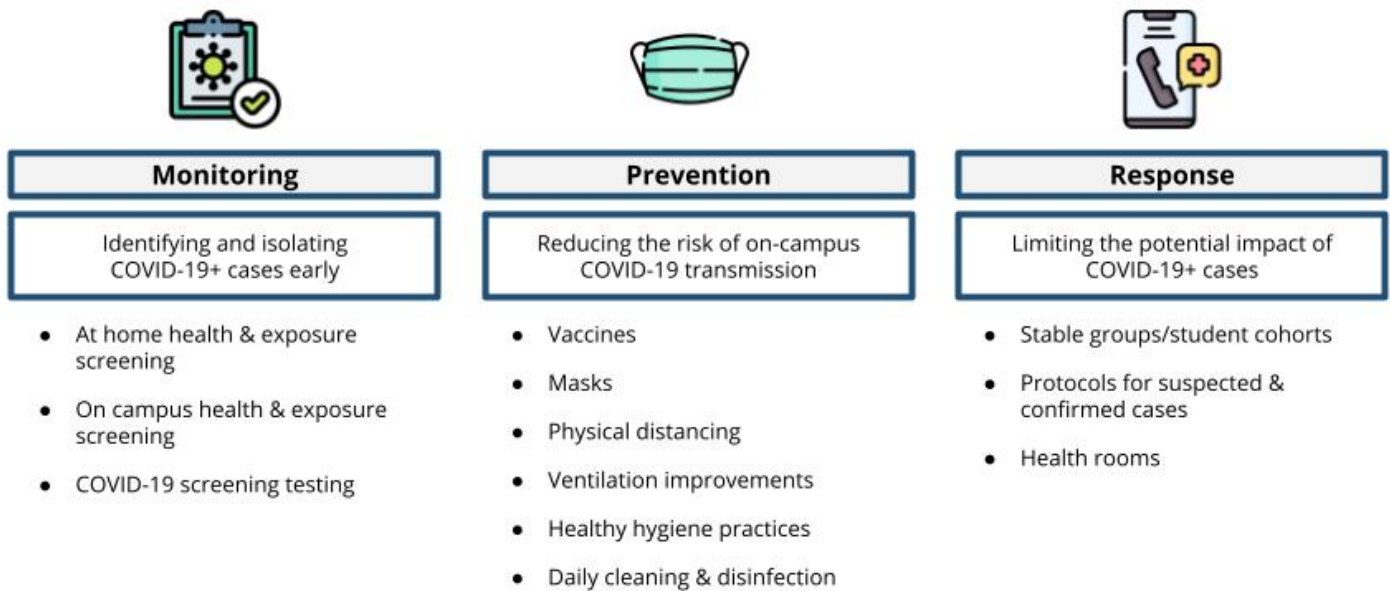
The Swiss Cheese Respiratory Pandemic Defense recognizes that no single intervention is perfect at preventing the spread of the coronavirus. Each intervention (layer) has holes.



Source: Adapted from Ian M. Mackay (virologydownunder.com) and James T. Reason. Illustration by Rose Wong

Source: [New York Times](#)

At KIPP SoCal, we have multiple layers of mitigation strategies for both students and team members. We can group these strategies into three categories - monitoring, prevention, and response - based on the role they play in preventing the spread of COVID-19.



How to Use This Document

These guidelines are not meant to be “plug & play”. Each KIPP SoCal school has its own unique context; School Leadership Teams must internalize and utilize these guidelines to design school-specific systems and procedures.

As official guidance from federal/state/county agencies continues to change, we will modify KIPP SoCal's guidelines here. This is a living document and we recommend bookmarking and reviewing often, as school plans may need to be adjusted accordingly.

Section 1: Monitoring



Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others. It also is essential for people who are not fully vaccinated to quarantine after a recent exposure to someone with COVID-19.

Health & Exposure Screening (At Home)

Students:

- Parents/guardians/caregivers must [screen students for symptoms before leaving home](#) for school
- Anyone with symptoms consistent with COVID-19 must remain at home:
 - Fever (100.4 degrees or higher)**
 - Difficulty breathing/shortness of breath
 - New onset of cough**
 - New onset of severe headache
 - Sore throat
 - New loss of taste or smell
 - Diarrhea or vomiting**
 - **Indicates symptom of emphasis for students per LACDPH Decision Pathways
- If a student has a chronic health issue (e.g., allergies or asthma), symptoms should only be flagged for possible COVID-19 if the symptoms are a change from their typical health status.
 - Example: If a student has previously been diagnosed with seasonal allergies, their regular symptoms associated with that diagnosis (e.g., runny nose) would not be flagged as COVID symptoms. If symptoms are different from baseline/typical health status (e.g. a new cough), then at that point it would be flagged as a potential symptom of COVID-19.
- If a student is experiencing symptoms that are not consistent with COVID-19 but inhibit the proper use of a face covering, the student should stay home until symptoms subside and they are able to properly wear a face covering.
 - Example: Student has a runny nose and is sneezing so much that they continuously have to remove their face covering to blow their nose/wipe their face. These symptoms would not be flagged as symptoms of COVID-19 but the symptoms do make it difficult for the student to properly wear their face covering at all times in class. The student should remain at home until symptoms improve and they can properly wear face covering in class.
- Anyone who has had close contact with someone who has COVID-19 symptoms or who has tested positive for COVID-19 must remain at home
- **Side effects of the COVID-19 Vaccine:** Stay home and get tested for COVID-19 if you have:
 - Vaccine side-effects that last more than 2 days OR,
 - Symptoms that start more than 2 days after you get the vaccine OR,

- Cough, shortness of breath, runny nose, sore throat, or new loss of taste or smell – these symptoms are NOT side effects of the vaccine.

Team Members:

- Team members must self-screen for symptoms before leaving home for school
- Anyone with symptoms consistent with COVID-19 must remain at home
 - Fever (100.4 degrees or higher)
 - Difficulty breathing/shortness of breath
 - New onset of cough
 - New onset of severe headache
 - Sore throat
 - New loss of taste or smell
 - Diarrhea or vomiting
- If a team member has a chronic health issue (e.g., allergies or asthma), symptoms should only be flagged for possible COVID-19 if the symptoms are a change from their typical health status.
 - Example: If a team member has previously been diagnosed with seasonal allergies, their regular symptoms associated with that diagnosis (e.g., runny nose) would not be flagged as COVID symptoms. If symptoms are different from baseline/typical health status (e.g. a new cough), then at that point it would be flagged as a potential symptom of COVID-19.
- Unvaccinated individuals are at significantly higher risk of becoming infected with COVID-19. Infections in fully vaccinated individuals are rare, but possible.
- **Side effects of the COVID-19 Vaccine:** Stay home and get tested for COVID-19 if you have:
 - Vaccine side-effects that last more than 2 days OR,
 - Symptoms that start more than 2 days after you get the vaccine OR,
 - Cough, shortness of breath, runny nose, sore throat, or new loss of taste or smell – these symptoms are NOT side effects of the vaccine.
- It is still important to monitor for symptoms even if you have been vaccinated, especially if you've been around someone who is sick.
- Anyone who has had close contact with someone who has COVID-19 symptoms or who has tested positive for COVID-19 must remain at home
 - Exception: [Fully vaccinated individuals](#) who are exposed to COVID-19 are NOT required to remain home/quarantine

Health & Exposure Screening (At School)

Students:

- Schools must screen students for symptoms daily, upon arrival, before students enter the school building
- Schools should utilize a visual aides:
 - Posters & signage visible from cars in arrival lines
 - [Health Screening Sign](#) posted at all building entrances
- Schools do not need to independently ask families/students each screening question
 - For example: "Can you answer 'No' to all of these questions?"
 - For example: "Any symptoms?"

- For elementary school students, parents/families/caregivers should be asked to answer on behalf of their children
- Schools should not conduct temperature checks unless a student expresses that they feel sick and/or exhibits symptoms
- If a student does not pass the health screening upon arrival, the individual is not allowed to enter the school building and must return home immediately.
 - Health screening should take place before the students' parent/family member/caregiver leaves
 - If the student's parent/family member/caregiver is not present, the student should be given a surgical mask and accompanied to the school's designated '[health room](#)' where they can remain while arrangements are made for pickup

Team Members & Visitors:

- Schools must implement sign in/sign out procedures in order to:
 - Create a detailed and accurate record that can be utilized for contact tracing,
 - Ensure all team members & visitors can attest to answering "No" to all screening questions
- Schools should not conduct temperature checks unless a team member or visitor expresses that they feel sick and/or exhibits symptoms
- Preferred sign in method: Google Form
 - Each school has unique [sign in & sign out Google forms](#); responses are collected on one spreadsheet
 - [Tiny URLs + QR codes](#) have been created for each schools' Google forms
- Back up sign in method (should only be used if the Google form is unavailable): Paper log
 - Sign in sheet [template](#)
 - A new sign in sheet should be used each day
 - BOMs must maintain paper sign in sheets for a period of 4 weeks
- Substitute teachers must follow the same health & exposure screening protocols as team members
- An Ops team member(s) should review each individual's responses to the health screening questions
 - If a team member or visitor does not pass the health screening upon arrival, the individual is not permitted to stay in the school building and must return home immediately.

COVID-19 Testing



In K-12 schools, screening testing can help promptly identify and isolate cases, quarantine those who may have been exposed to COVID-19 and are not fully vaccinated, and identify clusters to reduce the risk to in-person education.

- Health & exposure screening helps us identify symptomatic cases, when a student or team member is already feeling sick and might be infectious.
- COVID-19 screening testing helps us identify asymptomatic and presymptomatic cases, when a student or team member might be infected with COVID-19, but not feeling sick or experiencing any symptoms.
- KIPP SoCal will continue to partner with the Color/Valencia Branch Lab to offer COVID-19 screening testing to team members and students this school year.
- **Team Members** - All KIPP SoCal team members and vendors regularly assigned to work on KIPP SoCal school campuses (or SST) are required to participate in weekly COVID-19 screening testing, regardless of

vaccination status.

- Effective November 3, teachers or other team members who interact with more than 5 different student cohorts are *no longer required* to participate in more frequent (2x per week) COVID-19 screening testing. Public health guidance states that weekly screening testing is entirely adequate given our vaccination mandate and other mitigation strategies.
 - **NO CHANGE:** Team members that work at SST or a school site should continue to test once weekly, regardless of vaccination status.
- Breakthrough infections among fully-vaccinated individuals are possible, although very rare.. Team members' and vendors' full participation in weekly screening testing will maximize KIPP SoCal schools' protection against COVID-19 by identifying and isolating any confirmed cases as early as possible.
- **Public Health states that individuals who've recovered from Covid-19 within the past 90 days should NOT participate in weekly screening testing.** This is because "a repeat positive Covid test within 3 months of recovery from a confirmed SARS-CoV-2 infection in the absence of symptoms likely represents persistent shedding of [non-viable viral RNA.](#)"
- **Students** - All students are strongly encouraged to participate in weekly COVID-19 screening testing.
 - Exception: Students at KIPP Pueblo Unido Upper and the 4 classes of KIPP Pueblo Unido Lower located at Pacific Blvd. Elementary School are required to participate in weekly COVID-19 testing due to co-location with LAUSD on a Prop 39 campus.
- Ops Teams can review [2021-22 COVID-19 Screening Testing Guide for Ops](#) for testing administration guidelines.
- **Types of Covid-19 tests**
 - At-home testing can *not* be used for school quarantine decisions. Tests must be administered in a healthcare setting or certified testing site.
 - For asymptomatic quarantine testing, asymptomatic individuals can take a PCR or rapid antigen test, as long as it is done in a healthcare setting or certified testing site.
 - For symptomatic individuals, rapid antigen tests can *not* be used as confirmation; a PCR test is required.
 - Additional info [here](#).

Section 2: Prevention

Vaccines



Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic.

High levels of vaccination among eligible students as well as teachers, staff, and household members is one of the most critical strategies to help schools safely resume full operations.

- The more members of our KIPP SoCal team & family (including eligible team members, students, families, and community members) that are vaccinated against COVID-19, the safer our schools will be.

- Getting vaccinated is the most effective way to protect members of our team & family who can't currently be vaccinated (including students younger than 12 years old and individuals with certain health conditions)

COVID-19 Vaccines are Safe:

- All approved COVID-19 vaccines were evaluated in clinical trials and met the Food & Drug Administration's rigorous standards for safety, effectiveness, and manufacturing.
- Over 338 million doses of COVID-19 vaccines have been administered in the United States under the most intense safety monitoring in our history.

COVID-19 Vaccines are Effective:

- No single mitigation strategy is 100% effective on its own, including vaccines. However, vaccines are the single most effective mitigation strategy we have available.

Vaccines help protect YOU	Vaccines help protect OTHERS
<p>COVID-19 vaccines save lives - Vaccinated individuals are at significantly lower risk of symptomatic illness, severe infection, hospitalization, and death due to COVID-19.</p> <p>COVID-19 vaccines are the best defense against variants - Vaccinations provide strong protection against emerging strains of the SARS-CoV-2 virus, including the Delta variant.</p>	<p>COVID-19 vaccines limit community spread - Community immunity (also known as "herd immunity") is achieved when a sufficient proportion of a population is immune to an infectious disease through either a.) prior illness or b.) vaccination.</p> <p>The more people that are vaccinated, the higher the level of community immunity. As community immunity increases, it becomes harder for the virus to spread from person to person (even unvaccinated individuals).</p> <p>COVID-19 vaccines lower your risk of transmitting the virus to someone else - A growing body of evidence suggests that fully vaccinated individuals are less likely to develop an asymptomatic infection or transmit COVID-19.</p>

COVID-19 Vaccination Policies:


- **Team Members:** KIPP SoCal requires all team members to be fully vaccinated against COVID-19 as a condition of employment, with the exception of approved religious or medical exemptions.
 - Please review detailed vaccination instructions and FAQ here:
 - ☰ **Fall 21 - KIPP SoCal COVID-19 Vaccination Instructions + FAQ**
 - As a result of a [State Health Officer Order](#), KIPP SoCal is required to verify all team members' vaccination status using approved forms of documentation.
- **On-site vendors:** Recurring on-site vendors (individuals who work on school sites but are not KIPP SoCal employees) will follow KIPP SoCal's employee vaccination policy: they are required to be fully vaccinated against Covid-19 unless they have an approved medical or religious exemption. Accountability for this policy will be handled by regional teams via attestation forms with our regional vendors.

- **Students:** At this time, KIPP SoCal continues to strongly encourage eligible students, families, and community members to get vaccinated against COVID-19.
- Fully vaccinated individuals are exempt from requirements to quarantine following exposure to COVID-19. Unvaccinated individuals are required to quarantine following exposure to COVID-19.
- Any individual with unknown COVID-19 vaccination status is assumed to be unvaccinated for the purposes listed above and any other health & safety policy differentiated based on COVID-19 vaccination status.

How to Get Vaccinated Against COVID-19:

- COVID-19 vaccines are FREE of charge and widely available for everyone, regardless of immigration status or healthcare coverage.
- To make a vaccine appointment or learn more about COVID-19 vaccines:
 - **All California Counties:** [Visit MyTurn](#) or call 1-833-422-4255
 - **Los Angeles County:** [Visit Website](#) or call 1-833-540-0473
 - **San Diego County:** [Visit Website](#)

Masks/Face Coverings

	<p><i>In accordance with CDC's guidance, and due to the fact that many of California's school facilities can't accommodate physical distancing, California will layer multiple other prevention strategies, including:</i></p> <ul style="list-style-type: none"> ● Continued masking guidance: California will continue to <u>require</u> that masks be worn indoors in school settings.
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As a general rule, all individuals (students, team members, and visitors) on a KIPP SoCal school campus (indoors AND outdoors) are required to wear a properly fitting mask (must cover both mouth and nose) at all times.

- Disposable, 3 ply medical masks are now the minimum requirement for both KIPP SoCal team members AND students for a number of different reasons:
 - Unlike at the beginning of the pandemic, medical masks are now highly available and affordable, including in appropriate sizes for school-aged children.
 - Washable, reusable masks generally only have 2 layers ("2 ply") of fabric. Medical masks typically have 3 layers ("3 ply"). More layers = better filtration.
 - Medical masks also contain a layer of melt blown fabric, which is more effective than cloth masks' woven or knit fabric at capturing potentially virus-containing particles.
 - Finally, medical masks include an adjustable metal nose wire to help the mask fit more snugly (and therefore more effectively) on an individual's face.

<p>Required for team members, students and visitors</p>


Why & How We Wear Masks:

- COVID-19 is primarily airborne, spread person-to-person through aerosols & respiratory droplets (the “stuff” produced by an individual by coughing, sneezing, loudly talking, singing, yelling, etc.)
- Masks combat airborne transmission in two different ways:
 - They protect others (“source control”) → In the event that you are or could be infected with COVID-19, a mask will help you keep your respiratory droplets to yourself and avoid transmitting the virus to others.
 - They protect you (“respiratory protection”) → Masks can also protect you from breathing in someone else’s respiratory droplets.
- There are three major factors that determine how well a mask protects you & those around you:
 - Correct & consistent use → Masks work best when everyone wears them consistently and correctly. We know the risk of COVID-19 transmission is significantly reduced when two individuals are correctly wearing a mask vs. one person not wearing their mask correctly, or worse yet, one person not wearing a mask at all.
 - Fit → A mask should cover both your nose and mouth. It should fit snugly against your face. Respiratory droplets are really small, so gaps on any side of your mask mean there is space for them to both escape and enter.
 - Filtration → Different masks are made of different materials and have different numbers of layers. As a result, some masks are more effective than others at filtering particles.

Team Members

- All KIPP SoCal team members are required to wear a [disposable 3-ply medical mask](#) at all times while on school campus (indoors and outdoors) with limited exceptions:
 - While eating or drinking:
 - To the greatest extent possible, maintain 6 feet of physical distance between unmasked team members
 - When possible, use outdoor or well-ventilated eating areas
 - When the individual is alone in a private office or classroom with the door closed.
 - In *limited situations* where a face mask cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape extending from the bottom edge or a clear panel face covering can be used instead of a face mask while in the classroom, as long as the wearer maintains 3+ feet of physical distance from other individuals. Team members must return to wearing a face mask outside of the classroom.
 - KIPP SoCal will provide a clear panel mask to every elementary school teacher or use in limited situations in the classroom where it is difficult, instructionally or developmentally, to wear a regular face covering (ex. phonics)
- Disposable, 3 ply medical masks:
 - Should be made of non-woven fabric and melt-blown filter paper
 - Should have an adjustable nose wire
 - Should be thrown away after one-time use
 - Should not have gaps around the sides of face or nose

- Should not be worn if wet or dirty
- Maximizing the fit of a disposable, 3 ply medical mask:
 - Use the nose wire: The metal strip included along the top of the mask helps prevent air from leaking out.
 - Knot & tuck: Knot the ear loops of a medical mask where they join the edge of the mask. Fold & tuck the unneeded material under the edges. ([Video instructions](#))
 - Check your fit: The mask should cover both your nose & mouth. Check for gaps by cupping your hands around the outside edges of your mask. Breathe in and out, make sure no air is escaping from the top or sides of the mask. You should feel air coming through the front of the mask and will likely see the mask material move in/out
- Multiple layers:
 - Double masking - Team members can wear a cloth face covering on top of the disposable, medical mask to improve both fit AND filtration. The cloth mask not only adds another layer, it also helps push the edges of that medical mask against your face.
 - Team members should not wear two disposable masks on top of each other. Medical masks are not designed for this purpose.
- Face shields:
 - Face shields have limited effectiveness and are not a substitute for a mask
 - Team members *may* wear a face shield *in addition to* a disposable, 3 ply medical mask
 - KIPP SoCal will provide a face shield to a teacher upon request
- KIPP SoCal team members and vendors may choose to wear a more protective mask/face covering (i.e. KN95)
- Team members and vendors should have access to supplies of disposable, 3 ply medical masks. Schools should continue to maintain on-site inventory of disposable, 3 ply medical masks to provide team members and vendors with replacement masks as necessary.
- If a team member arrives at school without a face mask, a disposable mask will be provided for use in school that day.
- Team members who have a medical condition that may prevent them from wearing a face covering at all times should speak with their doctor about a.) their job description and duties and b.) the health & safety policies in place at school. The doctor should provide a note outlining the requested accommodation for the team member and the team member should contact HR to formally submit a request for accommodation.

Students

- All KIPP SoCal Students are required to wear a disposable, 3 ply medical mask (must cover both mouth and nose) at all times while on campus (indoors or outdoors)
- Students may wear a cloth face covering on top of the disposable, medical mask to improve both fit AND filtration. Students may no longer wear a cloth face covering by itself.
- KIPP SoCal students may choose to wear a more protective mask/face covering (i.e. KN95)
- Schools will receive regular shipments of appropriately sized disposable, 3 ply medical masks to send home with students. Schools should continue to maintain on-site inventory of disposable, 3 ply medical masks to provide students with replacement masks as necessary.
- Students may remove masks when eating/drinking and during naps

- When a mask is temporarily removed, it should be placed in a clean, safe area until it needs to be put on again. In these limited situations, schools must have a system or routine in place to ensure it's clear which mask belongs to which student.
- If for any reason it is unclear whether or not a mask belongs to a student, that student should be given a disposable mask to wear for the remainder of the day.

Student Mask Exemptions, Accommodations, and Scenarios

- Students who have a medical or mental health condition or disability that may prevent them from properly wearing a cloth mask at all times should speak with their doctor. The doctor must provide a note outlining the condition and the requested alternative for the student and the parent must submit the request to the school office for verification and approval of a mask exemption.
 - Students exempted from wearing a face mask must wear an appropriate alternative (i.e. a covering that prevents respiratory droplets from escaping). An example of a substitute may be a face shield with a cloth extending from the bottom edge of the shield and tucked into the shirt collar.
 - See [Face Mask Accommodations/ Exemptions: Info & FAQs](#) for more detail.
- If a student arrives at school without a mask or arrives with a face covering that does not fit right, a disposable mask will be provided for use in school that day.
- Students who would like to wear face shields in addition to a cloth mask may do so, but face shields for students are not provided by KIPP.
- Students will be sent home in the following scenarios (assuming the student is not medically exempt from wearing a cloth mask); in any scenario, the school should make several attempts to have the student put a face covering on before sending them home. If a student must be sent home, it will NOT count as a suspension - we can send them home as 'sick' as we would do if a student was ill or exhibiting symptoms of illness.
 - Student arrives on campus and refuses to wear a mask - student will not be allowed to enter the school building and will return home
 - At some point during the day, a student removes their mask and refuses to put it back on after a short period of time (5-10 minutes) - the student should be sent to the office where they will be directed to wait in the designated 'health room'. The student's parent/family member/caregiver will be notified and instructed to pick up the student.
- If a student experiences difficulty wearing his/her mask, allow the individual to remove his/her mask for a short period of time (5-10 minutes). **When the mask is removed, maximize physical distance to the greatest extent possible (ideally: 6 feet).**
 - Examples include: student complains that the mask is irritating them or that it's hard to breathe; student having a behavioral issue and it seems like the face covering is intensifying the escalation.
 - When a cloth face covering is temporarily removed, it should be placed in a clean, safe area until it needs to be put on again.
 - If the same student is repeatedly complaining about their mask - call the parent/family member/caregiver and let them know to provide a different mask for the next day. For that day, provide the student with a disposable mask.

Visitors, vendors, and all other individuals

- All other individuals are required to wear a cloth mask or a disposable, 3 ply medical mask (must cover both mouth and nose) at all times while on school campus (indoors and outdoors)

Additional policies

- In general, individuals excluded from face covering requirements include:
 - Children younger than 2 years old
 - Individuals who have a medical condition that prevents them from wearing a cloth face covering must wear an appropriate alternative (i.e. a covering that prevents respiratory droplets from escaping). An example of a substitute may be a face shield with a cloth extending from the bottom edge of the shield and tucked into the shirt collar.
 - Anyone who is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
- Face coverings not permitted include: bandanas, t-shirts/sweatshirts, costume masks, ski masks, any item obstructing the vision of the person wearing it, or posing a health and safety risk to the greater school community.
- Individuals must store, wear, dispose of, and wash masks safely and properly.
 - [How to Wear Masks](#)
 - [How to Store and Wash Masks](#)
- BOMs must store masks in secure/locked location.
- Any individual on campus should request a mask from their BOM if they do not have one on hand.

Physical Distancing



Because of the importance of in-person learning, schools where not everyone is fully vaccinated should implement physical distancing to the extent possible within their structures, but should not exclude students from in-person learning to keep a minimum distance requirement.


- KIPP SoCal's physical distancing guidelines vary based on setting and whether or not other layered mitigation measures are in place, including masks.
- Two general rules apply to physical distancing:
 - "To the greatest extent possible" - The safest, most protective option will always be to maximize physical distance. The guidelines below, which outline a specific number of feet, should not be interpreted as limiters. Take advantage of all available space to create greater physical distance.
 - Emphasize distancing when masks are removed - Physical distancing (and other mitigation strategies) becomes much more important when masks are removed (i.e. when eating or drinking).

Guidelines for Physical Distancing: Students, Team Members, & Visitors

	When masks CAN be worn	When masks CAN'T be worn or worn properly (i.e. eating or drinking)
Indoors	Maximize physical distancing to the greatest extent possible (ideally: 3 feet or more)	Maximize physical distancing to the greatest extent possible (ideally: 6 feet)


Outdoors	No physical distancing required	
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Ventilation

 <p>CDC CENTERS FOR DISEASE CONTROL AND PREVENTION</p>	<p><i>Improving ventilation is an important COVID-19 prevention strategy that can reduce the number of virus particles in the air.</i></p>
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- COVID-19 transmission is less likely in outdoors environments because the virus is primarily airborne.
 - When you're outdoors, fresh air is constantly moving and dispersing respiratory droplets and aerosols. As a result, when you're outdoors you're less likely to become infected with COVID-19 by breathing in respiratory droplets and aerosols.
- In general, schools should maximize the use of their outdoor space. The following tiers should be used to prioritize the use of limited outdoor space for higher risk activities:
 - **Tier 1** - Activities where students remove and/or cannot properly wear masks (e.g. meals, band)
 - **Tier 2** - Activities where masks can be worn, but involve "high respiratory output" (e.g. recess, P.E.)
 - **Tier 3** - Everything else
- KIPP SoCal's Facilities Team has upgraded heating, ventilation, and air conditioning (HVAC) systems at all KIPP SoCal schools by:
 - Working closely with our vendor, who is a licensed Mechanical Engineering firm, to assess and maintain our HVAC systems.
 - Installing higher rated (MERV 13) air filters to capture more virus containing particles. Filters are replaced regularly, every 3 months.
 - Setting HVAC systems to run from 6 AM to 6 PM to maximize circulation when students and team members are on campus.
 - Adjusting dampers on all units to maximize the amount of fresh, outside air that each unit draws.

Healthy Hygiene Practices

 <p>CDC CENTERS FOR DISEASE CONTROL AND PREVENTION</p>	<p><i>People should practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses including COVID-19.</i></p>
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- Although COVID-19 is primarily spread via aerosols and respiratory droplets, regularly washing and/or sanitizing your hands keeps you and others healthy and prevents the spread of germs and viruses from one person to another.
- Seasonal influenza and the common cold will likely have a more significant impact in SY 2021-2022, particularly among children & adolescents, than they did in SY 2020-2021 as communities relax highly restrictive COVID-19 policies, including "lockdowns" and individuals are exposed to more people.

Hand Washing & Sanitizing

- KIPP SoCal students and team members are required to wash their hands OR use hand sanitizer:
 - Upon arrival, before entering the school building
 - Before and after eating
 - Before and after recess, P.E., or other play
 - After coughing, sneezing, or blowing nose (if hand is used to cover cough/sneeze and/or if a tissue is used)
 - After using the restroom
- Schools must build in time to the schedule to support hand-washing
- Teach and reinforce handwashing with soap and water for at least 20 seconds and avoiding contact with one's eyes, nose, mouth
 - [Hand-washing instructions](#)
 - Free resources [here](#) and [here](#)
- The Facilities team has installed portable handwashing and/or hand sanitizer stations near the entrance(s) of all schools
 - Submit a helpdesk ticket if you have issues with your portable hand washing/hand sanitizer stations and/or need additional stations with full enrollment in-person.
- Hand washing is preferred to using hand sanitizer, but may not always be available or practical. When hand washing is not practicable, students and staff will use fragrance-free hand sanitizer (with a minimum of 60% ethyl alcohol).
 - Sanitizer must be rubbed into hands until completely dry.
 - Touchless hand sanitizing stations will be installed in every classroom, at elevator entrances, at stairway entrances, in break rooms/workrooms, and in the main lobby of all schools
 - Janitorial staff will be responsible for monitoring supply of hand sanitizer on a daily basis and will refill when needed
 - Elementary school students (children under age 9) should only use hand sanitizer under adult supervision

Respiratory Etiquette

- KIPP SoCal students and team members must cough and sneeze into their face covering and elbow (face coverings should not be removed to sneeze or cough)
- If a face covering is not being utilized due to being the only person in the room, use a tissue or in last resort, your elbow should be used.
 - Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Cleaning/Disinfection



In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

- Janitorial teams will engage in routine & rigorous nightly classroom cleaning and disinfect high touch areas at least 1x daily.
- Schools will continue to staff a middle day porter until Winter Break, at which time KIPP SoCal will review and determine if that support is still needed for the remainder of the year.
- In the event of a COVID-19+ case, either a.) disinfect the space within 24 hours (if it needs to be immediately used) or b.) temporarily close the space for 24 hours (no disinfection needed after 24 hours have passed, routine cleaning only)
- KIPP SoCal has discontinued the regular use of electrostatic sprayers.
- Teachers are no longer responsible for disinfection throughout the day, but schools should still provide classroom cleaning supplies for teachers to use on an as-needed basis.

Section 3: Response

Response Resources

Response Protocol	2021-22- Covid-19 Response Protocols - KIPP SoCal Screening and Exposure Decision Pathways - LACDPH Covid Decision Tree - San Diego HHSA Reopening Protocols for K-12 Schools: Appendix T1 LACDPH Exposure Management Plan Guidance in TK-12 Schools: Appendix T2 - LACDPH COVID-19: Isolation Instructions for People with COVID-19 webpage. - LACDPH COVID-19: Quarantine and Other Instructions for Close Contacts webpage. - LACDPH
Symptoms & Care	Learn About Symptoms & What To Do If You Are Sick (LACDPH) What To Do If You Are Sick (CDC) Caring for Someone Sick at Home (CDC)

Definitions of Terms

Stable Group or Cohort	A group of individuals with fixed membership that stays together and does not physically interact with other groups
Homeroom	Students' primary, instructional stable group/cohort
Confirmed case	Positive diagnostic test OR diagnosis from medical provider
Suspected case	Individual exhibits symptoms of COVID-19 OR reports close contact with a confirmed case of COVID-19, but their diagnosis is not yet confirmed
Contact/exposure	Close contact: Within 6 feet, for 15+ cumulative minutes, over a 24 hour period Direct contact: Physical contact with bodily fluids (e.g. coughed/sneezed on)
Primary contact	Contact with <i>case</i> (physical ,close, or proximate contact)

Secondary contact	Contact with <i>primary contact</i> only (not case)
Isolation	Separating people <i>with contagious disease</i> from people who are not sick
Quarantine	Separating and restricting the movement of people <i>who were exposed to a contagious disease</i> to see if they become sick

Stable Groups/Cohorts

- As a mitigation strategy against COVID-19, stable groups serve two primary purposes:
 - Limit risk of close contact/exposure (i.e. the fewer people you interact with, the lower the likelihood of you coming into contact with COVID-19).
 - Enable a more targeted response to potential & confirmed cases, including contact tracing, response testing, quarantine, and isolation.
- **Stable Group Requirements for KIPP SoCal schools**
 - Instruction continues to take place in one primary stable group/cohort (“homeroom”) that does not interact with other groups/cohorts.
 - In addition to their homeroom, a student may need to be part of additional stable groups for the following activities:
 - IEP groups
 - Counseling groups
 - Afterschool, sports team, club groups, extracurricular activities (i.e. choir, theater)
 - Advanced Math groups
 - As much as possible, students should be part of no more than 3 stable groups, however **students can be part of up to 5 total stable groups (see above). For special circumstances where a student may need to be part of more than 5 stable groups, or for activities not listed on the above list, please seek approval from the COVID-19 Task Force. Email regionalcovidresponse@kippsocal.org**
 - Schools need to continue to maintain a system to track students’ membership in stable groups, for the purposes of contact tracing.
 - NOTE: It is acceptable for there to be more than one stable group within afterschool programs (i.e. study hall and an elective), as long as the student is not exceeding 5 stable groups total.
 - NOTE: In all small group settings, schools should seek to achieve 6 feet distance between individuals, when possible as this will reduce the number of close contacts (students needing to quarantine) in the event of a positive Covid-19 case.
- Other Considerations for stable groups:
 - Stable groups are classified as a response strategy (and not a prevention strategy) because:
 - Stable groups do not help identify COVID-19+ cases or necessarily *prevent* transmission.
 - In the event of a COVID-19+ case, and all other mitigation strategies fail to prevent on-campus transmission, stable groups limit the scope of potential exposure.
 - **General Philosophy:** Our most important goal is to maximize protection/minimize the risk of COVID-19 transmission. In the event that a prevention strategy conflicts with maintaining stable groups/cohorts, we will prioritize the prevention strategy.

- For example: If maintaining stable groups leads to less physical distance between students during meal time, we would recommend prioritizing whatever approach that allows your school to maximize physical distance.
 - **Shared Spaces** - Multiple different homerooms can occupy the same space for certain activities (e.g. meals, recess) as long as schools can create *at least 6 feet* of physical distance between homerooms.
 - Physical barriers/dividers (Example: [traffic cones & connectors](#)) are recommended in certain settings to help supervising adults separate stable groups.
 - **Restrooms** - Schools *can* schedule restroom breaks if they'd prefer to begin the school year with that approach. Otherwise, systems to limit restroom capacity and monitor which students are out of the classroom for how long (e.g. e-Hallpass) should be sufficient to avoid close contact.
 - **Dismissal** - Schools should design dismissal procedures to avoid close contact/exposure between students from different stable groups/cohorts. If students from multiple different homerooms occupy the same space at the same time, there must be clear separation and at least *6 feet* of physical distance between homerooms.
 - **The importance of seating charts:** Schools must implement systems that support quick and efficient contact tracing based on exposure ("close contact"), including strict & consistent seating assignments in classrooms (if stable groups are rotating classrooms, assigned seats must be maintained).
 - **Rotations:**
 - Teachers may interact with an unlimited number of homerooms OR
 - Homerooms can rotate classrooms (or teachers may rotate classrooms to support multiple homerooms)

Health Rooms:

- Schools must identify two 'health rooms' to separate anyone who has COVID-19 symptoms or who reports having close contact with someone who has tested positive for COVID-19. Outdoor health rooms (using enclosed tents) are recommended whenever possible.
- Health room #1 will be designated only for individuals who have symptoms consistent with COVID-19
 - This health room should be the larger of the two and prioritized for outdoors if possible
- Health room #2 will be designated for individuals who report having close contact with someone who has tested positive for COVID-19 (most likely would only occur at the time of arrival - student answers 'yes' to health screening question and parent is not present) and for individuals who refuse to wear a face covering during the school day
- For outdoor health rooms, must utilize a 3-sided enclosed tent.
 - Must utilize 2 separate tents for health room #1 and health room #2
 - Within each tent, students must be spaced at least 6 feet apart and must have a divider separating their spaces (ex. Medical curtain, [portable screen](#), cubicle dividers, plexiglass, etc.). The height of the barrier should provide at least 6 feet of protection (measured from the floor).
- For indoor health rooms, the preference is that a large, well ventilated room (e.g., cafeteria/MPR) is utilized
 - If needed, may utilize the one large area for both health room #1 and health room #2. The two health rooms must be separated by space and a [physical barrier](#).

- Within the health room, students must be spaced at least 6 feet apart and must have a divider separating their spaces (ex. Medical curtain, [portable screen](#), cubicle dividers, plexiglass, etc.). The height of the barrier should provide at least 6 feet of protection (measured from the floor).
- If there is no outdoor or large indoor space option available, schools may designate individual classrooms to be utilized for health rooms
 - Must utilize 2 separate classrooms for health room #1 and health room #2
 - Within the health room, students must be spaced at least 6 feet apart and must have a divider separating their spaces (ex. Medical curtain, [portable screen](#), cubicle dividers, plexiglass, etc.). The height of the barrier should provide at least 6 feet of protection (measured from the floor).
- Capacity/# of students to plan to accommodate at any given time: plan for 1 spot per 200 students (ex. If you have a total of 400 students, you'll want to plan to be able to accommodate 2 students at the same time).
- Ensure that the space is welcoming and comfortable for students
- All furniture used in health rooms must be able to be easily wiped down and cleaned. Each student space should have a plastic storage bin or somewhere to put personal belongings.
- All unnecessary furniture, supplies, or other items in the space must be removed. Any items in the space that are accessible to students will need to be disinfected in-between uses. All PPE and other medical supplies must be stored outside of the health room.
- Keep in mind students' privacy and protecting students from any possible feelings of stigma/visibility in being brought to the health room
- Post a sign at the entrance of the Health Room to identify it as such OR utilize a 'Classroom in Use' sign. Include maximum capacity on the signage.
- Recommended: Identify at least one backup 'health room' in the event your primary 'health room' is at capacity
- Children must be supervised in the 'health room' at all times. The supervising team member:
 - MUST wear a mask at all times (face shield and gloves recommended, but not required)
 - Recommended: Wear a medical grade or N-95 mask (provided to team members supervising the 'health room' and/or otherwise in contact with students exhibiting symptoms of COVID-19)
 - MUST maximize physical distance between themselves and the student (goal: 6+ feet as space allows). If 6+ feet is not possible, or not possible at all times, MUST minimize time spent within < 6 feet (goal: < 15 cumulative minutes).
 - Should only remain in the 'health room' space for short periods of time
 - May stay outside of the 'health room', as long as they can see/hear the student inside
- Must have a plan in place in the event a student in the health room needs to use the restroom - there should be a designated restroom to use and student must be supervised by a team member
 - Dedicated will be on-call to disinfect the restroom after use
- The 'health room' must be cleaned/disinfected after use
 - Dedicated will be on-call to disinfect the health room after use

Exposure/Close Contact:

- In the 2021-22 school year, in line with updated public health guidelines, KIPP SoCal will adopt a close contact based response policy for both students and team members. This means:

- KIPP SoCal will NOT necessarily require entire stable groups to quarantine in the event a student has a confirmed (this was our previous policy in the Hybrid April-June 2021).
- Anyone (either students or team members) with a confirmed case of COVID-19 will be interviewed to identify close contacts.
- KIPP SoCal will revert to the previous student COVID-19+ response policy (proactively require an entire stable group to quarantine) in situations where close contacts cannot be determined.
- A person is considered to have been exposed if they had close contact or direct contact with the infected individual:
 - Close Contact: Within 6 feet of the infected individual for more than 15 *cumulative* minutes in a 24-hour period (with or without a face covering)* starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) until the time the patient is isolated
 - *Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes)
 - Direct Contact: Physical contact with the infected individual's bodily fluids or secretions (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).

Assigned Seating

- Seating assignments are required in classrooms & during instruction
- Given masks are removed to eat & drink, seating assignments are strongly recommended during meals
- Student seatings assignments are important for two reasons:
 - Seating assignments limit the potential for exposure based on close contact
 - Seating assignments support quick and efficient contact tracing in the event of a confirmed case
- Example scenarios:
 - With seating assignments: A student tests positive for COVID-19 and triggers response protocols. The school's BOM is able to quickly reference seating assignments, identify close contacts of the confirmed case, and notify all affected individuals. Because those assigned seats were maintained when the homeroom rotated classrooms, the total number of close contacts is limited to those students seated in close proximity to the confirmed case. Only a handful of students are required to quarantine and miss valuable in-person learning time.
 - Without seating assignments: A student tests positive for COVID-19 and triggers response protocols. Because the BOM is not able to quickly reference seating assignments, they have to rely on interviews with teachers and the student to identify close contacts. This takes time and delays notifications to affected individuals. Everyone's memory is a little fuzzy, but the BOM learns that the student definitely sat near a totally different group of students in their specials class. As a result, it's unclear who the student had close contact with, but it's potentially a broad group of students in their homeroom. The entire stable group/homeroom may be required to quarantine and miss valuable in-person learning time.
- Seating assignments are recommended during meals, if practical or possible.
 - Schools can also implement alternative strategies to create records of potential close contact/exposure that BOMs could later reference to inform contact tracing. For example:
 - Have supervising team members take cell phone photos of each table

- Immediately email those photos to a special account set up for this purpose or file them in a Google Drive folder.
- In the event of a confirmed student case, the BOM can reference photos from meals during the student's infectious period to identify other students who were potentially exposed/in close contact.

Isolation Protocols:

Updated 1/4/22: Refer to [the Response Protocols](#) presentation and your school's 21-22 Covid-19 School Tracker (admin/ops access only).

Reminder: For all Team Member Symptoms, Close Contacts or Positive cases, please fill out [this form](#) or email employeecovidresponse@kippsocal.org

Quarantine Protocols:

Updated 1/4/22: Refer to [the Response Protocols](#) presentation and your school's 21-22 Covid-19 School Tracker (admin/ops access only).

Reminder: For all Team Member Symptoms, Close Contacts or Positive cases, please fill out [this form](#) or email employeecovidresponse@kippsocal.org

Roles & Responsibilities:

General:

- BOMs are the designated team member at each school site responsible for:
 - Responding to and tracking reports of suspected cases of COVID-19 among students (symptomatic + exposure)
 - Responding to and tracking reports of confirmed cases of COVID-19 among students
 - Contact tracing, notification, and reporting in the event of confirmed case among students and team members
- BOMs may delegate related tasks to CNA, Ops Aide, or Ops team members supporting COVID-19 testing.
- School Leaders are responsible for:
 - Acting as backup team member at each school site for the above
 - Supporting notification of exposure among students and team members
- Grade Level LT are responsible for:
 - Supporting notification of exposure among students
- Regional Ops Covid Response Team (employeecovidresponse@kippsocal.org) is responsible for (across all school sites):
 - Responding to and tracking reports of suspected cases of COVID-19 among team members (symptomatic + exposure)
 - Responding to and tracking reports of confirmed cases of COVID-19 among team members
 - Support contact tracing in the event of confirmed case among team members

Documentation:

- BOMs are responsible for documenting and tracking all suspected and confirmed cases of COVID-19 (*students only*)
 - BOMs must document all reported information from affected individual immediately
 - BOMs must track quarantine and isolation periods and any reported test results
 - Regional Ops will provide a COVID-19 tracker to each school
- Regional Ops Covid Response Team (employeecovidresponse@kippsocal.org) is responsible for documenting and tracking all suspected and confirmed cases of COVID-19 amongst *team members*

Communication:

- The school will alert the entire school community (families + team members) that an individual has tested positive for COVID-19 ((this is not required but we will do it because we are being transparent).
 - Rather than sending individual communications for each case, our approach is to share weekly updates to the school community - [Weekly Communication Template for Families](#)

Confidentiality

- While all parents and team members should be informed of a confirmed case of COVID-19 in someone connected to school, it is NOT legal to share the name of the individual who tested positive. It may not be hard for students or team members to guess who the person is, but that is different from an intentional release of private medical information about someone.
 - Ex. "We have had an individual test positive for COVID-19 at our school. All students and team members who were potentially exposed to COVID-19 have been notified."
 - **8/24/21 Update/clarification:**
 - Q: For a student who has tested positive, can we share their name with the homeroom teacher?
 - A: You can share the student's name on a limited basis with "need to know" staff. If it's required for contact tracing, then, yes, you can share the name with a teacher and ask them to maintain confidentiality.
- At the school level, BOMs, School Leaders, CNAs, and designated Ops/Admin team members supporting COVID-19 response are the only individuals permitted to have access to information about the individuals who have tested positive for COVID-19.
- At the school level, information pertaining to team member and student absences may be communicated internally to stakeholders, without naming the specific individual who tested positive for COVID-19
 - Ex. "We have had an individual test positive for COVID-19 at our school. All students and team members would have already been notified if you were affected."
 - Ex. "Teacher X will be out of the office for a few days"

Scenarios (Suspected & Confirmed Cases)

Updated 1/4/22: Refer to [the Response Protocols](#) presentation and your school's 21-22 Covid-19 School Tracker (admin/ops access only).

Exposure Management

Situation	3 or more laboratory confirmed COVID-19 cases (students and/or team members) within a 14-day period
Next Steps	<ul style="list-style-type: none"> ● COVID Response Team to report the cluster to DPH immediately using the secure online reporting website (LA County) and Covid-19 notification form (SD County). ● DPH will review the submitted information to determine whether the outbreak criteria have been met. DPH will contact the school within 1 business day to advise on next steps. ● If outbreak criteria are NOT met, the school continues with routine exposure management. ● If outbreak criteria ARE met, a public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation. ● <u>COVID-19 Outbreak Criteria for K-12 Schools</u>: At least 3 -confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a school 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. <ul style="list-style-type: none"> ○ <i>School groups</i> include persons that share a common membership at school (e.g., classroom cohort, school event, school extracurricular activity, sport teams, clubs, transportation). <i>Epidemiological links</i> require the infected persons to have been present at some point in the same setting during the same time period while infectious. ● If there is substantial transmission of COVID-19 in the local community, local health officials may suggest additional next steps.

Section 4: School Systems & Routines

Arrival & Dismissal

Arrival

- Review [Health & Exposure Screening \(At School\)](#) section for arrival requirements
- Students must wash their hands OR use hand sanitizer before entering the building
 - See [Healthy Hygiene Practices](#) section
- Maximize physical distancing, determine if staffing can support multiple entrances
- To ensure enough Ops & Admin support is available, parents and visitors are unable to enter the school or main office during arrival. Schools may close the main office during arrival.

Dismissal

- Review [Stable Groups/Cohort](#) section for policies during dismissal
 - Students do not need to be dismissed by homeroom/cohort.
- Parents/guardians may not enter the school building as part of the school's dismissal plan
- Maximize physical distancing, determine if staffing can support multiple exit points

Meals

- Review [Ventilation](#) section for guidelines on how to prioritize the use of limited outdoor space.
 - Outdoor space: Tier 1, maximize use of outdoor and/or large, well-ventilated spaces as much as possible for meals
- Review [Physical Distancing](#) section for indoor/outdoor guidelines.
- Review [Stable Groups/Cohort](#) section for policies during meal service
- Masks worn at all times while not eating/drinking (including during transitions, meal service line, and clean up)
 - Students must stay seated while eating to avoid interacting with others while they are not wearing a face covering.
 - When students get up from their seat to throw away trash they must put their face covering back on.

Recess

- Review [Ventilation](#) section for guidelines on how to prioritize the use of limited outdoor space.
 - Outdoor space: Tier 2, can be held either indoors OR outdoors.
- Schools may decide their recess schedule with the following parameters:
 - Cohorts must be at least 6 feet apart during play
- Review [Physical Distancing](#) section for indoor/outdoor guidelines.
- Students must wear masks during recess (indoors or outdoors).
- Students must wash OR sanitize hands before & after recess.
- Students can utilize play structures & share equipment within homerooms/cohorts
- *If possible* - Clean and/or disinfect equipment between use by different homerooms/cohorts.

Electives/Specials

- Review [Ventilation](#) section for guidelines on how to prioritize the use of limited outdoor space.
- Review [Physical Distancing](#) section for indoor/outdoor guidelines.
- Physical Activities: P.E., Dance, and Yoga
 - Outdoor space: Tier 2, can be held either indoors OR outdoors.
 - Students must wear masks during P.E. or physical activity electives (indoors or outdoors)
 - Students must wash OR sanitize hands before & after recess, P.E., or other play
 - Students can utilize play structures & share equipment within homerooms/cohorts
 - Students can change clothes for P.E. or other physical activities as long as schools implement systems and routines to ensure:
 - Masks remain on
 - Stable groups remain in place
 - Physical distancing + room capacity limits (including student restrooms) are maintained
 - *If possible* - Clean and/or disinfect equipment between use by different homerooms/cohorts
- Music: Band, Choir
 - Outdoor space: Tier 1, must be held outdoors
 - Students cannot share supplies and materials that directly touch their mouth (e.g. certain musical instruments) because that would constitute "[direct contact](#)" and could lead to COVID-19 transmission.
 - Utilize [bell covers](#) and [modified masks](#) to limit spread of students' saliva and respiratory droplets.

Transitions

- Teachers may rotate classrooms to interact with different homerooms OR homerooms can rotate classrooms.
- Schools should designate paths of travel (ideally one-way, wherever possible) to avoid congregation, congestion, and intermingling of different stable groups.
- Utilize floor markers and signage as necessary.

Restrooms

- Scheduled and supervised student restroom breaks are no longer required due to changes in stable groups guidelines & response protocols.
- However, KIPP SoCal schools must continue to have a system in place to a.) enforce student restroom capacity limits, b.) monitor which specific students (& total number of students) are out of the classroom at any given time.
- Schools have the option to utilize [e-Hallpass](#) (a software system vetted by KIPP SoCal's Regional Ops & Tech teams), continue with scheduled/supervised student restroom breaks, or design an alternative system that meets requirements.

Section 5: Physical Environment

Classroom Configuration

- Maximize physical distance between desks or shared tables. Remove "extra" or surplus furniture to create additional space.
- Wherever possible, turn desks or shared tables so that students face the same direction.
 - COVID-19 is primarily airborne, spread through aerosols & respiratory droplets. Having students face the same direction (as opposed to facing one another) lowers the risk of a student becoming infected with COVID-19 by inhaling the respiratory droplets of other students.
- See Assigned Seating heading within the [Close Contact/Exposure](#) section for guidance on seating assignments.

Offices & Workspaces

- Maximize physical distancing between team members to the greatest extent possible.
- In order to avoid large groups of team members needing to quarantine in the event of a confirmed case due of [close contact/exposure](#) rules, 6 feet of physical distancing is always preferred. (Note: Vaccinated close contacts do not need to quarantine as long as they show no symptoms.)

Signage

- See: [Fall 2021 COVID-19 Signage Checklist](#)

Drinking Fountains

- Direct contact with bodily fluids, including saliva, is considered a form of "close contact".
- Drinking directly from fountains is considered a potential exposure risk for COVID-19. As a result, drinking fountains will remain capped this school year.
- Touchless water dispensers are installed near existing drinking fountains in school buildings to allow for refilling of water bottles and cups.

- Schools should distribute reusable water bottles to all students
- Schools should also make sure to have back up water options (bottles or disposable cups) for students who forget to bring their reusable water bottle to school.

Section 6: Other Policies

Team Member Meetings:

- Team members may gather and meet in person, under the following guidelines:
 - Maximize physical distancing to the greatest extent possible. In order to avoid any team members needing to quarantine in the event of a confirmed case due to [close contact/exposure](#) rules, 6 feet of physical distancing is always preferred, when possible. (Note: vaccinated close contacts are not required to quarantine as long as they show no symptoms.)
 - Team members must continue to wear masks indoors and outdoors, except when actively eating or drinking.
- When team members are unmasked (i.e. eating or drinking), the risk of transmission increases.
 - To the greatest extent possible, maintain 6 feet of physical distance between unmasked team members
 - When possible, use outdoor or well-ventilated eating areas
- Essential cross-site in-person meetings are permitted. (Essential meetings are defined as those that support our instructional mission with [significant benefit](#) to in-person presence.)
- Virtual meetings, when possible, are still considered the safest option.

Team Member Gatherings/Events (Off-site):

- Team Member Gatherings/Events (i.e Off-Site) are permitted. (i.e. holiday dinners, after-work social hours, off-site teambuilders, etc.)
 - We're proud of our team member vaccination requirement and the additional mitigation layer it provides.
 - Virtual events are still considered the safest option, especially during periods of high community transmission.
 - NOTE: If public health conditions change, KIPP SoCal may have to revert to our previous policy, i.e. requiring virtual-only Team Member Gatherings/Events.
- Health & Safety Guidelines for Team Member Gatherings/Events:
 - No outside guests
 - Masks on except when eating or drinking
 - Maximize physical distancing as much as possible, particularly when unmasked (ideal: 6 feet)
 - Outdoor venues are strongly recommended
 - Team members must be vaccinated or show proof of a negative Covid test 72 hours prior to the event

Multi-Site Team Members

- Multi-site team members are individuals assigned to multiple KIPP SoCal campuses/locations or who visit multiple sites in any given day/week as part of their roles & responsibilities.
- Until further notice, team members can only work across multiple KIPP SoCal campuses for approved,

“essential” purposes.

- Approved, essential purposes for multi-site team members are defined as functions that support the daily operational and instructional functions of a school
- Example: Student services providers

Visitors & Events:

Visitors & Volunteers -

- Visitors are only allowed on campus for more than 5 minutes for essential, approved purposes. “Essential” visitors are defined as:
 - Members of KIPP SoCal team & family (e.g. regional team members, Board Members)
 - Individual providing a service that cannot be completed remotely (e.g. plumber, DCFS worker, SpEd service providers, RevFoods servers)
 - Individual providing a service that directly supports/aligns with instructional mission with significant benefit to in-person presence (e.g. external PD facilitator, SL Fellows from other KIPP regions, **parent and alumni volunteers**)
 - Potential advocates, supporters, and partners (e.g. prospective families when students are not present, elected officials)
 - Please reach out to the Regional Operations Team with questions about whether or not an individual would qualify as an essential visitor.
- Requirements for Essential Visitors
 - All visitors, including rare, one-off visitors (a plumber, DCFS worker), must adhere to all Health & Safety protocols as summarized in this [Visitor Policy - Health & Safety](#).
 - **Specific to parent and alumni volunteers:**
 - **Parent and alumni volunteers are required to provide proof of vaccination to the school.**
 - **Schools should use their discretion in limiting the number of in-person volunteers in a given space.**
 - **In addition, schools should follow our [pre-COVID Volunteer Requirements](#).**
 - The following visitors are required to participate in weekly COVID-19 screening testing:
 - Recurring on-site vendors (i.e. SpEd service providers, RevFoods servers, Janitorial staff)
 - KIPP SST team members who regularly visit the SST office or schools
 - For certain planned visitors, KIPP SoCal *may* require proof of vaccination and/or proof of a negative COVID-19 test result from within 72 hours of their visit date. (Examples include visits from elected officials, Board members, KIPP employees from other regions, or [community events](#).)
 - **Schools should not require KIPP SoCal vendors (service providers for SpEd, etc.) to provide proof of a negative Covid-19 test to enter the building, as this can prevent our students from having access to necessary services. This aligns with Public Health guidance, as schools already have the following mitigation strategies already in place for recurring vendors: symptoms self-screening, vaccination and regular testing requirements for recurring vendors, mask-wearing and maximizing physical distancing, as summarized in this [Visitor Policy - Health & Safety](#).**
 - If you have any questions regarding health & safety visitor guidelines, please email regionalcovidresponse@kippsoocal.org
- Additional Guidance regarding Visitors and Volunteers

- All visitors must sign in/sign out
- Parents/guardians may come to campus for “quick visits” (e.g. dropping off medicine)
 - Whenever possible, limit visits to lower risk interactions such as drive-by drop offs, outdoor conversations, etc.
 - Encourage parents/families to utilize the school's external lockbox for paperwork drop off
 - Parents/guardians' access should be restricted to the lobby and main office. Lobby capacity, and maximum # of visitors that can be inside at one time, should be limited to allow for physical distancing.
- Utilize virtual visits for parents/guardians to observe classrooms and meet with teachers/leaders
 - In the rare cases where an in-person meeting is necessary (e.g., reclassification meetings which usually need a family signature, IEP meetings), schools may hold a parent meeting outdoors or in a well-ventilated indoor space with all health & safety protocols in place.
- Parent volunteers may be utilized outside during arrival/dismissal to support with traffic flow, physical distancing enforcement, etc.
 - May not enter the school building (exception: in the event the parent needs to use the restroom while they are volunteering - BOMs should identify the restroom that's closest to the entrance of the school & exposes least amount of people)
 - May not support with health screening, handwashing, or breakfast supervision

- **School celebrations/events/treats in classrooms (added 12/16/21)**

- Schools have discretion to allow in-person celebrations/treats (ie. birthdays/holidays) or not
- If a school does allow in-person celebrations/treats in the classroom:
 - Visitors may not enter the school building beyond the office or interact with students in classrooms (unless they are cleared by following the updated volunteer [guidelines](#))
 - Families may drop off treats/snacks (there is no longer a requirement for treats to be individually wrapped). They must be dropped off in the office and a designated team member will deliver to the classroom. Snacks will be distributed to the students by the teacher (teacher must distribute the snack item to each student at their desk).
 - There must either be time allotted for eating the snack in the classroom (following the same protocol as breakfast in the classroom) OR students take the snack home with them to eat (preferred).

Family & Community Events (Updated 11/30/21)

- Schools at KIPP SoCal are permitted to once again organize in-person family events, following the guidelines and best practices linked [HERE](#).
- Virtual events are still considered the safest option, especially during periods of high community transmission.

Competitive Sports

- Competitive sports are permitted under [these guidelines](#).

Field Trips (Updated 11/30/21)

- Field Trips - must be approved by a member of the Regional Operations team and meet the following conditions:

- o Walking to venue (i.e. no school bus)
- o Avoid mixing of homerooms/stable groups
- o Outdoor venues preferred
- o If indoor venue, must have a dedicated space for the homeroom/stable group with limited to no interaction with outside individuals
- o Parent chaperones must meet the requirements for in-person parent volunteers (i.e. proof of vaccination or negative test within 72 hours of field trip)

Travel Outside of California

- Do NOT travel if you are sick, you have a recent positive COVID-19 viral test result, or you are waiting for results of a COVID-19 viral test after being exposed to the virus. You could spread the virus to others.
- If you are unvaccinated, avoid non-essential travel. Delay travel until you're fully vaccinated.
- KIPP SoCal's return from travel policies are aligned to CDC. Please refer to these CDC recommendations for [domestic](#) & [international](#) travel during COVID-19. (LACPDH also has a helpful chart that aligns to CDC recommendations [here](#).)

Section 7: Appendix

Regional Supply List

Items Provided by the Region				
Who Provides	Required	Item Description	Ratio	Vendor/Link
Region	Required	Sneeze Guard for lobby counter	1 per main office	Garza
Region	Required	Free Standing Hand Sanitizer Stations	3 per school	Amazon
Region	Required	Touchless hand sanitizer pumps	Classrooms; Front Office; Workrooms; Entrances	Dedicated
Region	Required	Lock boxes for outside every school	Entrance	Amazon
Region	Required	Paper Towel Dispenser	1 per restrooms	Dedicated
Region	Required	Automatic Soap Dispenser	At least 1 per restroom	Amazon
Region	Required	Plexiglass partitions in student restrooms	1 between each sink	
Region	Required	Foot Door Openers	1 per main office entry door	Amazon
Region	Required	Chromebook carrying bags	For students as needed	DiscountMugs
Region	Required	STOP Covid Signs for outside building	3 per school building	Amazon
Region	Required	Trash can & dolly for meals in classrooms	1 per classroom	
Region	Required	Spray bottles & paper towels for meals in classrooms	2 per classroom	
Region	Required	Touchless water dispenser	Student water fountains	
Region	Required	Individual desk shields (used for lunch/breakfast in classroom)	1 per student + 10%	Brand Muscle

Region	Required	No Touch Forehead Thermometer	1 per 100 students	Garza (backup)
Region	Required	Cloth face coverings - students	3 per students	

Items to be Purchased by Schools				
Who Provides	Required	Item Description	Ratio	Vendor/Link
School	Optional	Floor markings - Optional	Front Office/Hallways/outdoor	1) School folder Factory 2) ARC e-catalog
School	Required	Tape/name plates on desks	1 per student	Amazon Really good stuff Lakeshore
School	Required	Disposable Gloves (M) or (XL)	Office/CNA	Garza
School	Required	Disposable cups for water fountain (back up water for students)	Supply for every classroom	Garza
School	Optional	Arrows for directional signage		1Way Arrows Combo Pack Arrows ARC e-catalog
School	Required	Reusable water bottle	1 per team member & student	
School	Required	3-ply medical masks for Staff	50 per team member	Bona Fide or your vendor of choice
School	Required	Clear panel face masks	1 per ES teacher + Speech	ClearMask
School	Required	3-ply medical, Medical Masks for Students in Health Room (BACKUPS)	2 per day	Amazon
School	Optional, as requested	Mask Lanyards with Clips	1 per student	National School Forms
School	Required	N95 Masks	20 per school	Amazon
School	Required	Disinfectant sprays	10 per school	Garza
School	Required	Disinfectant wipes	1 pack per classroom/office	Staples
School	OPTIONAL	Face Shields (upon request)	20 per school	Garza
School	Required	Kleenex (12/pk)	1 pack of 12 per classroom/office	Staples