

# **KIPP:Public Schools**

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## **NORTHERN CALIFORNIA**

**SY21-22**

### **COVID-19 Prevention Plan (CPP)**

**Last Updated: 9/20/2021**



# Introduction

1. **This plan will be updated regularly in line with federal, state and county guidance.**
2. This COVID-19 Prevention Plan builds on recent public health research, and relevant guidance, to apply a **layered approach to prevention strategies** that serve to:
  - **Keep COVID-19 off campus.** Robust policies and procedures help keep COVID out of our schools.
  - **Prevent the potential spread of COVID-19 at school.** School staff leverage a suite of tools to manage and reduce the spread of unknown infections.
  - **Address COVID-19 cases in our community.** Schools and the region execute rapid response tactics to quickly address suspected or confirmed cases.

These fundamentals **provide a sustainable safety net that reduces the risk for all of us.**

3. **Collaboration and communication make this all possible.** In developing this plan, we have relied heavily on the feedback and insights of School Leaders, Directors of School Operations, RSO team members, and those leaders serving on KIPP's School Restart Working Groups. Led by KIPP NorCal's Regional Operations Team, there is ongoing evaluation of scientific literature, the experiences of other jurisdictions, and recommendations of experts in the United States and elsewhere. These learnings have been invaluable in helping us to consider the educational needs of students and the practical constraints facing students, families, and staff while also protecting the health and safety of our entire community.
4. In coordination with KIPP's Regional Support Office (RSO), School Leaders have overall authority and responsibility for implementing the provisions of this CPP in our schools. In addition, all staff members are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring students and families receive answers to questions about the program in a language they understand. All staff members are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

This COVID-19 Prevention Plan (CPP) is posted on each school's website and is available to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.







# Start Here!

A LOT has changed since schools around California and across the county first closed their campuses in March 2020. California's Blueprint for a Safer Economy was retired in June 2021 as counties throughout the state met thresholds for new case and positivity rates; California - and the Bay Area in particular - currently have some of the highest vaccination rates in the country.

These milestones have contributed to significant changes to federal, state and county health and safety guidelines, and have allowed businesses, organizations and schools to operate under significantly less restrictive conditions - and while many of our prevention strategies (such as mask wearing) remain a critical part of KIPP's plan to reduce the risk of COVID-19 on our campuses, others (like physical distancing) are no longer required.

The following details the latest guidance from the CDC, CDPH, and local health districts. However, it's important to note that guidelines will likely continue to evolve over the coming weeks. What will not change are **KIPP'S KEY STRATEGIES**, which summarize the core evidence-based strategies that should be continually reinforced with all staff, students and families this school year.

<p><b>Get Vaccinated Against COVID-19 (or Get Tested if You're Not)</b></p>  <p>Public health experts continue to affirm that vaccination is the best way to protect yourself and others against COVID-19. Unvaccinated individuals, who are at higher risk of getting COVID-19 and transmitting it to others, should leverage routine COVID-19 testing to support individual and community health.</p>	<p><b>Stay Home if You're Experiencing COVID-Symptoms</b></p>  <p>Keeping COVID-19 off campus begins at home. It is critically important that students, staff and visitors self-screen for COVID-related symptoms and exposure prior to coming to campus. When someone is experiencing a COVID-related symptom they should get tested right away.</p>
<p><b>Wear a Mask</b></p>  <p>Properly wearing a mask continues to be one of the most effective ways to prevent the spread of COVID-19, and, after vaccinations, is the primary method of reducing transmission risk among our students, staff and families on campus.</p>	<p><b>Wash or Sanitize Your Hands Frequently</b></p>  <p>Although COVID-19 spreads primarily by aerosols and respiratory droplets, washing or sanitizing your hands regularly keeps you and others healthy, and prevents the spread of viruses like COVID-19 from one person to another.</p>



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# SY21-22 Standards & Resources

## Vaccination Against COVID-19

### Staff Vaccination Requirements

Per CDPH, vaccination against COVID-19 is the most effective means of preventing infection with the COVID-19 virus, and subsequent transmission and outbreaks. Current CDPH K-12 guidance strongly recommends vaccination for all eligible individuals, thereby reducing COVID-19 rates throughout the community, including in schools, and creating a wrap-around safety layer for unvaccinated students. Consistent with this recommendation, California now requires that all school-based staff be fully vaccinated against COVID-19 or participate in mandatory weekly testing. KIPP is working towards full compliance with this mandate by the state deadline of October 15, 2021.

### Student Vaccination Recommendations

KIPP strongly recommends that all eligible students ages 12 and older receive vaccination against COVID-19. This helps reduce COVID-19 risks for the individual, school and broader community. In addition, fully vaccinated students may be eligible for modified quarantine on campus following close contact exposure (see Close Contact with Positive Case: In School Setting for more information). Schools will collect voluntary vaccination status information from students to support in contact tracing and in tracking our community health data.

## Campus Readiness

### Classroom Setup

Schools may return to running a near-typical schedule -- with students moving between classrooms and interacting with others outside a defined cohort -- and to pre-pandemic classroom capacity limits. To the extent possible, schools are encouraged to continue to *maximize* the space between student seats, including seating students 3 ft apart and facing in the same direction -- but our layered prevention strategies allow us to relax our previous physical distancing requirements.

With strong hygiene practices in place, shared resources and equipment are allowed in classrooms and other settings, and schools do not need to clean equipment and supplies after use. However, schools are required to continue to stock essential health and safety supplies in each classroom, including disposable masks, gloves, hand sanitizer, and disinfectants (such as Clorox Wipes).

To facilitate contact tracing, assigned seating is **required** in all classroom settings (including during any classroom-based before- or after-school programming) In addition, teachers are **required** to maintain rosters of any small groups (reading groups, pullout, etc.) Where feasible, seating charts should remain consistent from class-to-class to minimize each student's potential exposure in the event of a positive case.

### Shared Space Setup

Given the elimination of physical distancing and capacity limits, schools may return to utilizing shared spaces on campus, such as staff lounges, kitchens and copy/supply rooms. With strong hygiene practices in place, shared resources and equipment are allowed, and schools do not need to clean equipment and supplies after each use. However, schools are required to stock shared spaces with essential health and safety supplies, including disposable masks, gloves, hand sanitizer, and disinfectants (such as Clorox Wipes).



If shared spaces are open to staff only and do not allow student access of any kind, then the school may treat that space as a staff-only setting. If eating will occur in the shared space, vaccinated individuals may do so with no restrictions. Unvaccinated staff may eat in shared spaces, as long as they maximize physical distance from other staff members. We also encourage unvaccinated staff to leverage isolated spaces or outdoor space for eating.

If students can access a shared space - to walk through en route to the counselor's office, for example - then the school must treat the space as a mixed staff-student setting and require masks be worn at all times. No eating can occur in those settings, as doing so would require removal of masks.

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## Ventilation

Most COVID-19 infection occurs through the transmission of respiratory droplets during close contact (defined as being within 6' of an infected person for 15 minutes or more over a 24 hour period). However, because airborne transmission is possible, to minimize risk, the CDC recommends optimizing airflow and ventilation as part of a school's layered prevention strategy. Schools are required to improve indoor airflow and ventilation by implementing at least one of the below options. When multiple options are available, schools must implement as many as feasible.

- Running HVAC systems at all times while offices and classrooms are occupied.
  - Filters should be changed on a regular basis, and MERV-13 filters should be installed if your school's system can accommodate them.
- Leverage exterior doors and windows to facilitate air exchange by bringing in more outside air.
  - During times of poor air quality such as during California's wildfire season, doors and windows can be closed, given our layered prevention approach.
  - During inclement or cold weather, doors and windows can be closed while the room is occupied, but consider opening doors and windows when the rooms are unoccupied to facilitate air exchange.
- In rooms that do not have doors, windows, or functioning HVAC systems, consider portable air cleaners that use HEPA filters, appropriately sized for the space, or try to limit the room's use.
- In classroom spaces that do NOT have functioning HVAC systems and wherein doors/windows cannot be safely used at all times (e.g. in case of poor air quality), schools should use portable air cleaners that meet the below specifications:
  - HEPA filters graded H13 or better
  - Clean Air Delivery Rate [CADR] of 600 or higher
  - Rated for a coverage area that meets or exceeds the square footage of the space

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## Water

All water fountains are **required** to be used only for refilling water bottles and cups; staff and students should not drink directly from the fountain. Schools may convert drinking fountains to bottle-filling stations, or they may use their existing fountains for bottle-filling only. *Touchless water dispensers are not required.*

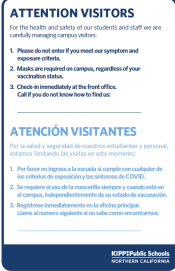







- Option 1: Ask students and staff to bring their own filled water bottles from home daily or weekly. Bottles can be filled via [a water bubbler/dispenser](#), a traditional drinking fountain, or in classroom sinks (assuming potable water).
- Option 2: Provide plastic water bottles for students and staff each day or as needed.

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## Signage

Schools are **required** to post signs in highly visible locations - including campus entrances, classrooms, offices, and restrooms - according to the signage guidelines below (NOTE: Images are to scale). In addition, schools are also **required** to post all state, county and public health mandated signs in prescribed locations per agency requirements.



LOCATION	INSTRUCTIONS FOR POSTING SIGNAGE	VISUAL (IMAGES ARE TO SCALE)	
<b>Campus Entrances</b>	Please post the following signage <i>outside</i> each campus entrance: 1 x Visitor Notice 1 x Help Your Community Stay Healthy 1 x Symptom & Exposure Reminder	 	
<b>Classrooms</b>	Please post the following <i>inside</i> every classroom: 1 x Face Coverings Reminder 1 x Hand Washing/Sanitizing Reminder		
<b>Small Shared Spaces</b> <i>Main Office</i> <i>Staff Lounge</i> <i>Kitchen</i>	Please post the following <i>inside</i> every common area or shared space: 1 x Face Coverings Reminder 1 x Hand Washing/Sanitizing Reminder		
<b>Large Shared Spaces</b> <i>MPR</i> <i>Cafeteria</i>	Please post the following <i>every 100'</i> in hallways, walkways and stairways: 1 - 2 (depending on layout) x Help Your Community Stay Healthy		





<p><b>Hallways, Walkways, Stairways (per ~100')</b></p>	<p>Please post the following <i>every 100'</i> in hallways, walkways and stairways: 1 - 2 (depending on layout) x Help Your Community Stay Healthy</p>	
<p><b>Bathrooms</b></p>	<p>Please post the following <i>inside every bathroom</i>: 1 x Hand Washing/Sanitizing Reminder (post near sink)</p>	
<p><b>Water Fountains</b></p>	<p>Please PRINT (on 8.5" x 11" paper) and post the following next to every water fountain: 1 x Water Fountain Notice</p>	

## Janitorial

To support general health and safety, schools are **required** to continue to utilize a day porter to support routine cleaning and sanitizing during the school day. Enhanced cleaning and disinfection is required following a confirmed case of COVID-19 on campus.

- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, regular cleaning is enough. You may choose to also disinfect depending on [certain conditions](#) or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- RESOURCES: [CDC - Cleaning and Disinfecting Your Facility](#)

## Health & Exposure Screening

### Screening Requirements

We are no longer requiring or recommending that schools track or record staff and student responses to our health and exposure screening. However, keeping COVID-19 off campus starts with a clear process for staff, students and visitors to assess their own COVID-19 risk before coming to school. In SY21-22, we are emphasizing daily, at-home self-screening for all staff and students and are requiring on-campus screening for visitors only. As we move to a focus on self-screening, schools are **required** to reinforce this new exclusion criteria protocol through regular, consistent communication to families, including:

- Key messages sent via ParentSquare, family newsletters and the school's T&F handbook



- Via postcards or magnets sent home in advance of the first day of school (KIPP will provide postcards to each school)
- Signage at campus entrances with exclusion criteria clearly indicated

	Self-Screen at Home	Live Screen on Campus	No Screening Required
Students	✓		
School Staff	✓		
RSO Staff	✓		
Visitors who will be on campus > 15 minutes		✓	
Visitors who will be on campus < 15 minutes			✓

Self-screening messaging should prompt staff, students and families to answer the following questions:

- Are you currently experiencing any of the following symptoms:
  - Fever (100.4+) or chills
  - Cough (that is new or not explained by another condition)
  - New loss of taste or smell
  - Shortness of breath or difficulty breathing
- In the past 10 days, have you tested positive for COVID-19?
- If you are not fully vaccinated against COVID-19, in the past 10 days, have you been in close contact with anyone who has tested positive for COVID-19?

**Anyone answering “yes” to any of the exclusion criteria should notify the school and not come to campus until [Return to School criteria have been met](#).** Those individuals will be advised to quarantine and shall be instructed to get tested for COVID-19 as soon as possible. Testing can be performed through their health care provider, a local testing facility, or on campus by following the instructions found in the [COVID Testing](#) section below. In addition, the school will complete KIPP’s COVID-19 Reporting Form to determine the individual’s return to campus date.

## Masking

### Masking Requirements

When used properly and consistently, face masks remain one of the most effective ways of preventing the spread of COVID-19 and other viruses. **With few exceptions, all staff, students and visitors are required to wear face masks at all times while on campus.**

- **STAFF:** All staff, regardless of vaccination status, must wear masks at all times from the moment they enter campus, except:
  - For medically exempt individuals
  - While actively eating or drinking (maximize distance to the extent possible)
  - When isolated alone in a room
  - For verified **fully vaccinated staff** in OUTDOOR staff-only settings (e.g., outdoor staff gathering)
    - Please note that unvaccinated staff are still required to wear a mask.
- **STUDENTS:** All students, regardless of vaccination status, must wear masks from the moment they enter campus, both INDOORS and OUTDOORS, except:
  - For medically exempt individuals (see considerations below)
  - While actively eating or drinking (maximize distance to the extent possible)
  - During designated mask breaks (w/6ft physical distancing)
    - We encourage schools to proactively plan safe masks breaks for students. During a mask break:
      - Students must be physically distanced 6ft or more, to avoid close contact while masks are off.



- Students should be seated or moving within an area designated for their individual use.
- Ideally conducted outdoors, but can also be done indoors as long as physical distancing is met.
- Length of break should be 15 minutes or less.
- NOTE: We have chosen to require masks outdoors for students, even though CDPH guidance says this is optional. Our rationale:
  - We want to minimize the chances that any student will have to quarantine off-campus and miss school. Current CDPH guidelines require quarantine after COVID exposure for: UNVACCINATED students who were in CLOSE CONTACT with the positive case WITHOUT a mask. By requiring masks, we avoid this situation.
  - In addition, outdoor time during the school day (e.g., recess, PE) is a less “stable” environment that we cannot monitor the same way in which we can in the classroom. Outdoor time may include:
    - Lots of movement and play, with brief periods of close contact
    - Larger groups of students than the typical classroom
    - No assigned seating or systematic way to track which students were in close contact
  - We want students to be able to enjoy their outdoor time, and believe that being masked is the best way we can allow students more freedom to connect with their friends while minimizing risks.
- VISITORS: Visitors, regardless of vaccination status, must wear masks from the moment they enter campus, except:
  - For medically exempt individuals
  - While actively eating or drinking
  - When isolated alone in a room

To ensure schools support the consistent use of clean masks by all staff and students:

- **KIPP will provide two reusable face masks to each staff and five reusable face masks to each student**, and will also allow staff and students to wear their own cloth masks instead, as long as the masks are made of multiple layers, cover the nose and mouth without gaps at the sides (i.e. no bandanas or gaiters that leave gaps at the neck), and stay on the user’s face well without adjusting. **All cloth masks should be washed regularly.**
- Staff and students wearing face masks are **strongly encouraged** to bring multiple clean masks each day. **Schools should have disposable masks on hand at all times** as backup, and distribute as needed.
- **It is critical that staff and students sanitize hands regularly, including before and after touching masks.** Face masks are meant to limit the spread of respiratory droplets/secretions, so touching your mask/face can spread germs to other places.
- RESOURCE: Staff Policies Under COVID-19 (will be sent via Paycom)

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## Mask Considerations

### Face Shields

For added protection, staff or students may opt to wear a face shield over their mask -- however, a face shield alone is not a substitute for a face mask. Face Shields may also be appropriate for individuals who are medically exempt from wearing a face mask.

### Medical Exemptions

As per [CDPH Guidance on Face Coverings](#), people with a medical condition, mental health condition, or disability that prevents wearing a mask, as well as people who are hearing impaired, may be exempt from mask requirements.

- Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a **medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.** Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
- Additionally, per [CDPH K-12 Guidance](#), people exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if their condition permits it.
- Students with a mask exemption should work with their School Leader, DSO and 504 Coordinator (if student has a medical condition covered by a 504 plan) or Case Manager/Education Specialist and Program Specialist (if the student has an IEP) to come up with an alternate plan before their first day on campus, and the School Leader must approve any decision.



# Hygiene

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## Hand Washing

Students, staff and visitors are **required** to follow hand washing strategies, including washing with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol is an acceptable alternative. Washing with soap and water for 20 seconds is significantly more effective against viruses than using hand sanitizer alone.

It is **strongly recommended** that schools have students **wash** their hands at the following times:

- Before and after lunch
- Before and after physical activity, such as physical education or recess
- After using the restroom
- Any other times during the day when it is reasonably convenient for KIPPsters to wash their hands

To minimize the need for handwashing, it is **strongly recommended** that schools:

- Teach kids to cough or sneeze into the inside of their elbow rather than into their hands.
- Prop open building or room doors to eliminate the need to touch doorknobs (particularly during arrival and dismissal).

To facilitate regular handwashing, it is **strongly recommended** that schools:

- Model, practice, and monitor handwashing, particularly for lower grade levels.
- Make hand cleaning supplies readily available in classrooms, bathrooms, and offices.
- Build hand hygiene time into schedules through extended transition time or by utilizing sinks in classrooms at the beginning or end of class.

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## Hand Sanitizing

Though washing with soap and water is the best way to remove the virus from hands, regular use of hand sanitizer throughout the day provides an additional opportunity to disinfect hands. To be effective, sanitizer must be rubbed into hands until completely dry.

- Ethyl alcohol-based hand sanitizers should be used if there is the potential of unsupervised use by children, as isopropyl hand sanitizers are more toxic when ingested or absorbed in the skin. *Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.*
- Children under 9 should only use hand sanitizer under adult supervision.
- Call Poison Control if consumed: 1-800-222-1222.

It is **strongly recommended** that schools mount a pump bottle or a contactless hand sanitizer dispenser inside the door in each classroom and other frequently-used rooms (e.g., main office, staff room, etc.), and purchase appropriate sanitizer supply. Schools can also purchase free-standing hand sanitizer stands to use at campus or building entrances, outside the gym, or any other location where it is not feasible to use a wall-mounted pump or dispenser.

It is strongly recommended that students and staff sanitize their hands:

- Any time they enter/exit the building, classroom or other room
- Before and after using high touch surfaces
- Before and after meals and snacks (if handwashing is not available)
- When putting on and removing face masks
- After coughing, sneezing or blowing nose
- After any extended period when they haven't had a chance to wash hands



# COVID-19 Testing Plan

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## Surveillance Testing

Last year we provided weekly on-site testing to help us navigate periods of high community transmission before vaccines were readily available. With 18,000 tests conducted over 8 months, we had a very low overall positivity rate of 0.3% and 0 cases of on-campus transmission. Our internal positivity rates were consistently lower than our host county rates, and we only had one week where positivity was greater than 1.5%.

This year, KIPP will continue surveillance testing, but at a lower level than last year. We will continue to evaluate conditions and modify this plan as needed.

On-site COVID-19 surveillance testing will:

- Be required for unvaccinated staff and strongly encouraged for unvaccinated students (parents/guardians, or students 13+, must consent to test).
- Be allowed for fully vaccinated staff and students if supplies are sufficient
- Follow a testing cadence of approximately once weekly at each school by November 2021.
- Aim to test as many students as is operationally feasible on each school's testing day. We anticipate that we can test 150-200 students in a day, and will work to increase and optimize this number. We will need close collaboration with each school to determine the most efficient testing logistics.
- Be in partnership with the state's Valencia Branch Laboratory and their reporting platform COLOR. Through this partnership, schools get access to free PCR testing. The test is a shallow nasal swab that can be self-administered under supervision.
- Be supported by Regional Ops team through temporary COVID Support Specialists, who will each be assigned to a set of schools to conduct monthly surveillance testing. The COVID Support Specialist will be trained to guide individuals through the self-collection process, packaging and shipping test samples, monitoring test results via the online portal and assisting with contact tracing efforts.

Schools will need to collect consent forms for every student in order to conduct COVID-19 testing. Details are provided in conjunction with directions on collecting student vaccination status here:

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## Symptomatic and Post-COVID Exposure Testing

In addition to regularly scheduled surveillance testing, schools will also administer on-demand COVID-19 testing for:

1. Any students and staff exhibiting COVID-related symptoms. Tests should be administered at the first sign of symptoms.
2. Any students and staff who have had close contact with a confirmed case of COVID-19. Test should be administered 5 days after the last date of exposure.

Schools will be responsible for supervising the use of on-demand tests, and a set of school-based site administrators will be trained to proctor the test. Alternatively, a school may also opt to refer students or staff to COVID-19 testing through their healthcare providers or other local [resources](#).

**Guidance for Staff Conducting COVID-19 testing:** In the event a staff member is proctoring COVID-19 testing, 6 ft. of physical distance, the use of outdoors space, and personal protective equipment (PPE) helps minimize exposure to a person who may have symptoms. Self-guided testing directions can be found [here](#).



## Testing Plan Summary

Staff or Students	Regularly scheduled <b>Surveillance</b> testing	On-Demand <b>Exposure</b> testing	On-Demand <b>Symptomatic</b> testing
Vaccinated	No	Yes	Yes
Unvaccinated	Yes	Yes	Yes

## Responding to COVID-19

### Isolation

Schools are **required** to designate an isolation area, separate from the area used for routine healthcare, for students or staff members identified as meeting the exclusion criteria that cannot leave campus immediately. In cases where indoor spaces (e.g., classrooms) are repurposed for isolation, schools are **required** to follow enhanced cleaning protocols if planning to use the room for a purpose other than isolation.

### Returning to School

If a student or staff member meets any of KIPP's exclusion criteria, they must not return to school until they have completed the appropriate timeline of exclusion, including testing and quarantine or isolation period. Students and staff may get tested for COVID-19 by contacting their healthcare provider, seeking out a community testing facility, or by arranging to take a test on campus. If testing is completed on campus, a staff member will guide the individual through the process of self-administering the test.

### Exhibiting COVID-19 Symptoms

If experiencing **COVID-19 symptoms** (fever >100.4, cough, shortness of breath or difficulty breathing, new loss of taste or smell):

- If the individual is tested and receives a negative test result, they may return to campus once:
  - Presenting symptoms have improved **AND**
  - 24 hours **have passed** since a fever resolved without the use of fever-reducing medication (e.g. Tylenol)
- If the individual is tested and receives a positive test result, they may return to campus once:
  - Presenting symptoms have improved **AND**
  - 24 hours **have passed** since a fever resolved without the use of fever-reducing medication (e.g. Tylenol)
  - Have completed at least a 10-day isolation period starting when symptoms first appeared
- If the individual is not tested, we presume a positive infection, and they may return to campus once:
  - Presenting symptoms have improved **AND**
  - 24 hours **have passed** since a fever resolved without the use of fever-reducing medication (e.g. Tylenol)
  - Have completed at least a 10-day isolation period starting when symptoms first appeared

### Tested Positive for COVID-19

If a student or staff member tested positive for COVID-19 during regular surveillance testing or after getting tested through their healthcare provider or community testing facility, then the student or staff member must not return to campus until they:

- If symptomatic:
  - Presenting symptoms have improved **AND**
  - 24 hours **have passed** since a fever resolved without the use of fever-reducing medication (e.g. Tylenol) **AND**
  - Have completed at least a 10-day isolation period starting when symptoms first appeared
- If no symptoms were present (asymptomatic):
  - Have completed at least a 10-day isolation period starting when the positive test sample was collected

NOTE: KIPP does NOT recommend re-testing after an individual tests positive for COVID-19. A negative result following a positive test result will NOT be accepted and cannot be used to bypass the above isolation requirements or timeline.



## Tested Presumptive Positive for COVID-19

In our regular COVID surveillance testing through COLOR/Valencia Branch Lab an individual may get the test result “Presumptive Positive” when the test detects a marginal trace of the COVID-19 virus in the specimen or the test was inconclusive. In these cases:

- The individual should isolate immediately off-campus, and get re-tested via PCR within 24-48 hours if possible.
- If the individual has **no known exposure or symptoms**, they should re-test via PCR within 48 hours. They may return to campus if:
  - A repeat PCR test taken within 48 hours shows a NEGATIVE result AND
  - There is no known close contact exposure AND
  - They remain asymptomatic
  - NOTE: Contact tracing and quarantine of close contacts does not begin unless the repeat test is positive.
- If the individual has symptoms OR has a known close contact exposure, the presumptive positive is treated as a true positive (regardless of any repeat test results). The individual may not return to campus until:
  - Any presenting symptoms have improved AND
  - 24 hours have passed since a fever resolved without the use of fever-reducing medication (e.g. Tylenol) AND
  - They have completed at least a 10-day isolation period starting when symptoms first appeared OR when the positive test sample was collected
- If the individual does not re-test within 48 hours after receiving the original test result, the presumptive positive is treated as a true positive.

### Close Contact with Positive Case: **Out of School Setting**

If an **unvaccinated** student or staff member has been in **close contact** with a person **inside of their household** who is **positive** for COVID-19, then the student or staff member must not return to campus until they:

- The person they live with has completed their 10-day isolation or can separate completely from the family for the duration of their isolation; AND
- Undergo testing 5 days after the date of last exposure and tests negative, then quarantine can end after Day 7; OR
- Do not get tested after exposure, then quarantine can end after Day 10
- Have not become symptomatic or been diagnosed with COVID-19 **OR**
- Been cleared by their healthcare provider

If an **unvaccinated** student or staff member has been in **close contact** with a person **outside of their household** who is **positive** for COVID-19, then the student or staff member must not return to campus until they:

- Undergo testing 5 days after the date of last exposure and tests negative, then quarantine can end after Day 7; OR
- Do not get tested after exposure, then quarantine can end after Day 10
- Have not become symptomatic or been diagnosed with COVID-19 **OR**
- Been cleared by their healthcare provider

If a **fully vaccinated** student or staff member has been in **close contact** with a confirmed **positive** case, they may remain on campus and should be tested for COVID-19 5 days after the last date of exposure and must also self-monitor for symptoms for 14 days. If they develop symptoms they should immediately get tested, isolate, and inform the school.

### Close Contact with Positive Case: **In-School Setting**

**Unvaccinated staff members** and **fully vaccinated students and staff members** must follow the same guidance listed above under Out of School Setting.

If an **unvaccinated** student has been in close contact **at school** with a person who is **positive** for COVID-19 and **both parties were wearing a mask** during exposure, then the student **may remain on campus** if they:

- Remain asymptomatic; **AND**
- Continue to wear a mask, as required; **AND**
- Test twice during modified quarantine ((immediately following exposure + after Day 5 from date of exposure); **AND**



- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

If an **unvaccinated** student has been in close contact **at school** with a person who is **positive** for COVID-19 and **one or both parties were NOT wearing a mask** during exposure, then the student must not return to campus until they:

- Undergo testing 5 days after the date of last exposure and tests negative, then quarantine can end after Day 7; OR
- Do not get tested after exposure, then quarantine can end after Day 10
- Have not become symptomatic or been diagnosed with COVID-19; **AND**
- Continue to wear a mask, as required; **AND**

**Note:** A “contact of a contact” is a person who has been in close contact with an individual who has been identified as a close contact to a positive case, but has NOT tested positive themselves. This scenario does NOT warrant any action on the part of the school.

Action is only required if an individual is identified as a close contact and was directly exposed to the positive case.

- **Example:** If one student in a class is a close contact to a positive case at home, all other students in the class are contacts of the contact and do NOT need to be notified of exposure as they did NOT have close contact with the positive case.

Recommendations regarding these timelines are subject to input from KIPP’s Pandemic Coordinator and Public Health. These guidelines are evolving, and KIPP’s internal criteria will be updated if further information becomes available from Public Health and the CDC.

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## COVID Reporting, Contact Tracing, and Communication

To ensure a clear and efficient process for communication, each school should identify a staff member as the COVID-19 point of contact (POC), most likely the Director of School Operations. This person will be responsible for ensuring the below steps are followed in the event of a *confirmed case of COVID-19*.

### Step 1: Reporting to RSO

*(RSO will report to County within 24 hours of the positive result)*

The school must follow existing procedures for reporting communicable diseases. In the event of a confirmed positive case of COVID-19 in a student, staff member, or any individual who has entered the building, schools must notify RSO via KIPP’s COVID Report Form as soon as possible but not more than 8 hours after learning of the results. Decisions on the timeline of exclusion and any other responses to COVID-19 exposure are outlined above and may also be subject to guidance by the Public Health Department in the school’s host county.

### Step 2: Contact Tracing

Along with the person who tested positive for COVID-19, other students and staff (contacts) will need to be quarantined off campus for at least 7 days. To determine whether or not someone will be required to quarantine, consider the following:

- Vaccination Status:
  - Fully vaccinated students or staff members do not need to quarantine and can continue to come to school. They should be tested for COVID-19 5 days after the last date of exposure and must self-monitor for symptoms for 14 days
  - Unvaccinated students or staff or those who decline to provide their vaccination status may be required to quarantine if they are considered *close contacts* with the positive case.
- Close Contacts:
  - We are no longer required to quarantine an entire class in the event of a confirmed case, and will instead focus on unvaccinated individuals who are close contacts (defined as those who are closer than 6 ft. for  $\geq 15$  minutes over a 24 hour period).
  - Seating charts will be essential in determining who is a close contact to a positive case. Each classroom/class period will be required to maintain a current seating chart that can be easily accessed by team members who are performing contact tracing. K-8 schools are also **required** to maintain seating chart (or stable group assignments) for lunch periods.





- For example, if all seats in a classroom are placed in a pre-pandemic classroom configuration, only those students sitting closest to the positive case will be required to quarantine, while the remaining students can continue coming to school. The below indicates who would need to quarantine in the event that the student sitting in the seat indicated by the dark grey box tested positive for COVID-19.

Quarantine < 6ft.	Quarantine < 6ft.	Quarantine < 6ft.	No Quarantine >6 ft.	No Quarantine >6 ft.	No Quarantine >6 ft.
Quarantine < 6ft.	<b>Positive Case</b>	Quarantine < 6ft.	No Quarantine >6 ft.	No Quarantine >6 ft.	No Quarantine >6 ft.
Quarantine < 6ft.	Quarantine < 6ft.	Quarantine < 6ft.	No Quarantine >6 ft.	No Quarantine >6 ft.	No Quarantine >6 ft.
No Quarantine >6 ft.	No Quarantine >6 ft.	No Quarantine >6 ft.	No Quarantine >6 ft.	No Quarantine >6 ft.	No Quarantine >6 ft.

- In addition, you will need to consider any additional opportunities that would place another student in close contact with the confirmed case, such as small breakout groups or lunch seating.

### Step 3: Communication to Families and Staff

Schools are **required** to have communication protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication is to be completed in coordination with Regional Operations, HR and, when required, public health agencies:

- Notification to those staff and families of students in close contact with the individual, stating the requirement to quarantine per County Health and CDC standards and to seek medical support as needed.
- Notification to the entire staff that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.
- In the event of an outbreak, notification to the entire school community that there were multiple COVID-19 positive cases on campus, those impacted have been told to quarantine, and all areas those individuals were in contact with will be cleaned, sanitized, and disinfected.

### Step 4: Follow up with Affected Families and Staff

While students and staff are in isolation or quarantine, the school should plan to check-in with those affected on a regular basis. This task can be assigned to the team member responsible for attendance calls each day.

- Communication logs for positive cases will be created after the KIPP COVID Report is submitted.
- Staff use the prompts within the communication log to ask questions that will help determine the return to campus date for positive cases, symptomatic, or exposed individuals.
- During these conversations, note changes to the exclusion criteria including:
  - COVID-19 Test Results if a test had not been administered already
  - New or worsening COVID-19 symptoms
  - Symptoms improving or resolving without the use of medication
  - Close contact isolation period end date or date of last known exposure

### Post-COVID Exposure Testing

As noted above in our Testing section, KIPP will provide on-demand COVID-19 testing for any **unvaccinated** students or staff who have had close contact with a confirmed case of COVID-19. Please refer to the [Symptomatic and Post-COVID Exposure Testing section](#) for further information.

## Campus and Classroom Routines and Activities

During arrival, dismissal and whole school transitions, staff, students and families are **required** to avoid congregating to the greatest extent possible, and all schools will be required to staff their arrival and entry systems to ensure the health and safety of our community. A school's arrival process should meet the following:



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## Staff Arrival

- Schools communicate updated exclusion criteria to staff and encourage self-screening within two hours of arriving on campus
- Screening does not need to be recorded/tracked. The school should reinforce this protocol with:
  - Clear communication/resources on when to stay home
  - Signage at entrances and around campus with exclusion criteria clearly indicated
- Schools must maintain a roster of staff subject to exclusion (based on submissions to the COVID Reporting Form)
- Staff must wear masks at all times from the moment they enter campus, except for:
  - For medically exempt individuals
  - While actively eating or drinking
  - When isolated alone in a room

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## Student Arrival

- Schools must ensure families receive communication about the school's updated arrival process, including symptom and exclusion criteria.
- Screening does not need to be recorded/tracked. The school should reinforce this protocol with actions such as the following:
  - Clear communication and resources on when to stay home
  - Signage at entrances and around campus with exclusion criteria clearly indicated
  - Providing families with a thermometer to take their child's temperature before school
  - Daily reminders via ParentSquare during the first few weeks of school
  - Check-in during Advisory/first period on screening and/or symptoms (examples might include referencing exclusion criteria and reminding the entire class to screen daily; noticing when students develop symptoms and sending them to the office to isolate; checking in with students individually to ensure compliance with self-screening,, etc.)
- Schools must maintain a roster of students subject to exclusion (based on submissions to the COVID Reporting Form)
- Students must wear masks from the moment they enter campus except for:
  - For medically exempt individuals
  - While actively eating or drinking
  - During designated [mask breaks](#) (w/6ft physical distancing)
- To the greatest extent possible, students should not congregate in common areas or public places. Schools must ensure arrival prevents congestion, by utilizing multiple entry points, staggering drop-off times by grade level or requiring students to go immediately to class upon arrival.

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## Bathroom Breaks & Other Student Movement

- Schools are required to put in place a campus-wide system that allows staff to monitor the number and location of students out of class at any given time. *We have negotiated a discounted rate with e-Hallpass to support this requirement, but schools may choose a different platform.*
- Students must wear masks at all times and should move efficiently around campus to reduce or eliminate congestion in common areas.
- Students should sanitize their hands any time they leave and return to the classroom.

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## Whole Class & Whole School Transitions

- Schools should develop systems and procedures to reduce congestion and ensure students do not congregate during whole class or whole school transitions including in hallways, walkways, stairways and other common areas. Examples include using directional signage and floor markers and requiring students to move immediately to their next class.
- Students and staff must sanitize their hands anytime they leave or return to their classroom or another room on campus.



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## Meals

- K-8 schools are required to use assigned seating (or create small stable groups) during lunch. This is not a requirement for HS.
  - Unmasked time during lunch is a higher risk time that warrants additional precautions whenever feasible - limiting unmasked time, eating outdoors, physical distancing to the extent possible.
  - Assigned seating will enable more accurate and less disruptive COVID response, as unvaccinated students who are in close contact to a positive case are required to quarantine at home after exposure if either person is unmasked.
- CDPH guidance now emphasizes *maximizing* physical distance between students during meals, and no longer requires 6 ft of physical distancing. Schools should prioritize eating outdoors if possible, and consider other ways to maximize physical distancing, including offering multiple lunch periods and opening up other spaces for use during mealtimes.
- Students and staff are not permitted to share food or utensils.
- Students and staff must wash their hands before and after meal distribution. Any staff involved in meal distribution must wear gloves while serving.
- Masks must be worn anytime a student is not actively eating or drinking.

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## Recess & PE

- Recess and P.E. should be held outdoors whenever possible.
- When outdoor spaces are not available (i.e. during inclement weather), schools are required to ensure proper air ventilation and circulation exist by choosing the largest possible indoor space, turning on HVAC systems and opening exterior doors and windows if it is safe to do so.
- Students and staff must wear masks at all times and limit close contact to the greatest extent possible. If necessary, masks can be removed for short periods when individuals are resting (i.e. while lining up to return to the classroom), as long as 6 ft. physical distance is maintained.
- Students and staff members must wash or sanitize their hands before and after recess and P.E.
- Students and staff can share equipment and materials with each other (e.g., basketballs).

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## Student Dismissal

- Schools must ensure families receive communication about the school's updated dismissal process.
- Masks must be worn by students until they are off campus or in a car with a family member.
- Updated dismissal and student exit processes must discourage congregating and congestion when students are exiting their classroom and/or moving around campus. This may require staggering dismissal (by grade, mode of transportation, etc.) or using multiple exits to leave campus.
- Students transitioning to after school programs - such as ASES or tutoring - should proceed directly to their program.
- Parents and families that pick students up should avoid congregating while awaiting their children.

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## Other Campus Activities

While CDPH does not currently address large-scale events in the school setting, such as assemblies and those that allow students to mix with the broader community, like field trips, we can base our guidance on these types of events on our four Key Strategies. We are still awaiting updated guidance from local county health departments which may address these events more specifically.

### Student Events

- All participants must wear masks at all times when not actively eating or drinking.
- Students must be seated with their homeroom or with the class directly preceding the assembly to limit exposure and aid in contact tracing
- Physical distancing should be maximized to the extent possible.
- Prioritize using outdoor spaces for gatherings or utilize all available ventilation measures while indoors.

### Family/Community Events



- Virtual events are still considered the safest option, especially during periods of high community transmission.
- All participants must be provided with health and exposure screening questions and instructions to self-screen before the event.
- All participants must wear masks at all times except when actively eating or drinking
- Family members must remain with their family units and practice physical distancing from other family units to the greatest extent possible
- Prioritize using outdoor spaces for gatherings or utilize all available ventilation measures while indoors

### Other Programming

- Indoor and outdoor sports are currently allowed based on CDPH and individual league guidance.
- Per CDPH, For (1) the playing of musical instruments that cannot be done with a face covering (e.g., wind instruments); or (2) when wearing a mask during play poses a choking hazard, at least one of the following options is required:
  - Conduct these activities outdoors;
  - Use modified face coverings and bell coverings when playing wind and brass instruments, and maintain 6 feet of physical distancing;
  - Perform at least weekly screening testing
- Other classes or activities that produce a high volume of respiratory droplets or cannot be done wearing masks - such as choir/choral - must take place outdoors and with physical distancing to the greatest extent possible.
- ASES and other after-school programs should follow the guidelines in this document that align with the type of program. For example, classroom-based ASES programs (i.e. tutoring, remediation) should follow KIPP's guidelines for classroom settings, whereas programs that promote physical activity should follow KIPP's guidelines for recess and PE. In all instances, masks must be worn by students and staff at all times.
- Per CDPH, both indoor and outdoor field trips are allowed, as are all public and private transportation options. KIPP staff and students are required to follow all prescribed health and safety measures as outlined in this document (e.g. self-screening, mask-wearing, etc.) in transit to/from and at the trip destination.
  - Schools are encouraged to consider health data and transmission rates in the local community and at field trip destinations.

