

## **COOK Education Center COVID-19 Prevention Plan for Schools**

**COOK Education Center**  
2255 Camino del Rio South  
San Diego, CA 92108

COOK Education Center (COOK) is a non-public school serving students with disabilities in grades seven through twelve, up through age 22. COOK is owned and operated by The Institute for Effective Education (TIEE), a California non-profit corporation [501(c)(3)]. TIEE's business office is located at 2255 Camino Del Rio South, San Diego, CA 92108.

### **Sources of COVID-19 information and guidance:**

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

### **1. General Measures**

1. COOK Education Center's worksite-specific COVID-19 Prevention Plan is based on a comprehensive risk assessment of all work areas and work tasks and is posted on the school's website, [www.tiee.org](http://www.tiee.org)

(a) The person responsible for monitoring and implementing this plan

Jen Swope, School Director  
COOK Education Center  
619-243-1325  
[jswope@tiee.org](mailto:jswope@tiee.org)

(b) The COVID-19 liaison with Public Health Services:

Jen Swope, School Director  
COOK Education Center  
619-243-1325  
[jswope@tiee.org](mailto:jswope@tiee.org)

i) Ms. Swope will track reports of illness from parents, students, and staff, and she will monitor for evidence of COVID-19 outbreaks.

ii) Ms. Swope, will report information on positive cases to the Public Health Services Epidemiology Department at 619-692-8499.

(c) COOK Education Center requires face coverings for all staff and students following the CDPH Guidance for the Use of Face Coverings. See Section 3 for more information.

(d) COOK Education Center's COVID-19 Prevention Plan is posted at [www.tiee.org](http://www.tiee.org). This information has been provided to employees on TIEE's Intranet.

The plan to train and to communicate with employees on the COVID-19 prevention plan is as follows:

i) Prior to the start of school, employees completed the following courses: Integrated Germ Management, Blood-born pathogen prevention, First Aid at School.

ii) Employees have received specific instruction and resources related to COVID-19 prevention, including wearing face coverings, hand washing, using hand sanitizer, disinfecting, and physical distancing.

iii) Specific program procedures were reviewed and practiced during pre-service week and periodic fidelity checks will be conducted. Lapses will be promptly corrected and may result in further training.

(e) Plan fidelity will be regularly evaluated by Ms. Swope and other members of TIEE's Leadership Team. Lapses will be promptly corrected and may result in further training.

(f) Any COVID-19 illness will be investigated to determine if work-related factors could have contributed to the risk of infection. If so, the plan will be updated as needed in the attempt to prevent further cases.

(g) If an outbreak of COVID-19 occurs, COOK Education Center will implement the necessary processes and protocols as outlined in the most current CDPH guidelines.

(h) If a student or employee contracts COVID-19, individuals who have been within 6 feet of the infected individual for at least 15 minutes will be identified. Steps will

be taken to isolate the person with COVID-19 and those who have been in close contact. See Section 10 for more detail.

2. External community organizations are not generally permitted to use the school facility. If that should change, the organization(s) would be required to adhere to this plan. Non-essential visitors will not be given access to the school facilities. School facility doors are locked and notices are posted on all entrances describing the school's visitor policy.
3. COOK Education Center is prepared for the possibility of repeated closures of classes, groups, or the entire facility if and when persons associated with the school or in the community contract COVID-19. See Section 10 for details.
4. COOK Education Center has a plan to support students with special medical, access, or functional needs. For example:
  - a. Health plans are reviewed and TIEE's Medical Director is made aware of students with compromised health conditions, which may result in consulting with medical care providers in order to establish the safest course of action by school personnel.
  - b. All students are monitored for symptoms of illness, whether or not they can report themselves.
  - c. Students are assisted as needed with handwashing, using hand sanitizer, face covering usage. If proximity is required for instruction and/or support, additional personal protective equipment will be available to the student and staff members.
5. COOK Education Center has reviewed the CDPH Guidance for the Use of Face Coverings and San Diego County Public Health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## **2. Promote Healthy Hygiene Practices**

The following is COOK Education Center's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs:

6. Teaching hygiene practices. COOK Education Center teachers will directly teach procedures for washing hands, using hand sanitizer, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes through modeling, structured practice, use of reminder signs, and positive reinforcement. Errors are promptly

corrected and, if too frequent, occasion additional instruction. Specific behaviors students are taught include the following:

- a. use a tissue to wipe their noses and to cough or sneeze inside a tissue or their elbow;
- b. to wash their hands or use hand sanitizer before and after eating, after coughing or sneezing, after being outside, and after using the restroom;
- c. to wash their hands for at least 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry their hands thoroughly; and to use approved hand sanitizer when hand washing is not practicable. The school provides tissues and ethyl alcohol based hand sanitizer in each classroom and office. If hand sanitizer is ingested, Poison Control will be called at 1-800-222-1222.

7. Access to handwashing/hand sanitizer. Hand washing opportunities are included in the students' daily schedules, and additional hand washing will be prompted by staff members as needed. Students and staff have access to hand washing facilities that are in the following locations: student restrooms, staff restrooms. Hand sanitizer is available in each classroom, work area, and office.

8. Frequent handwashing is scheduled and supervised. Students and staff will have access to hand washing facilities which are located in the following locations: student restrooms, staff restrooms. Staff members will escort students to the restroom and ensure that the restroom is empty before having a student enter. Markers are placed outside of the restrooms promoting physical distancing while waiting to use the restroom when occupied. Teachers will monitor and direct students when groups are taken to the restrooms as part of their classroom schedule.

9. Supplies. TIEE has secured and provided COOK Education Center with adequate supplies to support healthy hygiene behaviors including soap, paper towels, tissues, no-touch trash cans, cleaning and disinfecting materials, and ethyl alcohol (>60%) hand sanitizer.

10. Use of face coverings. COOK Education Center has adopted the requirements outlined in the CDPH Guidance for the Use of Face Coverings ([https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)) and the CDPH Industry Guidance for Schools.

All visitors to the school must wear a face covering.

Face coverings are required for all students and staff members. For students who have a medical exemption, use of a face covering and other personal hygiene goals will be part of their instructional plan.

Staff members are required to wear face coverings when they are in any common areas including bathrooms, hallways, stairways, when students are in their instructional areas; when in a shared office or when outside and unable to maintain a distance more than 6 feet from others. Face shields with a drape may be worn instead of a face mask if necessary to facilitate the effectiveness of instruction.

Students in all grades are required to wear face coverings unless they have an exemption. Face coverings may be removed for meals, snacks, or during outdoor activities.

Staff members will model the appropriate use of face coverings, and directly teach students how to properly use face coverings, including donning, doffing, and disinfecting procedures.

Staff members are provided with face masks, which can be taken home and washed daily. They are also provided face shields which can be cleaned and disinfected daily using isopropyl alcohol. Staff members may use a face mask, face shield or a combination depending on the situation. Staff members will also promote use of face coverings by students through modeling, prompts, and positive reinforcement.

Written and visual communications provide information to staff, students, and families on the proper use, removal, and washing of cloth face coverings.

Students who arrive at school without a face cover and who are not exempt will be provided with a disposable face mask to be used during the school day. Students without an exemption refusing to wear a face mask will be prohibited from entering the school building and/or will be sent home with alternative educational opportunities to be completed off campus.

Students and staff members who require accommodations will be assisted with face mask alternatives such as gaiters, bandanas, face shields or a shield hat/cap.

11. Employee access to face coverings. Employees are provided with two washable face masks and two face shields. Additional face shields, masks, and non-latex gloves in a variety of sizes are readily available.

12. Supply of PPE. TIEE has provided face masks, face shields, gloves, isolation gowns and overshirts when needed for specific tasks. Cleaning/sanitizing/disinfecting procedures specify the type of PPE needed for tasks performed by employees. Staff

members have been trained on proper techniques for handwashing, using hand sanitizer, donning and doffing face coverings, face shields and gloves. Staff members have received training on proper use of disinfectants including reading the label to determine which PPE is required. All staff members have completed the Integrated Germ Management course offered by the California Department of Pesticide Regulation thus fulfilling the California Healthy Schools requirement for staff members who use disinfectants.

13. Flu Vaccines TIEE has provided free flu vaccinations on site during the fall semester to all interested employees. TIEE encourages families to receive the flu shot each year through weekly newsletters during “flu season”.

### **3. Face Coverings**

Students will be required to wear face coverings. Requests for exemptions will be referred to TIEE’s Medical Director for review. The school's intent is to follow local and state health regulations, guidelines and expectations for the use of face coverings.

14. Use of face coverings. Face coverings are required for all students and staff members. For students who have a medical or public health exemption, use of a face covering and other personal hygiene goals will be included in their instructional goals. See item #10 for additional information on face covering policies. How to put on, take off, and wear face coverings or face shields will be practiced and reinforced. Students and staff members will be reminded as necessary not to touch their face covering and to wash their hands or use hand sanitizer frequently. Opportunities for handwashing are scheduled throughout the day.

15. Student use of face coverings. All students will be required to use cloth face coverings or, if exempted from a face covering, a face shield. A face covering or face shield may be removed for meals, snacks, naptime or outdoor recreation or when it needs to be replaced. For students who have a medical exemption, use of a face covering and other personal hygiene goals will be included in instructional goals.

Students who arrive at school without a face covering and who are not exempt will be provided with a disposable face mask to be used during the school day. Students who do not have an exemption who refuse to wear a face mask will be prohibited from entering the school building and/or will be sent home with alternative educational opportunities to be completed off campus. Students and staff members who require accommodations will be assisted with face mask alternatives such as face shields or a shield hat/cap.

Guidelines can be found at:

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

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

16. Staff use of face coverings. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. Staff members, with the possible exception of custodial staff, are not expected to need respiratory protection (such as an N-95 mask). In limited situations, where face coverings cannot be used in the classroom due to student developmental or instructional reasons, a face shield can be used instead of a cloth face covering as long as the wearer maintains physical distance from others to the extent practicable. Wearing a face covering is mandatory outside of the classroom in common areas.

Staff members who are screening others for symptoms or handling commonly touched items are instructed to wear disposable gloves as well as a face mask. They may also wear a face shield.

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

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

17. The school's plan includes the following elements:

(a) Visual markers are placed in hallways and classrooms to prompt physical distancing between individuals. Gathering locations, such as the coffee machine, refrigerator, and microwave will be off limits. Use of the break room will be staggered or discontinued as necessary. Staff members are encouraged to bring food from home that does not require reheating or refrigeration.

(b) All personnel will be required to use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. Monitoring will occur with reminders to don a mask or face shield if necessary.

(c) Staff members who are at a higher risk for severe illness or who cannot safely maintain distance from household contacts who, themselves, are at higher risk of COVID-19 infection, are recommended to contact TIEE's Human Resources for employment options.

(d) Staff meetings and professional development training will be conducted via Zoom, Google Hangouts or other Internet-based conferencing option. Small group meetings and trainings will only be conducted in person if physical distancing and masking can be maintained.

(e) Procedures are in place to prevent congregating of adults in the staff lounge and main office areas by shutting off certain appliances and staggering breaks.

(f) All staff members are screened upon arrival to school for fever or signs of illness using a touchless thermometer and asked a series of questions recommended by the CDC related to their current health or exposure to others who may be ill. Staff members who have a temperature greater than that determined acceptable by state and local health orders, or symptoms of illness (i.e., fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting), will not be admitted to the school building. They will be encouraged to contact their health care provider and TIEE's Human Resources.

### **5. Intensify Cleaning, Disinfection, and Ventilation:**

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

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

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

20. Plan for Buses. Students riding buses will have been pre-screened prior to boarding the bus in accordance with each district's plan, and will be screened again

when they arrive at school. Students who do not pass the screening when they arrive at school will be taken to an isolated area and monitored by a staff member while waiting for a parent to pick them up.

21. Plans to limit use of shared objects and equipment. Families are provided a list of school supplies requested for each student. The school will assist with providing these supplies as needed. Students are given bins in which they are expected to keep their supplies and personal materials. Common objects such as Chromebooks are scheduled to limit sharing and cleaned and disinfected after each use. Should a student not have a particular supply, such as pencils or pens, each classroom teacher has items which can be given to a student. Art supplies and other materials will be issued to each student for their exclusive use, and such materials will be cleaned and disinfected after each use. Textbooks and other instructional materials will be issued to each student for their exclusive use.

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

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

24. Ventilation system. The ventilation system has been evaluated. The HVAC system has been programmed to run longer than usual (at least an hour before staff arrival and an hour after staff leaves for the day) to increase ventilation and air filtering; bathroom fans are on throughout the day. The system is set to bring in outdoor air as much as possible yet maintain room temperatures. Filters have been changed and a MERV 13 filtration rating is being targeted for the HVAC system. Cleaning of restrooms and the final classroom cleaning are completed after students leave for the day.

25. Air Filters. Filters have been changed and a MERV 13 filtration rate is targeted for the HVAC system. The system will be set to run for an hour before staff arrive and an additional hour after staff leave. The HVAC system will be set to increase the quantity of outside air as much as possible and still maintain the indoor temperature.

26. Water systems. Water lines and water fountains throughout the facility were flushed prior to staff returning to campus and are currently used regularly. Water filling bottle stations are accessible to staff and students, but the water fountains have been placed out of order.

### **6. Implementing Distancing inside and outside the Classroom**

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

27. During arrival and departure. Student arrival and departure times will be staggered for buses and parent drop-off. Students arriving by bus will be dropped off in the back playground area and met by teaching staff from their respective cohorts to be escorted to the screening area. Students arriving by private vehicle will be met in the visitors' lot by the main entrance of the building.

During daily symptom and temperature screening, students arriving in private vehicles will remain in their vehicles until cleared to exit. Their parents will be asked the screening questions and, if passed, students will be given a temperature check with a touchless thermometer. On exiting the vehicle, students will use hand sanitizer, and be escorted to class by a staff member. They will enter their cohort's designated entrance area and proceed to their classrooms. Extra masks will be available in case a student forgets to bring one from home.

For students arriving by bus, teachers will meet their assigned students at the bus and escort them to the screening area designated for their program/cohort. Upon passing the screening, students will use sanitizer and walk with a staff member to their assigned area. Any student who does not pass the screening will wait in a designated isolation area away from other students, with a staff member monitoring, until a parent picks them up.

At dismissal time, and throughout the day, students will enter through their assigned entrance/exit door and not cross common areas or other cohort areas.

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

- a. To reduce the possibility of infections, students will remain in small cohorts consisting of a maximum of 10 students and 3-4 staff members per cohort, and in the classroom areas assigned exclusively to their cohort. These cohorts will be established so that each student is in proximity with just 3-4 teachers throughout

the day, including during lunch and transitions. Teachers will be scheduled in order to minimize switching between cohorts.

b. Outdoor spaces will be used as much as practical.

c. Schedules will be adjusted to accommodate the need to remain in cohorts as much as possible. If needed, students may join another instructional group for a specific lesson through Zoom or similar conferencing platform rather than switch cohorts for a class period.

d. Classrooms - students are separated with 6 feet between desks/seats at a table. Students will be at least 6 feet from the teacher's desk. Tape or other visuals on the floor are used to identify where student chairs are to be placed. Students will wear face covering when needing to get up from their desk. Staff will use face coverings in the classroom whenever students are present. For students who are unable to maintain physical distancing, staff members will wear additional PPE including mask and face shield. In addition, staff members have access to washable gowns or overshirts and gloves.

e. Classroom furnishings have been rearranged to maximize space between students.

f. Classroom furnishings have been arranged and student flow patterns examined to determine the best arrangement for minimizing movement in the classroom. In addition, specific routes have been established for entering or exiting the building so cohorts do not cross in the hallways.

g. Activities expected to generate increased exhaled droplets such as band, choir, and group sports are not permitted.

h. Group singing is not allowed either inside or outside.

i. Bins are available for students to place their completed assignments, and where possible, assignments will be submitted electronically.

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

a. Nonessential visitors and volunteers are not allowed on campus at this time.

- b. Communal activities - use of the playground, and lunch area will be staggered so groups do not overlap. Other communal activities and spaces, such as cooking class, student kitchen, fitness room, or music class, are not permitted.
- c. Weather permitting, some instructional activities will be held outdoors.
- d. Passing periods/transitions - Students will use face coverings and follow procedures for transitions (i.e., stay to the right, use the visuals on the floor to identify where to stand) maintaining social distancing when lining up. Passing periods will be staggered as necessary to avoid crowding in the hallways. Tape or other visuals are placed on the floor to identify appropriate spacing and passing areas. Each cohort is assigned a specific door for exiting and entering the building.
- e. Meals - Students will eat lunch in their assigned classroom, except those who are assigned to eat outside with members of their cohort, while maintaining 6 feet distance from one another. Tables will be cleaned and disinfected after each use.
- f. Recess - No more than two student cohorts/classrooms will have recess at the same time on the playground. Recess will consist of planned activities that promote social distancing. To avoid mixing of groups, each group will have their assigned section of the playground.
- g. Restrooms - Students will be escorted to the restroom by a staff member to assess if restrooms are occupied or available. One student at a time will use the restroom. Markers are placed outside of the restrooms so students know where to wait promoting physical distancing while waiting to use the restroom.
- h. Dismissal - Students will be called by walkie-talkie or speaker as buses/rides arrive. When called, the student will be escorted by a staff member to their vehicle.
- i. Before/after school program - N/A
- j. Sports and extracurricular activities such as field trips, rallies, assemblies and sporting events will not be held at this time.
- k. Physical education activities will be held outside by cohort; space is sufficient to maintain physical distancing of greater than 6 feet. Shared equipment will be minimized and if used, disinfected prior to use by another student.
- l. Choir, singing and band practice are not permitted at this time.

## **7. Limit Sharing**

COOK Education Center's plan to limit sharing of equipment and supplies includes the following:

30. Plan to limit use of shared objects and equipment. Families of COOK Education Center's students are provided a list of needed school supplies. Students are provided with bins in which they will keep their supplies and personal items. Should a student not have a particular item, it is likely to be available from the classroom teacher's supply and will be used solely by that student.

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

32. Shared equipment. Chromebooks, and other equipment that is shared, will be cleaned and disinfected after each use. Scheduling is designed to limit sharing as much as possible.

## **8. Train All Staff and Educate Families**

COOK Education Center's plan to train its personnel and to educate the families of its students is as follows:

33. Plan to educate/train staff and families. Current procedures for cleaning and disinfecting, physical distancing, student arrival/dismissals, and student transitions have been developed, shared and practiced with all staff members. In addition, all staff have completed the Integrated Germ Management course offered by the California Department of Pesticide Regulation. During the week prior to school opening on August 31, all staff participated in further training to ensure that staff are informed of current procedures to keep staff and students safe on campus.

Letters written by TIEE's Medical Director regarding hand washing, effective use of face coverings, and steps to prevent the spread of COVID-19 have been shared electronically with the school's families. In addition, electronic communications will be used to inform families of the current recommendations and to review procedures for use of face covering, effective hand washing, procedures if a student becomes ill at school and steps to protect oneself from becoming ill prior to the start of school. Procedures will be updated and communicated with families throughout the school year as indicated. Communications with families will adhere to the linguistic needs of our school community.

Resources:

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

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

34. Plan to provide training virtually. Staff training will be conducted either on-site with small groups to promote physical distancing, or via Zoom or Google Hangout. Updated flow charts outlining procedures will be provided electronically to all staff members.

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

COOK Education Center's plan to check for signs and symptoms of COVID-19 includes the following items:

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

36. Stay home recommendation. Staff members and students will be repeatedly encouraged to remain home if they are sick or have recently had close contact with someone who is ill, someone who has COVID-19, or someone who is presumed to have COVID-19. Parents and staff members will be notified of the current policies based on CDPH guidelines by email. Staff members will receive specific information during pre-service orientation. Staff members who must miss work are advised to contact TIEE's Human Resources to discuss their options and concerns.

CDC Public Health Guidance for Community- Related Exposure:

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

37. Screening for signs and symptoms. All students, staff members and visitors are screened upon arrival to school for fever using a touchless thermometer and asked a series of questions recommended by the CDC related to their current health. Persons who have a temperature greater than that determined acceptable by state and local health orders or symptoms of illness (e.g. fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting), will not be admitted to the school building unless a medical exemption for a chronic condition is already on file

with the school and has been reviewed by the medical director. Students arriving by private vehicle will not be allowed to exit their transporting vehicle until cleared. Students arriving by bus will be screened prior to entering the building and will be isolated if they have symptoms. In addition, all staff and students will be asked questions to determine if they have been exposed to COVID-19 or have symptoms. Temperature checks will be performed by assigned staff who will don protective equipment including face covering and disposable gloves, as well as using hand sanitizer as needed between screenings. Students, visitors, and staff members must use hand sanitizer upon entering the school buildings.

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

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

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

40. Handwashing and hand sanitizer availability. Handwashing stations are available in the student and staff restrooms. Each program has its own assigned restroom(s). Ethyl alcohol hand sanitizer is available in each classroom, in all offices, and at the front desk. Students and staff will be required to use hand sanitizer as they enter the building and then frequently throughout the day.

41. Data collection. Tracking forms have been created to monitor staff and student absences whether due to illness, quarantine, or another factor; reported illnesses and reported exposures by date and cohort. These data will allow the school to share relevant information concerning possible exposures rapidly to local health officials, staff and families. Local health officials will be notified by the school administrator or TIEE Medical Director of any positive cases of COVID-19 reported to the school. Staff and families will be immediately notified electronically of any positive case of COVID-19, while maintaining confidentiality, as required under FERPA and state law related to the privacy of educational records. Parents/guardians are encouraged to contact the school to report possible exposure to COVID-19, or positive COVID-19 test results. Such information will be documented in communication logs. Visitors will also be tracked with date, visitor name, and a check that they have cleared the screening for admittance to the school building.

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

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

44. No penalty. Students will not be penalized for missing class due to absences related to COVID-19 illness, quarantine, or isolation requirements.

45. Testing of Students and Staff. There is no program in place to allow for systematic testing at this time. Students and staff with symptoms of COVID-19 will be encouraged to contact their health care provider. Community testing sites are available as well. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.

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

COOK Education Center's plan for addressing instances of COVID-19 includes the following:

46. Plans for isolation. Teaching staff will monitor their assigned students, and, should a student become ill or appear to be ill, staff members will use the interoffice phones to have an administrator come to the classroom to get the student. The student and staff member will wear face covering at all times if possible. The student will be escorted while maintaining physical distance, to one of the designated isolation rooms to have their temperature taken by administrative staff. The student will remain in the room, resting on a mat provided or seated in a chair, while being supervised by a staff member.

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

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

49. Serious illness. Should the student or staff member exhibit signs of serious illness, such as persistent pain or pressure in the chest, confusion, bluish lips or face, staff will call 9-1-1 for emergency assistance. Administrative staff would gather student materials from the classroom and bring them to the student.

50. Reporting of positive cases. Local health officials will be notified by the school administrator or TIEE Medical Director of any positive cases of COVID-19 reported to us by calling the Public Health Services Epidemiology Department at 619-692-8499. Staff and families will be notified electronically of any positive case of COVID-19, while maintaining confidentiality as required under FERPA and state law related to the privacy of educational records.

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

52. Returning to school. Sick staff members and students who were ill with any symptoms possibly related to COVID-19 are not to return to campus until they have met CDC and CDPH criteria for discontinuing home isolation (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>). At present the guidelines state that home isolation can be discontinued if:

- a. At least 10 days have passed since symptoms first appeared, **and**
- b. At least 24 hours have passed without fever and without fever-reducing medication, **and**
- c. Symptoms have improved

A negative PCR test for COVID-19 will allow the student to return to school 72 hours after symptom improvement per San Diego county health department decision tree most recently updated 9/22/2020

<https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf>

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

### CDPH guidelines for return to work or school

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

(<https://www.cdph.ca.gov/programs/cid/dcdc/cdph%20document%20library/covid-19/schools%20reopening%20recommendations.pdf>). As of July 17, 2020

	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see #3, if negative, see #4)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• No Action needed</li> </ul>
2.	Close contact <b>(†)</b> with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Quarantine for 14 days from last exposure</li> <li>• Recommend testing (but will not shorten 14-day quarantine)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>• Identify contacts <b>(†)</b>, quarantine &amp; exclude exposed contacts (likely entire cohort <b>(††)</b>) for 14 days after the last date the case was present at school while infectious</li> <li>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> </ul>	<ul style="list-style-type: none"> <li>• School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 3 days after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing</li> </ul>

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

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

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

53. On-line learning options. All students, including those with disabilities will have access to instruction by on-line methods if required to be out of class.

54. Temporary on-line options. Distance learning will be offered if a student must be absent due to personal or family quarantine, or isolation requirements, or if mandated by local health authorities. A distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of the student's health conditions.

Students who are quarantined or isolated or whose parents choose the distance learning option will be provided with distance learning opportunities, including lessons and supporting activities that align with COOK Education Center's approved curriculum. Lessons will be shared with students and their families through G-Suite (i.e., Google classroom, gmail, Google forms, Google Drive). G-Suite is designed to meet stringent privacy, transparency, compliance, and security standards. In addition, teachers and related service providers will regularly check in with their students and parents using Zoom, Google Hangouts/Hangouts Meet, email, and/or telephone calls. All contact with students and families will be logged. Group lessons and activities for students will be offered in both synchronous and asynchronous formats, through platforms such as YouTube, Facebook Live, Zoom, and Google Meetings. These activities will be developed and delivered by teachers and related service providers, and will also utilize direct-service paraprofessionals for delivery of lessons and activities. Students and families will be asked to regularly submit completed work samples. This will be done in a variety of ways, depending on the activity, and could include submission through Google Forms, email, USPS mail, Google Classroom, video samples, or telephone/video call. As needed, arrangements can be made for drop-off/pick-up from the school site. Completed assignments will be logged. Participation in distance learning will be documented in a variety of ways including submission of completed assignments, and tracking through educational software programs, as well as by teacher and parent report.

If advised by the public health department to limit travel to schools, COOK Education Center is prepared to provide distance learning options.

55. CDPH processes and protocols. CDPH processes and protocols will be followed if COOK Education Center has an outbreak of COVID-19 in accordance with published CDPH guidelines:

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

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

Tools have been developed to track employees and students who are presumed to be infected, are confirmed cases of COVID-19, or are quarantined cases. An employee who is absent will be directed to call TIEE's Human Resources to learn about their options. Positive cases will be reported to the Public Health Services Epidemiology Department at 619-692-8499 (including name, job title, work area, close contacts, dates of symptom onset and subsequent days worked). A serious illness (requiring hospitalization or resulting in death) from COVID-19 or injury will be reported to Cal/OSHA at 619-767-2280.

N.B.: a close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 during the latter person's infectious period, which includes, at a minimum, the 48 hours before that individual developed symptoms.

Close contacts will be instructed to quarantine at home for 14 days from their last known contact with the employee or student with COVID-19. COOK Education Center will take its lead from the local public health agency regarding testing for COVID-19 and contact tracing.

56. COVID-19 outbreak at school related to work environment. If an outbreak occurs at COOK Education Center, exposures will be investigated to determine if any work-related factors could have contributed to the risk of infection.

57. Plan to update procedures. Protocols will be updated as needed to prevent further cases.

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

## **11. Maintain Healthy Operations**

58. Plan to monitor and communicate. Tracking sheets have been created to monitor staff and student absences. Reasons for staff illness will be provided in confidence to TIEE's Human Resources. Reasons for student absences will be recorded and kept in a confidential log.

The school's Director, TIEE's Medical Director, Human Resources Director will respond to COVID-19 concerns, and will coordinate documentation and tracking of possible exposures, and notify local health officials, staff members and families in a prompt and responsible manner. Families and staff members may use email or phone calls to self-report symptoms of COVID-19. Electronic communication systems using Constant Contact and OneCallNow are set up to provide prompt notifications to all staff members and families of our students, of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

The school's Director, under the guidance of TIEE's Medical Director, will notify local health officials, staff members, and families as soon as possible of any positive case of COVID-19, maintaining confidentiality as required by state and federal laws. Support for staff and students who are at higher risk for severe illness or who cannot maintain a safe distance from individuals in the home will be determined and subsequently reviewed on a case by case basis by the school's Director and TIEE's Medical Director.

## **12. Considerations for Partial or Total Closure**

59. External information and action. State and local orders and health department notices will be checked daily by the school's Director to be apprised of COVID-19 transmission in the area or closures so staff and parents can be notified immediately and operations can be adjusted accordingly.

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

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

as well as the local public health department decision trees. In consultation with the local public health department, the school's Director will decide on the basis of public health officer-determined risk level within the school what intervention is warranted.

The classroom or office where the infected person was based will be closed off for a minimum of 24 hours, and then it will be thoroughly cleaned and disinfected. If additional areas of the school were visited by the COVID-19 positive person, those areas will also be temporarily closed for cleaning and disinfection. Close contacts of the infected person will be determined and they will be contacted as soon as possible and advised to quarantine for 14 days and contact their personal health care providers.

A staff member who is ill will be advised to contact TIEE's Human Resources for employment information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. Resources include:

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

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

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

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

**We attest that the information provided above is true and correct on 9/30/2020.**

Jen Swope, M.S.

Title: Director, COOK Education Center

Barbara Lounsbury, M.D.

Title: Medical Director, The Institute for Effective Education

Kenneth Traupmann, Ph.D.

Title: CEO, Executive Director Resources, Policy and Planning