



COVID-19 Prevention Plan for Lakewood Christian Schools

Introduction & Goal

The goal is for Lakewood Christian Schools to return to safe on campus teaching conditions for the 2020-2021 school year as soon as possible, and in accordance with the public health guidance and safety protocols. Despite global uncertainty, one certainty remains: students learn best in a community of caring adults who know them and understand their needs. The mission of LCS will not change even as we do school a bit differently. As a result, we have studied guidelines and will continue to apply them to our campus and our students. Lakewood Christian Schools is committed to the physical, mental, social-emotional, and spiritual health and safety of our students, their families, and our staff. A Compliance Team and a Task Force have been created to ensure policy and procedure is in place for the health of all on campus.

Throughout the COVID-19 pandemic, every action has been and will continue to be in alignment with the California Department of Public Health (CDPH), Long Beach Public Health, and Los Angeles County Department of Public Health guidelines specific for schools. The safety protocols and procedures outlined within this plan are aimed to mitigate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but the implementation of several coordinated interventions can greatly reduce that risk.

This plan requires parents and employees to ensure that only healthy individuals are entering campus. These policies have been developed based on guidelines from California Department of Public Health (CDPH), California Department of Education (CDE), California Department of Social Services (CDSS), as well as the American Academy of Pediatrics. Lakewood Christian Schools will adhere to the policies and procedures described below and are committed to providing quality education and care.

Authority and Responsibility

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment

The LCS Executive Director will oversee the Elementary & Middle School Principals who have overall authority and responsibility for implementing the provisions of this CPP in our workplace. All safe work environment compliance is done in conjunction with our Business Administrator who oversees all human resources and insurance matters. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form below.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.



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- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** below as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Regularly review, evaluate, update, and follow our “Yellow Plan” as directed by our Task Force.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by noting and reporting to their supervisor within 24 hours.

Employee screening

Employees will self-screen according to CDPH guidelines or be screened by campus safety members upon arrival each day.

Face coverings are used during screening by both screeners and employees and non-contact thermometers are used.

LCS will limit adults on campus and exclude from our facility any child, parent, caregiver, or staff member showing symptoms of COVID-19 as per our regular policies. All LCS staff and administrators will be specifically trained in how to screen for daily entry to the facility.

Control of COVID-19 Hazards

Social and Physical Distancing - Stable Groups

- LCS will intentionally create physical space between students and all individuals
- LCS will postpone regular all-school gatherings and group activities, reducing group sizes to meet the guidance for religious services. When possible, accommodations will be made for social gatherings to take place outside.
- LCS will maintain six feet of distance between every individual, as much as possible and to the best of our ability.
- We will rearrange classroom furniture, desks, and play spaces to maintain 6-foot separation from face to face. All desks will face forward in the same direction and have a plexiglass shield.
- Children will remain in stable class groups and will not mingle with other classes as much as possible.
- The same children and teacher will remain within the same group throughout the day as much as possible for the age or grades of the child.
- When possible, we will extend the indoor environment to outdoors, and bring the class outside, weather permitting as frequently as possible.
- Doors and windows will be opened to ventilate facilities before and after children arrive for a period of time as possible.
- There will be no hugging and limited touching (i.e. ankle bump, elbow bump)
- Chapels and assemblies will be livestreamed to the classrooms.
- Fire drills will be modified to maintain proper physical distancing to the greatest extent possible.
- Hot lunch will not be provided.



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Face Coverings

- All students and employees are required to wear a face covering at all times including times of transition from one location to another while in common areas. The individual school plans will provide any further details specific to the age and grade of students.
- Staff and children must have a face covering available at all times and wear them properly. This is required for all students K-8.
- All staff will wear a face covering or a face shield at all times, including in the halls, break rooms, and other common areas.
- Teachers may wear a face shield when teaching students. No face covering will be worn with the shield to allow for phonemic awareness, enunciation, and other clarity of subject matter.
- Staff may remove face coverings only when alone in a room.
- Students with medical issues that keep them from wearing a face covering will be required to bring a doctor's note with that designation and must have at least six feet around them at all times.
- All staff will undergo professional training that educates the use of face coverings.
- We acknowledge the benefits of utilizing face coverings and face shields to prevent the spread of illness, and every individual on campus is welcomed to *maximize* this safety precaution if he/she desires to do so.
- LCS will have guidance for parents and students that will educate about proper use of face coverings.
- Exemptions include persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

The following are exceptions to the use of face coverings in our workplace:

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

Engineering controls

LCS will maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by maintaining the ventilation systems, air purifiers, and the use of fans where needed. In keeping with standard health and safety policies set forth and implemented by LCS administration and staff, as directed by the LA County Dept of Health guidelines, LCS will maintain a clean and safe environment through the following:

Cleaning and Sanitizing Procedures

LCS will continue to implement and enforce strict handwashing guidelines for all staff and children.

- Wipe down doors, knobs, desks, surfaces, and other frequently touched areas each recess or time children leave the room.
- Post signs in restrooms and near sinks that convey proper handwashing techniques.
- Review and share with staff and parents important guidance related to prevention and social and physical distancing.
- Implement strategies to model and reinforce social and physical distancing. Specifically staff will create children's stories and lessons around social distancing, handwashing, healthy etiquette for sneezes, coughs, etc.
- Items that employees come in regular physical contact with, such as phones, headsets, desks,

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keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping the items with a sanitizing wipe.

Hand washing at sinks and Hand-washing Stations

Students and Staff will wash their hands for twenty seconds anytime they are entering the classroom from somewhere else (home, playground, art, chapel, computer, etc.). LCS staff will teach all students about proper hand washing technique.

Hand sanitizer will be used when no sink or hand washing station is available or after handwashing to be extra thorough with consideration for the age of the students. Hand sanitizer will be placed in classrooms, throughout campus, and will be readily available to all on campus.

Hygiene: LCS staff will continue to best ensure the development of healthy hygiene by doing the following:

1. Teach, model, and reinforce healthy habits and social skills.
2. Explain to children why it's not healthy to share drinks or food, particularly when sick. Practice frequent handwashing by singing the happy birthday song or counting to twenty (hand washing should last twenty seconds).
3. Teach children to use tissue to wipe their nose and to cough into their arm crease at the elbow.
4. Model and practice handwashing before and after coughing or sneezing, after playing outside, and after using the restroom.

Bathroom Hygiene: In addition to LCS hygiene practices and regular surface wipe down practices, all facilities including bathrooms will be cleaned regularly, and as often as possible, by a ground operations staff member and making notes on a log sheet. In addition to these practices, staff will

1. Heighten vigilance of healthy bathroom habits during this time as an opportunity to reinforce hygiene and monitor proper handwashing.
2. Staff will sanitize the sink and toilet handles multiple times during the day
3. Teach children to use a tissue when using the handle to flush the toilet.
4. Ensure children wash hands with soap and water for twenty seconds and use paper towels to dry hands thoroughly.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

LCS will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed. PPE must not be shared, e.g., gloves, goggles and face shields.

Investigating and Responding to COVID-19 Cases

Following a confirmed case of a student or employee who was at school during his or her infectious period, other exposed students and staff will be quarantined for fourteen days. Asymptomatic close contacts may discontinue quarantine after Day 10 from date of last exposure with or without testing, while monitoring for symptoms and wearing masks.

The school should revert to distance learning when multiple cohorts have cases or five percent of students and staff test positive within a fourteen-day period.



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- If any individual presents with symptoms of COVID-19, then isolation, dismissal from campus, and cleaning procedures will be implemented as set forth by directives of the Centers for Disease Control and the California Department of Public Health.
- Employees and children will be monitored throughout the day including a temperature check before lunch and assessment for signs of COVID-19 with each individual's health history being taken into consideration; results will be logged on a health screening form. COVID-19 symptoms are defined by the California Department of Public Health as the following:
 - Fever (100.4/38°C or higher)
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Fatigue
 - Muscle pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell

If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility. If an employee exhibits signs of illness, they will be directed to go home or to a medical facility by administration.

If a child exhibits signs of illness, that child will be isolated in a room separate from other individuals, and the adult(s) designated for pick up will be immediately contacted and directed to pick up the child within thirty minutes. LCS will Investigate any COVID-19 on campus exposures.

Sick staff members and students may not return until they have met CDC criteria to discontinue home isolation, including 24 hours with no fever, symptoms have improved and ten days since symptoms first appeared. Asymptomatic close contacts may discontinue quarantine after Day 10 from date of last exposure with or without testing, while monitoring for symptoms and wearing masks. We will use this decision tree, provided by Long Beach Health & Human Services as a tool for determining a safe date for returning to campus. **Appendix C: Investigating COVID-19 Cases**, below, will be used for the investigation.

The LCS principals will notify local health officials immediately of any staff or student who tested with a positive case of COVID-19 and was on campus during their infectious period as defined by Long Beach Public Health. Reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with CDPH Reporting Requirements.

LCS will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and will not use the area before cleaning and disinfection according to CDPH guidelines. To reduce risk of exposure, we will wait twenty-four hours before cleaning and disinfecting. If it is not possible to wait twenty-four hours, we will wait as long as practical. We will ensure a safe and correct application of disinfectants by using personal protective equipment and ventilation recommended for cleaning. We will keep disinfectant products away from students.



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The LCS administration will document incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA, HIPAA, and state law related to privacy of educational records.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures and policies will accommodate for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, employees can access COVID-19 testing at the local CVS, or the drive through at the Lakewood Mall.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

COVID-19 Testing & Reporting/Surveillance Testing Plan

When requested by Public Health, employees will reach out to their personal health professional to receive a test for COVID-19 for surveillance purposes. If this is not possible, a test can be taken at any of the testing sites locally operating. All surveillance tests will be reported to the Health Department.

Training and Instruction

LCS will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

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- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- We will use **Appendix D: COVID-19 Training Roster** below to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- Sick staff members and students may not return until they have met CDC criteria to discontinue home isolation, including 24 hours with no fever, symptoms have improved and ten days since symptoms first appeared. Asymptomatic close contacts may discontinue quarantine after Day 10 from date of last exposure with or without testing, while monitoring for symptoms and wearing masks. We will use this [decision tree](#), provided by Long Beach Health & Human Services as a tool for determining a safe date for returning to campus.
- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.



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- At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective
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Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: at meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation



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Appendix B: COVID-19 Inspections

We will review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for.

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Doors and Windows			
Other:			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Other:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Other:			
Other:			



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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

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