



HOME OF THE MOUNTAINEERS

“Climbing Toward College & Career Readiness”

PANDEMIC RECOVERY – THE ROAD AHEAD
CONSOLIDATED COVID-19 SCHOOL SAFETY PLAN
PART I and PART II

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MESSAGE FROM THE PRINCIPAL

Dear Ararat Charter School Families and Community Members,

The intent of Ararat Charter School's *Pandemic Recovery – The Road Ahead* document is to create a step-by-step guide in maintaining the safety of our students, staff, families, and communities during this unprecedented time of pandemic and provide an outline of the steps that Ararat Charter School (ACS) has taken to prepare for gradual opening.

This framework summarizes protocols that ACS has implemented to keep our students, staff, families, and communities safe and healthy while maintaining continuity of instruction to ensure continued access and equity for all ACS students.

Ararat Charter School is adopting recommendations from the California Department of Education (CDE), the Los Angeles County Office of Education (LACOE), the Centers for Disease Control and Prevention (CDC), and local stakeholders, including the *COVID-19 Containment, Response, and Control Plan* from the Los Angeles Unified School District (LAUSD) to ensure that protocols set in place align with the most current scientific knowledge and community expectations. Please note that these protocols will change as local conditions change. Therefore, this is a living document subject to amendment, as the need arises.

The plans outlined in this document are effective through collaborative efforts by all community members. Reviewing and practicing the protocols in this document, on a regular basis, are essential to ensuring the highest level of success in responding to this event. It is important to note that according to the California Department of Education, the final decision to reopen will be made by each local educational agency (LEA), working in close collaboration with local health officials, families, staff, and community stakeholders. However, Ararat Charter is located on District (LAUSD) facilities, therefore, our reopening guidelines will mirror those of the District. Much of the information contained herein is similar to the District's *COVID-19 Containment, Response, and Control Plan* to ensure that our systems, structures, and protocols match that of the District.

Please know that we are here for you and for your children. We will get through this crisis together and adhering to the recommendations set forth in this document is of utmost importance. Please engage your children, families, and communities in following the guidelines set forth to keep us all safe, healthy, and learning.

Thank you for your ongoing support of Ararat Charter School, your school of choice.

Regards,



Dr. Aida Tatiossian
Principal

Preface – COVID-19 Prevention Program for Employees – Part I

This COVID-19 Consolidated School Safety Plan addresses procedures and policies set in place for safe school reopening, post COVID-19 pandemic. Recommendations regarding in-person school reopening will be based on the latest available evidence as well as state and local disease trends. This document will be updated as needed to reflect the new evidence.

This document has two parts: Part I is the COVID-19 Prevention Program for Employees and Part II is the COVID-19 School Safety Plan (which incorporates all elements of the COVID-19 School Guidance Checklist).

Cal/OSHA COVID-19 Prevention Program (CPP)

Part I

Name of Local Educational Agency: Ararat Charter School

Enrollment: 340

Superintendent (or equivalent): Dr. Aida Tatioossian

Address: 6555 Sylmar Avenue, Van Nuys, CA 91401

Phone Number: 818 994-2904

Email: atate@araratcharterschool.com

Date of proposed reopening: TBD

County: Los Angeles

Current Tier: Purple

Type of LEA: Independent Charter

Grade Levels: TK-5

Date: January 27, 2021

Authority and Responsibility

Dr. Aida Tatioossian, Principal, has the overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program (CPP) in our workplace. In addition, **Ms. Adrineh Gharibi, Director of Compliance and Operations** is responsible for ensuring the implementation and maintenance of the CPP in assigned work areas and for ensuring that employees receive answers to questions about the program in a language they understand.

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

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.
- 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.

- 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** 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.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Utilizing **Appendix A: Identification of COVID-19 Hazards form** and identifying any potential exposures in their work area or in or around the school grounds.
- Evaluating their own exposure prior to entering the workplace, to keep everyone safe.
- Taking ownership to keep up-to-date on industry-specific guidance from the State of California, Cal/OSHA, and local health department. Safety is everyone's responsibility.
- Participate in periodic inspections using **Appendix B: COVID-19 inspections form** to identify potential hazards in their own work area or in or around the school grounds.

Employee Screening

All individuals will be screened prior to entering the workplace.

- Take temperature of individual requesting access to site with non-contact thermometer.
- Provide *COVID-19 Site Access Questionnaire*.
- Ensure individual has appropriate PPE (mask and face shield).
- Implement social distancing protocols by deploying staff to assure physical distancing at all times.
- Supervising adults and staff who screen positive at entry or report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections form**, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed, and correction time frames assigned, accordingly. Individuals will be identified as being responsible for timely correction. Follow-up measures will be taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Placing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Instituting staggered arrival, departure, work, and break times.
- Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Refer to section 3205(c)(6) for details

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Employees will utilize face coverings that will be provided to them prior to entry into the workplace. These face coverings will be replaced and cleaned, as needed. All non-employees without face coverings will be provided one.

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

- When an employee is alone in a room.
- While eating and drinking, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person will be provided alternatives, which will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Installing solid partitions that help maintain safety for all individuals.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Keeping doors open and increasing ventilation, while assessing hazards such as heat and wind.
- Keeping filters clean to the highest level compatible with existing ventilation systems by conducting regular HVAC/air quality inspections.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- High touch areas are frequently cleaned. Employees and authorized employee representatives are aware of the frequency and scope of cleaning and disinfection. The contracted service provider has been trained to engage in appropriate cleaning and disinfecting.
- School provides employees with single use designated supplies, when appropriate.
- Hand sanitizer is available to all employees near the following locations: entrance and exit; main office; classrooms; testing areas; and restrooms.
- Soap and water are available to all employees at the following locations: restrooms, all classrooms, multi-purpose room, and office.
- Employees are reminded to wash their hands frequently.
- Sharing of workspaces and held items is minimized.
- Measures are in place to ensure physical distancing as employees and service providers enter and move through the facility.

- Measures are in place to promote optimal ventilation in the school.
- We ensure adequate supplies and adequate time for cleaning and disinfecting to be done properly.
- Cleaning of work areas, counters, restrooms, doorknobs, is done several times a day.
- There are enough hand-sanitizing stations to accommodate frequent hand sanitizing by all individuals on campus.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Notify the LAUSD Charter Schools Division (Authorizer) and Department of Public Health, as appropriate, of an outbreak.
 - An outbreak is defined as: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. The outbreak is to be reported to LA County Department of Public Health by contacting 888-397-3993 or 213-240-7821 phone numbers.
 - School groups include persons who share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while one or more persons were infectious.
- Notify the community and share how school is addressing it.
- Complete COVID-19 Screening Checklist and SB1159 Compliance Forms to ensure all relevant information is recorded.
 - Name and contact information of person making the report.
 - Information provided.
 - Date and time the information was received.
- A room for employees who might have COVID-19 or other communicable disease and are waiting for pickup, if needed.
- Immediate separation of the individual from the school community to self-isolate at home if notification occurs while on campus.
- Fact sheets distributed to individual covering regulations governing self-isolation and sharing links to sites with further information.
- COVID-19 testing for all exposed individuals, with regular testing based on need.
- Reporting all COVID-19 exposures to the department of Public Health.
- The classroom or office where the COVID-19 positive individual was based will close temporarily for cleaning and disinfection.
- Notification that close contacts at school outside of the classroom should also isolate at home.
- Organization will consider whether school closure is warranted, and length of time based on the risk level within the specific community as determined by the local public health officer.
- Organization does not accept unofficial sources as confirmation of COVID-19. We confirm with Public Health Services/Officials and follow their recommendations.

Shared tools, equipment, and personal protective equipment (PPE)

PPE will not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools will not be shared, to the extent feasible. Where there must be sharing, the items will be cleaned between uses by utilizing appropriate materials or calling on the plant manager to clean and disinfect, as appropriate.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we have:

- Hand sanitizing stations in every classroom, office, and lounge which includes a sink, soap, hand sanitizer (without methyl alcohol), gloves, and disposable paper towels.
- Employees are encouraged to wash hands frequently.

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

We 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.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Separated from the school community to self-isolate at home if notification occurs while on campus.
- Provided a fact sheets that covers regulations governing self-isolation and sharing links to sites with further information.
- Provided with free COVID-19 testing.
- If individual tests positive, then the classroom or office where the COVID-19 positive individual was based will need to close temporarily for cleaning and disinfection.
 - Close contacts at school outside of the classroom should also isolate at home.
 - Organization will consider whether school closure is warranted, and length of time based on the risk level within the specific community as determined by the local public health officer.
 - An outbreak is defined as: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus. The outbreak is to be reported to LA County Department of Public Health by contacting 888-397-3993 or 213-240-7821 phone numbers.
 - *School groups include persons who share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while one or more persons were infectious.
- Organization does not accept unofficial sources as confirmation of COVID-19. We confirm with Public Health Services/Officials and follow their recommendations.

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:

- Confirmed or possible COVID-19 cases should be reported to the Director of Compliance and Operations via email.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees will receive basic information on COVID-19 and organization will share measures to stay safe (i.e., COVID-19 fact sheet).
- Workplace will share procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

- Regular, employer provided, COVID-19 testing will be conducted at the school site, based on identified needs.
- Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will be shared.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and the workplace COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Workplace 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.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document trainings.

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 have demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits.
- 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

- 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.
 - 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.

Dr. Aida Tatirossian, Principal



PANDEMIC RECOVERY – THE ROAD AHEAD

COVID-19 School Safety Plan

Part II

Reopening Models – COVID-19 School Safety Plan – Part II

In School – this model invites 100% of the student body to return for five full days of instruction inside school buildings. This model is selected when there is very low threat of COVID spread.

Hybrid – this is a blend of distance learning and in-school instruction with heightened social distancing, hygiene, and sanitizing to minimize COVID spread. This model is selected when the threat of COVID spread is low or moderate.

Distance Learning – this is online instruction. This model is selected when the Department of Public Health has recommended return to full distance learning due to high volume of COVID outbreak.

Operations Plan

Maximizing Distance in Classrooms

All classrooms have been reconfigured to maximize space between students. Based upon the recommendation of the Centers for Disease Control (CDC) and Department of Public Health (DPH) guidance, student workstations are spaced to provide a distance separating students that is 6 feet, when feasible. Where 6 feet distance is not possible, physical barriers are used to minimize close contact. Personal furniture, classroom area rugs/carpets, fabric covered items, and extra furniture will be removed when possible. Wherever possible, teachers will have a designated presentation area in the classroom that is more than 6 feet from students. Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.

Social Distancing Throughout Campus

Social distancing will be maximized to the greatest extent possible, with the standard goal of 6 feet. Other mitigating factors may be used when social distancing is not feasible, such as clear plastic or solid surface barriers that can be cleaned and sanitized often. Signage will be posted to maintain 6-foot distance between individuals.

Visual cues will be provided wherever possible to support compliance with social distancing for all individuals.

School employees will be deployed in areas where lines tend to form to assure physical distancing as students enter, go through symptom checks, and proceed to classrooms.

Materials Sharing

Protocols have been developed to minimize the need to have multiple students sharing high-touch materials to the greatest extent possible. These materials include, but are not limited to books, computers, calculators, writing utensils, keyboards, headphones, art supplies, etc. Additionally, all school materials used by students will be disinfected between users and at the end of the school day.

General paper flyers and communications to all school communities, parents and students will be digital whenever possible, such as Blackboard Connect messages, text, email, or video to limit the distribution of paper materials.

Signs, Messages, and Training Protocols

Signs and messages explaining protocols and expectations to stop the spread of disease will be posted throughout the school. Staff members will all be provided with Personal Protective Equipment (PPE) supplies and will have in-service training for ensuring health and safety in the workplace.

- Signs will be posted in highly visible locations, such as school entrances and restrooms that describe how to stop the spread of germs (i.e., handwashing, face masks).
- Regular announcements will be made on reducing the spread of COVID-19 through the school's PA system.
- Signs and messages related to disease transmission will be accessible for students with disabilities and in languages appropriate for the school population.

Staff members will attend mandatory training on health and safety protocols before in-person instruction commences.

School Building Protocols

Heating, Ventilation, and Air Conditioning (HVAC) Systems

- The LAUSD regularly checks HVAC systems to confirm they operate properly. Ararat Charter is located on a District facility.
- Ventilation systems will be maintained “on” when buildings are in use.
- Doors and windows are kept open during the school day when feasible and outdoor conditions make this appropriate.
- Outdoor instruction will be used when feasible and where safety conditions and physical space allow.
- The COVID-19 isolation areas will be outdoors to maximize ventilation and minimize exposures to COVID-19 infection when feasible. Under no circumstances will an isolation area be in a room without a functioning HVAC system.

Bathroom Protocols and Cleaning

Social distancing will be maintained in communal bathrooms. The following bathroom protocols will be implemented:

- All bathrooms will be serviced, and high touch areas disinfected twice a day.
- Disinfecting will be conducted by the night cleaning crew once per day.
- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap and water at the stations set up in every classroom.
- Trash cans will be placed near the door and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.
- A restroom will also be designated for individuals in the isolation and quarantine areas. This restroom will be cleaned and sanitized before other occupants may use it.

Water Systems

- Students and staff will be encouraged to bring their own water bottles.
- Drinking fountains and bottle filling stations will be turned off.
- Water systems will be thoroughly flushed after long periods of inactivity.

Cleaning Protocols

Ararat Charter School will follow DPH and CDC guidance for cleaning and disinfecting schools.

- Routine cleaning of facility will occur daily, with common areas and high-touch surfaces cleaned at least twice daily. Common areas include the main office, breakrooms, restrooms, classrooms, all health office areas, cafeteria, and multi-purpose room.
- Health Office areas may require more frequent cleaning, as needed.
- High-touch playground equipment will be taken out of use and replaced with no touch games.
- When possible, cleaning and disinfecting products with asthma-safer ingredients will be selected to reduce the risk of asthma.

- School bathrooms will be serviced and sanitized at least twice daily. Additional disinfecting will be implemented when an individual with COVID-19 symptoms has used a bathroom.
- Appropriate Personal Protective Equipment will be worn during cleaning in accordance with cleaning and disinfectant product directions.
- Enhanced cleaning will be conducted when students are not at school or during periods of lowest occupancy with adequate time to let spaces air out before the start of the school day or between cohorts.
- All cleaning products will be kept out of reach for children and stored in secured locations.

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Daily Operations

Cohort Groups

Ararat Charter is no longer participating in the Cohort Model and has not participated since November 2020. At the time of participation, the total number of students on campus was not greater than 12 at any one time, which was significantly below the 25% threshold.

Hybrid Model of Instruction

The hybrid model of instruction extends the cohorting practice for both group size and presence in schools. In the hybrid model, students will be assigned to cohorts. Sharing of equipment and supplies will be avoided where possible. Should equipment need to be shared, it will be sanitized before and after each use by a different student and/or employee. Furniture and equipment used for support services will be arranged to promote 6-foot distance between any two students and/or between students and staff.

Pre-K - Grade 5: The primary cohort group for students in Pre-K through Grade 5 is their classroom. Class groups will be as consistent as feasible, with the same class group remaining with the same staff for the day when practical. Mixing of groups will be limited to the greatest extent possible. Students will remain in their cohort group in their classrooms, as well as during Physical Education, Library, Art, Music, lunch, and recess.

Visitors

Visits to the school by individuals other than students and staff shall be avoided whenever feasible and limited to those who are essential for the school's operation. Parents of enrolled students are encouraged to conduct business with school personnel remotely. All visitors must check-in and provide their name, phone number and email address, so that they can be contacted if there is an exposure during their visit. Visitors will be encouraged to come by appointment and alone. If a visitor must be accompanied by another person (e.g. for translation, visitor is a minor or has minor students), then their information needs to be captured in the visitor log as well. Movement of visitors within the school will be limited to designated areas such as the main office, conference rooms, lobby, and public restroom. Visitors are not permitted to interact with any cohorts. All visitors will be required to wear a face covering at all times. This applies to all adults and to children 2 years of age or older. Visitors must arrange for an alternative family member to conduct business on campus if they are not able to wear a face covering. If a visitor arrives without a face covering, one will be provided. Any parent/guardian picking up a student who has been placed on isolation or quarantine, must stay outside campus and the student will be brought to them for dismissal.

Meal Program Compliance

Ararat Charter School is part of the LAUSD Food Services network. Ararat Charter's students will continue to benefit from The Grab & Go Food Centers. The list below are the Centers in Local District Northeast, where Ararat Charter is located:

LOCAL DISTRICT NORTHEAST

Byrd Middle School
8501 Arleta Ave., Sun Valley 91352

East Valley Senior High School
5525 Vineland Ave., North Hollywood 91601

Fulton College Preparatory School
7477 Kester Ave., Van Nuys 91405

Maclay Middle School
12540 Pierce Ave., Pacoima 91331

Mount Gleason Middle School
10965 Mount Gleason Ave., Sunland-Tujunga 91040

CLOSING 2/1/21: Panorama Senior High School
8015 Van Nuys Blvd., Panorama City 91402

Romer Middle School
6501 Laurel Canyon Blvd., North Hollywood 91606

San Fernando Senior High School
11133 O'Melveny Ave., San Fernando 90140

Sylmar Charter High School
13050 Borden Ave., Sylmar 91342

Van Nuys Senior High School
6535 Cedric Ave., Van Nuys 91411

OPENING 2/1/21: Vista Middle School
15040 Roscoe Blvd., Panorama City 91402

Student Meals and Food Service

Plan for Students on Campus

- If students will be consuming meals at school, they will be located outdoors instead of in a communal cafeteria whenever possible.
- Individuals from different cohorts will not be permitted to intermingle during nutrition periods.
- If meals take place in the cafetorium, mealtimes will be staggered.
- Space between tables and/or chairs will be increased to 6 feet. Barriers between tables and chairs may be utilized when 6 feet distance is not possible.
- If students need to line up to pick up food, markings will be used to assure 6-foot distance between students.
- Staff supervision will be exercised during this period to remind students of physical distance requirements.
- Sharing of food is not recommended to ensure the safety of children with food allergies and prevent the transmission of COVID-19.

Health Practices and Protocols

The following health and hygiene practices will be observed:

1. Hand Hygiene

- Teaching and reinforcement of hand washing with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer with at least 60% ethanol will be made available at school entrances and every classroom. They will be used by students with supervision.
- All students and staff will perform hand hygiene on campus at the start of each day.
- Hand-washing breaks will be incorporated into all students' daily routines, including before and after: eating or drinking, outdoor play, group activities, preparing food, touching one's face and face covering, and using the restroom.
- Hand-washing signs will be posted as visual reminders.
- Staff are instructed to model frequent hand washing, especially in lower grades.

2. Face Coverings

- All students, staff and visitors are required to wear face coverings/masks while on school grounds, unless exempt by a medical professional or 2 years of age or younger.
- Students and staff are encouraged to bring their own face covering but will be provided with one if they do not have one.
- Wearing a face covering does not eliminate the need to social distance or wash hands frequently.

3. Social distancing

- Social distancing will be maximized to the greatest extent possible with the standard goal of 6 feet.
- When eating or drinking, it is preferred to do so outdoors and away from others. For staff eating or drinking at a cubicle or workstation is preferred to eating in a breakroom, if eating in a cubicle or workstation provides greater distance from one another.

4. Enhanced Cleaning and Disinfection of Surfaces

- Staff members responsible for cleaning and disinfecting will be provided training on the appropriate and safe use of all provided cleaners and disinfectants.

5. Provide Adequate Supplies

- All bathrooms will be supplied with adequate amounts of soap and paper towels.
- Hand sanitizer will be provided to all classrooms and student areas that do not have handwashing stations, and will be available at the entrance of buildings, offices, and reception areas.
- All students and staff will be provided with a cloth or disposable face coverings by request or if they do not have one.
- Disposable gloves will be provided to staff for medical uses, cleaning/disinfection and when handling food items.

Stay-at-Home Guidelines during the COVID-19 Pandemic

Ordinarily, deciding when a child or staff member is too sick to go to school or work can be a difficult decision. For as long as the risk of community spread of COVID-19 remains, the guidelines below and advice from a health care provider should be consulted when symptoms are experienced. COVID-19 is an illness caused by a virus that can spread person to person. COVID-19 symptoms can range from mild (or not symptoms) to severe illness. The virus is transmitted through respiratory droplets when an infected person talks, coughs, or sneezes. The virus may also be airborne or transmitted by touching a surface or object that has the virus on it, and then

touching your mouth, nose, or eyes. Anyone with COVID-19 symptoms or COVID-19 exposure must not attend school or work and should inform the school if they are sick with COVID-19 related symptoms or if they have had known contact with someone diagnosed with COVID-19. Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of infected person.

COVID-19 symptoms can vary, but symptoms may include:

- Fever above 100 degrees Fahrenheit (F)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member experiences any of the above symptoms, they must stay home and should contact their health care provider for further instruction. They must also notify the school of their absence and any COVID-19 symptoms.

COVID-19 exposure:

If a student or staff member has had close contact (within 6 feet for greater than 15 cumulative minutes within a 24-hour period) with someone who is a confirmed case of COVID-19, the student or staff member must remain in quarantine for at least 14 days from the last day of contact with that COVID19 case and self-monitor. The exposed person must quarantine for the full 14 days even if their own COVID-19 test result is negative.

If a student or staff member has had close contact with or has been part of a cohort with someone who is an unconfirmed symptomatic case of COVID-19, they may remain on campus. If the symptomatic case subsequently tests positive for COVID-19, the close contacts and members of the cohort, who had contact with the confirmed case during the infectious period, must quarantine immediately for the full 14 days since the last contact with that COVID-19 case, even if their own COVID-19 test is negative. If the symptomatic case tests negative, a copy of the negative COVID-19 molecular test or medical clearance must be provided.

Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider.

Ararat Charter will continue to support students and staff with acute or chronic health issues. Long term absences may be evaluated if criteria are appropriate for medical leave or other potential medical accommodations under IDEA or Americans with Disabilities Act Amendment Act (ADAAA) guidelines.

COVID-19 Daily Health Check Questions

All employees and students (or their parents or guardians) are asked to perform a self-assessment prior to leaving for school to identify fever or other COVID-19 symptoms. If the answer to the question, “Do you agree to the statement below” is NO, employees and students must remain home and notify the school of the absence.

Do you agree to the statements below? All responses should be “yes” otherwise remain home and notify the school of the absence.

1. I am feeling well.
2. I have not had any of the symptoms below in the last 14 days.
 - Fever of 100 degrees or greater
 - Shortness of breath or difficulty breathing
 - Chills
 - Fatigue (new or severe)
 - Any of the following not due to a chronic condition:
 - Cough
 - Congestion or runny nose
 - Muscle or body aches
 - Headache
 - Sore throat
 - Nausea or vomiting
 - Diarrhea
 - New Loss of taste or smell
3. I have not been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days.
4. I have not been informed by my medical provider that I have COVID-19 in the past 14 days.
5. I have not had a positive COVID-19 test result in the past 14 days.
6. I am not currently under a quarantine or isolation order.
7. I have been as safe as possible.

IF YOU ANSWERED NO, TO ANY OF THE QUESTIONS, YOU MUST STAY HOME AND NOTIFY THE SCHOOL

A check-in area for the Daily Health Check will require all employees to fill out this short questionnaire with a signature and date. Temperature checks will also be taken at the check-in point for students, staff, and visitors. If the individual has a temperature of 100 degrees Fahrenheit and above, they will be given an opportunity to step aside and wait a minimum of 5 minute to cool down and get their temperature checked again. If the temperature for the individual remains at 100 degrees Fahrenheit and above during the second attempt, the individual will not be allowed on campus unless he or she is an unaccompanied student.

Adult visitors and staff who are not allowed entry, have a temperature of 100° F and above or who report symptoms at any point during the school day are instructed to return home, self-isolate and keep away from others until further instructions are given by the COVID-19 Compliance Officer.

Students who screen positive at entry, have a temperature of 100° F and above or who experience symptoms at any point during the school day will be given a surgical mask and accompanied to the designated isolation area where they can remain while arrangements are made for their return home.

The school COVID-19 Compliance Officer is informed of any positive screening results in the school and will then coordinate response with the Community Engagement team.

Use of Face Coverings, Masks, and Face Shields

Ararat Charter does require all students, employees and visitors while on school property to wear a face covering and follow the school's protocol. This includes parents who are dropping off or picking up children. A face covering or mask will be provided to any student or employee who does not have one.

Face Covering- A face covering may be a cloth face covering or a face mask. Instructions for the use of face covering or masks are available from the CDC. The face covering must cover the nose and mouth. It can be secured to the head with ties or straps. A cloth face covering may be factory-made, or hand sewn. Face coverings are not respiratory protective equipment. Face coverings should not have valves or vents, which allow virus particles to escape.

Cloth face coverings must be replaced or laundered daily. Cloth masks should be laundered with your regular laundry and detergent on the warmest setting for the cloth used. Soiled or wet face coverings will be replaced immediately. Parents are encouraged to provide a second face covering for school each day in case the one a child is wearing gets soiled or lost.

Face coverings must be worn at all times while on school property except when eating or drinking. Staff and students who are alone in closed offices, or other private, enclosed spaces are not required to wear a face covering. Students may also remove cloth face covering when eating. Students receiving specialized services, such as medical treatments or Speech and Language Therapy may remove their face coverings but may be asked to wear a clear face shield. Social distancing will be strictly enforced during these times.

The following individuals are exempt from wearing a face covering per the LADPH guidelines.

- a. Anyone for whom use of a face covering would be contrary to his or her health or safety because of a medical condition. All students who are medically exempt must have written documentation provided from their physician on file with the school nurse. A Student Mask Exemption Plan will be created and on file. Students who cannot wear face coverings cannot be cohorted with any other students and based on the availability of teaching personnel may be asked to continue with distance learning.
- b. A child whose parent, guardian or person responsible for the child is unable to place the face mask safely on their face.
- c. Children that are age 2 and under.

Teachers in early grades and those with specialized groups such as Deaf/Hard of Hearing may use a plastic face shield that extends below the chin as a substitute for a cloth face covering to enable students to see their teacher's face and avoid potential barriers to phonological instruction. Alternative protective strategies may be adopted to accommodate students who are on individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

Health Monitoring and Containment Plan

Communicable Disease Monitoring

Students and staff with suspected or positive COVID-19 cases will be managed by the COVID-19 Compliance Task Force, which must include the School Nurse. The Attendance Office will work with the COVID-19 Compliance Task Force to record and track students and staff who are absent due to illness to determine if it is COVID-19 related and requires further investigation. A designated COVID-19 Compliance Task Force member will manage data collection and collaborate with the Community Engagement Team along with the Los Angeles County Department of Public Health (LACDPH).

Daily Health Self-Assessment

All students and staff are to perform a daily self-health screening check prior to leaving home for school each day by answering the Daily Self Screening Questions listed in the previous section titled “Reporting Illnesses and Addressing Vulnerable Populations.” If any staff or student answers YES to any question, they must remain at home and notify the school.

School staff will also monitor self-assessments by asking if students and staff answered “yes” to any of the screening questions. Adult visitors and staff who screen positive at entry or who experience symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order.

Students who screen positive at entry will be given a surgical mask and accompanied to the designated isolation space where they can remain while arrangements are made for their return home.

Illness at School

Any student or staff member who becomes ill at school with COVID-19 symptoms must be separated from others immediately. Staff will need to exit the school site immediately and are instructed to return home and self-isolate per Health Officer Order.

Students will be escorted to the isolation area by designated staff. Students will be supervised until picked up by parent/guardian within one hour or released to another healthcare facility, if deemed necessary. Students will not be left unattended in the isolation area.

Within 48 hours, student or staff member should schedule a COVID-19 test, as needed, and notify the school when test results are known.

Isolation Area

Each school will identify an isolation area separate from the health office. LACDPH strongly recommends this area be located outdoors. Students who screen positive or experience COVID symptoms will wait in this area until picked up by parent/guardian or transferred to a healthcare facility. All students in the isolation area will be supervised by a staff member. The staff member will be provided with a mask, face shield, disposable gown, and gloves. Social distancing of six feet or greater will be maintained in the isolation area. A log will be maintained by the staff person supervising the isolation area of all persons that enter the isolation area. A separate bathroom

will be designated for use by anyone utilizing the isolation area.

Quarantine Area

Students who have had close contact with an individual that has a confirmed COVID19 case or are part of a cohort that had contact with the individual will be quarantined in a designated area, preferably outdoors, until picked up by a parent/guardian. Students will be grouped by cohorts and not intermingled in this area. Social distancing of six feet or greater will be maintained. All students in the quarantine area will be supervised by a staff member. If an entire cohort must be quarantined, they remain in their classroom as a group. Students and staff who have had close contact or are a part of a cohort with an individual who is unconfirmed symptomatic for COVID-19 may continue to attend school. If the symptomatic individual subsequently tests positive for COVID-19, all individuals who were close contacts or part of the cohort during the positive case's infectious period, must be immediately quarantined and sent home.

Confirmed COVID-19 Positive Student

If a student who has been physically on campus receives a confirmed diagnosis of COVID-19, LACDPH will be notified immediately by the COVID-19 Compliance Officer. In addition, those in close contact with the student will be notified of the potential exposure by school administration and instructed on current LACDPH protocol and decision pathways related to exposure.

Confidentiality of the ill individual will be maintained in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA). All communication will follow the Ararat Charter's COVID-19 Response and Communication Protocols.

Ararat Charter will communicate all possible COVID-19 exposure with all staff, families, students, and stakeholders.

Confirmed COVID-19 Positive Staff

If a staff member who has been physically on campus has a confirmed COVID-19 diagnosis, LACDPH will be notified immediately by the School COVID-19 Compliance Officer. In addition, those in close contact with the staff member will be notified of the exposure by school administration and instructed on current LACDPH protocol related to exposure.

Confidentiality of the ill individual will be maintained in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA). All communication will follow Ararat Charter's COVID-19 Response and Communication Protocols.

The Director of Compliance and Operations will also ensure that the employee has been provided with the workers' compensation claims form (DWC-1). All positive reports for COVID-19 tests of staff must be immediately reported to Ararat Charter's third-party administrator for workers' compensation, CharterSAFE. All serious illnesses must be reported to the California Occupational Safety and Health Administration (Cal-OSHA) within 8 hours. A COVID-19 case would be considered serious if it resulted in the employee's transport to the hospital from the school, if the employee was admitted to the hospital, or if the employee passed away due to an illness occurring in or in connection with employment. All notifications to Cal-OSHA need to be made immediately and documented.

Case Management

One case

The COVID-19 Compliance Officer instructs the individual who tested positive (case) to follow the COVID19 Home Isolation Instructions and informs the case that DPH will contact the case directly to collect additional information and issue Health Officer Order for isolation.

The COVID-19 Compliance Officer works with the case to identify close contacts and notifies the contacts to quarantine at home and test for COVID-19 five or more days after exposure. The contacts will also be contacted by DPH directly to collect additional information and issue Health Officer Order for quarantine.

The School COVID-19 Compliance Officer submits the list of exposed individuals to LACDPH using the COVID-19 Case and Contact Line List for the Educational Sector within one business day of notification of a laboratory confirmed COVID-19 case. This information will be transmitted to LACDPH via email to: ACDC-Education@ph.lacounty.gov.

The Compliance Officer notifies the principal of all positive cases. Additionally, the Compliance Officer will provide notice to all employees who may have had a COVID-19 exposure within one business day. This notice of potential exposure may not reveal any personal identifying information of the COVID-19 case. Personal information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

Employees or students who test positive will receive a link to view their test result with instructions to isolate immediately.

Two cases within 14 days

In addition to implementing the above measures, the Task Force reviews the need for additional infection control measures.

Three cases within 14 days

In addition to implementing the above measures, the School COVID-19 Compliance Officer must report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within one business day via email at: ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. If the DPH Acute Communicable Disease team determines that these cases meet the criteria for an outbreak, LACDPH will send a public health investigator to coordinate next steps.

An outbreak for K-12 schools is determined to be at least 3 confirmed cases within 14 days in a group that is epidemiological linked. The group can be a classroom, school event, extracurricular, team, club, transportation. Infected persons must have been present in the same setting during the same time period while infectious. Household contacts will be grouped as a single case. Cases who have close contact outside of the school setting, will be grouped as a single case. For example, if two unrelated students are being babysat by the same provider after school, and both test positive for COVID-19, they will be considered one case when establishing epi-links on campus.

The Compliance Task Force will investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak. The Task Force will also review COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread. The investigation and review will be documented.

Communication Plan for Transition between Instructional Models

In the event there is a report of possible COVID spread within a school where the DPH recommends long-term or short-term suspension of in-person instruction, the communication plan will follow the same protocols from previous Ararat Charter closings and dismissal procedures. Ararat Charter will use Blackboard Connect message and Ararat Charter's website to communicate with families and staff regarding any school closure. The Governing Board will be immediately informed of the reasons for the closure and procedures being put into place by the school. The school will immediately transition to distance learning under the advisement of LACDPH.

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COVID-19 Response Teams and Responsibilities

The School COVID-19 Compliance Task Force Officer will:

- Monitor illness trends of student and staff absences;
- Notify LACDPH of suspected or confirmed cases of COVID-19 and will collaborate with local public health department regarding contact tracing and any other mitigation or containment procedure as directed and notify the Principal of suspected or confirmed COVID-19 illness;
- Will provide support to the student and family regarding concerns arising from COVID-19 diagnosis or exposure.

The Attendance Monitor will:

- Notify the School COVID-19 Compliance Officer daily of student or staff absences that include suspected or confirmed COVID-19 diagnosis or any symptom of COVID-19;
- Assure confidentiality of all medical information of student or staff member.

The Office Manager will:

- Notify close contacts of students or staff with COVID-19 exposure upon directions of LACDPH, while maintaining confidentiality;
- Manage school dismissal if necessary and notification of school community;
- Assure confidentiality of all medical information of student or staff member, in collaboration with the Compliance Task Force Officer.

The Plant Manager will:

- Under direction of the Director of Compliance and Operations (Compliance Task Force Officer) clean and disinfect the area utilized by ill students or staff per district and DPH and CDC protocols.

The School Nurse will:

- Provide emergency medical care, medication administration, specialized health care procedures;
- Supervise and train licensed and unlicensed school staff;
- Act as the Exposure Management Advisor;
- Train classroom staff on basic first aid and the identification of COVID-19 symptoms.

Since Ararat Charter does not have a full-time nurse, the Assistant Director of Compliance and Operations is designated to manage Health Office areas, when nurse is not present.

Return to School or Work after COVID-19 Diagnosis, COVID-19 Symptoms, or COVID-19 Exposure

All students or staff returning from any or suspected COVID-19 illness or exposure are to adhere to the following guidelines. All students will need clearance from the COVID-19 Compliance Task Force Officer after safely quarantining to return to school.

Positive COVID-19 Diagnosis

If diagnosed with COVID-19, with or without symptoms, the following LACDPH guidelines will be followed for returning to school or work.

COVID-19 with symptoms- person may return when **ALL** the following are met:

1. At least 10 days have passed since the first symptoms;
2. 24 hours of no fever without using fever reducing medications;
3. Symptoms such as cough and shortness of breath have improved.

COVID-19 with no symptoms- person may return when the following is met:

1. 10 days from the test date.

COVID-19 Symptoms with NO testing- person may return when ALL the following are met:

1. At least 10 days from when symptoms appeared;
2. 24 hours of no fever without using fever reducing medications;
3. Symptoms such as cough and shortness of breath have improved.

Any COVID-19 related symptoms- person may return when the following are met:

1. 24 hours of no fever without using fever reducing medications;
2. Physician's note documenting the source of infection and no known COVID-19 exposure.

COVID-19 Symptoms with Negative Test Result- person may return when all of the following are met:

1. 72 hours of no fever without fever reducing medications;
2. Symptoms such as cough and shortness of breath have improved.

COVID-19 Exposure

Exposure is defined as being within 6 feet of an infected person for greater than 15 cumulative minutes within a 24-hour period, or unprotected contact with body fluids of infected person. A person may return when the following is met:

1. After quarantine at home for 14 days from last exposure to positive COVID-19 case;
2. If individual becomes symptomatic, must follow above guideline for COVID-19 symptoms.

COVID-19 Surveillance Program

In response to the COVID-19 pandemic, Ararat Charter is implementing a program to provide the highest level of safety measures at schools. The key components of the program include daily health checks, COVID-19 testing of students and staff, and community engagement to follow up on positive cases of COVID-19 and employees who may have been exposed. Additionally, reporting procedures have been developed in accordance with the law to keep the school community informed of this testing and its results and of the school's continued health mitigation measures.

Ararat Charter is working with CoVerify to implement a program to provide regular COVID-19 testing of all employees and students. The samples collected are packaged and sent to the lab. All test results and data collected is stored in a secure database and kept private. Information is only shared to the extent permitted under applicable privacy laws and/or when your express authorization has been obtained to share the information.

Baseline testing will be conducted to inform a safe re-opening of in-person instruction. In the 7 days prior to the reopening of the school, all Ararat Charter students and staff who will be returning to the school campus will be provided with a back-to-school baseline test. Students whose families choose for them to remain on 100% online instruction and staff who are working remotely are not required to participate in this testing program.

Students and staff who return to school campus will participate in symptomatic and response testing, in addition to asymptomatic testing, offered on the campus.

Staff and students are required to participate in Ararat Charter's COVID-19 testing program prior to entering the school campus, which includes testing of asymptomatic, symptomatic, and exposed individuals.

Serving Students with Disabilities

Ararat Charter is prepared for opening to provide FAPE in the least restrictive environment (LRE) for each child. All students with disabilities will receive services according to their IEP. In accordance with IDEA it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.

Every child with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program (IEP). Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and Plexiglas dividers) who are required to deliver handover hand instruction or hygiene service needs for students.

Service Provision

Students will receive services as outlined in their IEP.

- Where possible, each student will be included into the Least Restrictive Environment. Special education teachers supporting students in the general education setting will provide services either remotely, or in person within the student's established cohort or on a one to one in person basis.
- Related service providers will provide services to students remotely via distance learning, or on a one to one in-person basis, as appropriate.
- The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
- If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
- In the event that the Department of Public Health requires the level of mitigation that would require the school to return to a full Distance Learning Model, each student will have an Individualized Distance Learning Plan reinstated that is in accordance with the IEP. FAPE will continue to be provided.
- Ararat Charter will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
- If a student in special education is unable to wear a face covering, alternative protection strategies may be adopted. Other PPE will be considered to mitigate COVID-19 spread. Students who are unable to wear face coverings are unable to cohort with other students. These students will remain on the distance learning program and may come onto campus for one-on-one specialized services as needed.
- Staff will be supplied with protective equipment as appropriate, including masks, shields, gloves, and gowns.

504 Accommodations

The 504 Plan is developed to ensure that a child who has a disability identified under ADA receives appropriate accommodations that provides equitable access to the learning environment. All accommodations within the 504 Plan will be followed. The team may need to provide other accommodations to meet specific criteria under the reopening school plan. Case managers will review 504 Plans to make sure that students receiving accommodations have equitable access to their education under the reopening plan. When required a 504 meeting will be held to provide appropriate added accommodations.

Family and Student Engagement

Ararat Charter places a high priority on providing timely communications to our stakeholders during this unprecedented time. Ararat Charter communicates with families through multiple platforms – including:

- Traditional communications (email, calls, text, U.S. mail)
- Blackboard Connect
- Social media (Facebook)
- Digital media (Website, Zoom and Google Classroom)
- English Learner Advisory Committee
- School Leadership Council
- Cappuccino with the Principal
- Governing board meetings

Ararat Charter is committed to the continual support of our families.

- The school will continue to comply with state and federal family engagement requirements during the COVID-19 pandemic. Virtual platforms will be used to facilitate the various events the school hosts including, but not limited to, governing board meetings, School Governance meetings, open houses, introductions from administrators, virtual tours and orientations.
- Staff training will be provided at the beginning of the school year to cover safety protocols, including social distancing, hand washing, face coverings, respiratory/cough etiquette, and cleaning/disinfection of surfaces.
- Student training will be provided in a format appropriate to students' age groups.

APPENDIX FOR PART I

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: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down 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: Ms. Adrineh Gharibi, Director of Operations and Compliance

Date: January 28, 2021

Name(s) of employee and authorized employee representative that participated: **Ovsanna Keshishyan – Assistant Operations and Compliance, Cindy Menjivar- Office Manager, Carlos Perez – Custodian, Julio Aguilar – Assistant Technology and Operations**

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
<ul style="list-style-type: none"> • People interaction • All countertops • All desktops • All work stations • All high traffic areas • Doorknobs • Handles • Machines • Tables • Chairs 	Main Office All Day	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Service Providers • Visitors • Students 	<ul style="list-style-type: none"> • Partitions • Barriers • Ventilation • Face Coverings • Face Shields • Gloves • Thermometer • Site Access Questionnaire • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Diluted Bleach • Soap and Water • Physical Distancing Floor Markers

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
<ul style="list-style-type: none"> • People interaction • All high traffic areas • Doorknobs • Handles • Tables • Chairs 	Lounge All Day	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Service Providers • Visitors • Students 	<ul style="list-style-type: none"> • Ventilation • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Diluted Bleach • Soap and Water • Physical Distancing Floor Markers
<ul style="list-style-type: none"> • People interaction • All high traffic areas • Doorknobs • Handles • Machines • Tables • Chairs 	Work Room All Day	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Service Providers • Visitors • Students 	<ul style="list-style-type: none"> • Ventilation • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Diluted Bleach • Soap and Water • Physical Distancing Floor Markers
<ul style="list-style-type: none"> • Doorknobs • Handles • Faucet/Sink • Toilet • Light switch 	Restrooms All Day	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Service Providers • Visitors • Students 	<ul style="list-style-type: none"> • Ventilation • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Diluted Bleach • Soap and Water • Physical Distancing Floor Markers

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
<ul style="list-style-type: none"> • All high traffic areas • Doorknobs • Handles • Drinking Fountains 	Hallways All Day	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Service Providers • Visitors • Students 	<ul style="list-style-type: none"> • Face Coverings • Face Shields • Gloves • Hand Sanitizer • UV Spray Gun • Diluted Bleach • Floor Markers • Block drinking fountain
<ul style="list-style-type: none"> • People interaction • All desktops • All high traffic areas • Doorknobs • Handles • Tables • Chairs • Drinking Fountains 	Classrooms All Day	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Service Providers • Visitors • Students 	<ul style="list-style-type: none"> • Ventilation • Partitions • Barriers • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Diluted Bleach • Soap and Water • Physical Distancing Floor Markers • Block drinking fountain
<ul style="list-style-type: none"> • Handles • Light switch 	Storage As needed	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Student Service Providers • Visitors • Students 	<ul style="list-style-type: none"> • Face Coverings • Face Shields • Gloves • Hand Sanitizer
<ul style="list-style-type: none"> • Benches • Tables 	Lunch Area School Hours	Possible exposure <ul style="list-style-type: none"> • Employees • Student Service Providers • Students 	<ul style="list-style-type: none"> • Face Coverings (Off during eating time) • Gloves • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Diluted Bleach

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
			<ul style="list-style-type: none"> • Soap and Water • Physical Distancing Floor Markers • Block drinking fountain
<ul style="list-style-type: none"> • Countertops • Machines • Sink • Handles 	Cafeteria School Hours	Possible exposure <ul style="list-style-type: none"> • Employees • Students 	<ul style="list-style-type: none"> • Ventilation • Barriers • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Diluted Bleach • Soap and Water • Physical Distancing Floor Markers
<ul style="list-style-type: none"> • Apparatus • Benches • Drinking Fountains • Equipment 	Playground School Hours	Possible exposure <ul style="list-style-type: none"> • Employees • Student Service Providers • Students 	<ul style="list-style-type: none"> • Face Coverings • Face Shields • Gloves • Hand Sanitizer • UV Spray Gun • Soap and Water • Physical Distancing Floor Markers • Block drinking fountain
<ul style="list-style-type: none"> • People interaction • Gate • Handles 	Arrival and Dismissal 7:30-8:00am 3:00-3:30pm	Possible exposure <ul style="list-style-type: none"> • Employees • Visitors • Students 	<ul style="list-style-type: none"> • No parents allowed on campus • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Soap and Water • Physical Distancing Floor Markers

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
<ul style="list-style-type: none"> • Tables • Chairs • Computers • Keyboards • Mouse • Handles • Drinking Fountains 	Computer Lab School Hours	Possible exposure <ul style="list-style-type: none"> • Employees • Contracted Vendors • Student Service Providers • Students 	<ul style="list-style-type: none"> • Ventilation • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Disinfecting Wipes • Diluted Bleach • Soap and Water • Physical Distancing Floor Markers • Block drinking fountain • Protection on screen and keyboard
<ul style="list-style-type: none"> • Tables • Chairs • Bookshelves • Handles • Books • Drinking Fountains 	Library School Hours	Possible exposure <ul style="list-style-type: none"> • Employees • Student Service Providers • Students 	<ul style="list-style-type: none"> • Ventilation • Face Coverings • Face Shields • Gloves • Hand Sanitizer • Disinfecting Wipes • UV Spray Gun • Soap and Water • Physical Distancing Floor Markers • Block drinking fountain

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: 1/28/2021

Name of person conducting the inspection: **Adrineh Gharibi, Director of Operations and Compliance, Ovsanna Keshishyan, Assistant Operations and Compliance, Cindy Menjivar, Office Manager**

Work location evaluated: **Ararat Charter School**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions	Good	Operations Team	Inspected Periodically
Ventilation (amount of fresh air and filtration maximized)	Fair	LAUSD – M&O	1/21/2021
Additional room air filtration	N/A		
Administrative			
Physical distancing	Good	Operations Team	10/10/2020
Surface cleaning and disinfection (frequently enough and adequate supplies)	Good	On-site custodian	Daily
Hand washing facilities (adequate numbers and supplies)	Good	On-site custodian	Daily
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	Good	On-site custodian	Daily
PPE (not shared, available and being worn)	Good	Operations Team	10/10/2020
Face coverings (cleaned sufficiently often)	Good	Operations Team	Periodically
Gloves	Good	Operations Team	Restocking as needed
Face shields/goggles	Good	Operations Team	Restocking as needed
Respiratory protection	Good	Operations Team	Provided as needed

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: **As needed**

Name of person conducting the investigation: **Operations Team**

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):			

SAMPLE

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

Appendix D2: COVID-19 Training Roster

Date: To be completed at the training that will be scheduled prior to reopening

Person that conducted the training: Operations Team

Day to Day Teacher Substitute Name	Signature

Appendix D3: COVID-19 Training Roster

Date: **To be completed at the training that will be scheduled prior to reopening**

Person that conducted the training: **Operations Team**

Special Education Contracted Service Provider Name:	Signature

Appendix D4: COVID-19 Training Roster

Date: **To be completed at the training that will be scheduled prior to reopening**

Person that conducted the training: **Operations Team**

Other Contracted Service Provider Name:	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.