

We the People High School, Long Beach, CA

**COVID-19 Containment, Response, and Control Plan & Protocols
2021-22 School Year**



1635 Long Beach Blvd.
Long Beach, CA 90813
562-533-4862

Welcome Back to School!

We the People High School opens on Monday, August 23rd with full in-person instruction for grades 9 and 10. We are still in the midst of a global pandemic with the new Delta COVID-19 variant running rampant through our communities. We also know that in-person instruction is what is best for students. This document outlines the processes and protocols that We the People High School will use to manage COVID-19 containment at our school site. These protocols align with the Los Angeles County Department of Public Health's guidelines for TK – 12 schools.

OFFICE SCHEDULE

The office will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

SCREENING PROCEDURE UPON ENTRY

WTPHS will enact the following protocols for screening upon entry to campus:

1. **For Students:** To be conducted in the lobby or outside of school for students prior to entrance into the building. **For Staff:** prior to the start of school day/work shift at home, OR by an office team member, prior to entrance into the building. There are three priorities:
 - a. **Questioning.** Ask all persons entering the building or campus about symptoms and exposure to COVID-19, including staff, students, parents/caregivers, contractors, visitors, and government officials. Adults with symptoms or exposure to COVID-19 will not be allowed on campus.
 - b. **Temperature Checks.** Temperature checks for students as they enter, for staff at home OR as they enter.
 - c. **Face Coverings.** Staff, students and authorized visitors may not enter the building or campus unless they are wearing a face covering. There are no exceptions. WTP will keep a supply of face coverings for individuals who have forgotten to bring one at the front desk.
2. **Screen Failure**
 - a. Students / staff with symptoms or who are sick will be sent home. Students or staff with symptoms screening from home will remain home. (See "When a staff member or student has symptoms of COVID-19")
 - b. Students who are waiting to be picked up will be kept outside the school. If weather does not permit, student will be kept in the designated isolation room, the nurse's office next to reception inside the school.
 - c. Staff will follow up with staff and / or families per the School Exposure Management Plan below.

ON-CAMPUS SAFETY PRECAUTIONS

We the People High School will offer in-person instruction for students in grades 9 and 10 in the 2021-22 school year. Here is what students can expect in their classes:

- Face masks are required to be worn at all times by all students and all students regardless of vaccination status.
- Upon entering a classroom, all students are directed to take hand sanitizer.
- 19 – 24 students per classroom.
- Distancing of 3 feet between students when possible.
- Assigned seating for the purpose of contact-tracing.
- Screen dividers when necessary.
- Desks are wiped down with disinfectant in between each class.

- Students can choose to eat lunch outside or in the multipurpose room, where the garage roll-up door will be kept open.
- Garage roll-up doors are kept open all day for air circulation.
- Air filters have been upgraded throughout the building.
- The maximum number of staff on campus each day is eleven (11) adults.
- The maximum number of students on campus each day for the 2021-22 school year is sixty (60) students.

BELL SCHEDULE

Regular Day: Monday - Thursday		Inst. Mins.
8:45 – 10:20	Period 1	95 min
10:25 – 12:00	Period 2	95 min
12:00–12:25	Lunch	25 min
12:25 – 2:00	Period 3	95 min
2:05 – 3:40	Period 4	95 min

Early Dismissal: Fridays		Inst. Mins.
8:45 – 10:20	Period 1	95 min
10:25 – 12:00	Period 2	95 min
12:00 –12:25	Lunch	25 min
12:25 – 2:00	Period 3	95 min
2:00	Dismissal for Students / Professional Development for Staff	

ATTENDANCE

Attendance is taken by the teacher in each class period and recorded in PowerSchool. If your child must miss school for any reason, please call the office by 9:00 a.m. to report the absence at 562-533-4862. You may also email Ms. Reyes with your child’s name, date of absence, and an explanation by 9:00 a.m. If your child tests positive for COVID-19, you must inform the school as soon as possible.

If your child needs to be at home for an extended period due to illness or quarantine, they can complete work via short-term independent study (up to 2 weeks). It is your responsibility to communicate and coordinate this with your child’s Advisor.

For further details about our attendance policy and practices, please review the Family/Student Handbook posted on our website.

COMMUNICATION

We will continue to communicate through the following systems:

- TalkingPoints – Our texting App.
- Email
- Google Classroom – Each teacher will use Google Classroom to assign and organize student learning.

Parents should communicate with teachers via email or by calling the school office at 562-533-4862. When communicating with any school staff, please expect to receive a response within 24 hours. If parents do not have an email address, please call the office and we will be happy to set you up with an email account over the phone.

The school administration will provide weekly updates through TalkingPoints and Email. School administration will also continue to send home monthly or bi-monthly letters with important upcoming dates and information. All Parents are encouraged to attend our monthly POC meetings which are the second Thursday of every month from 5:30 – 6:30 p.m. on Principal Ravi’s Zoom or in-person. The office is open from 8:00 a.m. to 4:00 p.m. daily, and TalkingPoints is monitored seven days a week.

STUDENT SUPPLIES AND TECHNOLOGY

Students are required to bring the following with them every day:

- Backpack
- Clean face mask
- Refillable water bottle

Once students receive their laptops, they should bring it to school each and every day. They should also bring their textbooks for the classes they have that day, and the 3-ring binder provided at the beginning of the school year. Please ensure they have their own pencils and pens to reduce the sharing of materials on site. The school’s drinking fountain has been replaced with a water filtration system where students can fill their water bottles.

Whether on campus or at home, all students are expected to follow our Acceptable Use and Responsibility Policy that is part of our beginning of the year paperwork.

COVID-19 HEALTH AND WELLNESS PROTOCOLS

To minimize the risk of COVID-19 transmission on our campus and comply with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and full support.

AT-HOME HEALTH SCREENINGS

Parents are strongly advised to monitor for symptoms at home and be reminded to keep sick children at home until they are fever and vomit free (without medication) for three days. Before leaving home all students, staff and parents must conduct a self-check. Ask yourself these questions:

- Do I have a fever?
- Do I have a cough?
- Am I experiencing shortness of breath or difficulty breathing?
- Am I experiencing any other symptoms?

If you have a fever with cough or shortness of breath, you are presumed to have COVID-19. Contact the school, let your doctor know, and get a test for COVID-19. To protect others, stay home, wear a facemask when you seek medical care and follow the Los Angeles County

Department of Public Health's Home Isolation Instructions, found here:
<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

Daily health checks will be performed onsite, consisting of temperature checks and health screening, and the school will monitor for signs of illness throughout the day.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

In order to be a good neighbor and have minimal impact on surrounding streets and businesses, we ask for parent cooperation with our drop-off and pick-up procedures.

Arrival

Parents/ guardians are to drop off students in the designated drop off area on Long Beach Blvd. in front of the school. Parents are to stay in their vehicles to keep the drop off process moving. Parents are asked not to use cell phones while dropping off.

We the People's campus is scheduled to open at 8:00 a.m., and school starts at 8:45 a.m. A staff member will be in the drop off and pick-up area on Long Beach Blvd. 15 minutes before school starts, and 15 minutes after school ends to oversee the transition. Drop off and pick up outside of these times must be done through the We the People Front Office.

If you are dropping your student off in a car, cars should approach the school's entrance going southbound on Long Beach Blvd. Make sure your children exit from the right side of your car onto the sidewalk in front of the school. For the safety of all students, and in order to keep traffic moving, the only person who should exit your vehicle is the student.

Safe Driving Procedures & Parking

Parking is only available in the surrounding residential neighborhood. There is 2-hour parking available in front of the school. All day parking can be found on Long Beach Blvd. between 15th and 16th streets.

Please park your car in a legal parking space on the street and walk onto your student's school campus if you need to speak with a staff member either before or after school.

Please do not drop off students on the opposite side of the street nor allow them to cross the street unsupervised.

Dismissal

Students will be dismissed at 3:40 p.m. Monday through Thursday, and 2:00 p.m. on Friday. Parents/ guardians are asked to please pick up their student in the same area on Long Beach Blvd. Cars should approach the school going southbound on Long Beach Blvd.

Emergencies

In case of an emergency during the school day, your child will only be released into the custody of those people who are identified on the emergency form (proof of identity may be required):

Those NOT identified on the emergency card can only pick up a child if the parent or guardian has sent a handwritten and signed note to the school to the satisfaction of the school notifying the school of this person's identity and proof of identification is provided. We the People reserves the right to contact the parent for confirmation of his/her consent to the third-party pick-up.

Please note that We the People High School has developed a comprehensive safety plan, which can be reviewed upon request at the main office.

Keep Emergency Forms Updated

It is important for us to be able to reach you in case of illness or an emergency. At the beginning of each school year or at the time of enrollment, each family must fill out a new emergency form for each student. Emergency forms should be turned in to Ms. Reyes at the front office. Please update your emergency cards immediately at any time of the year if any of the following information changes:

1. Home address
2. Home telephone number Work phone number Cell phone number Doctor's phone number
3. People who are authorized to be contacted in case of an emergency Telephone numbers of people to be contacted in case of an emergency People authorized to pick up your child from school

VISITOR GUIDELINES FOR THE 2021-22 SCHOOL YEAR

Non-essential visitors, including volunteers, will not be permitted on campus. The use of campus for non-school purposes (e.g. community events) is not permitted.

All authorized visitors will be screened, which includes completing a survey and temperature check. Visitors and all other adults must wear face coverings on campus at all times. The office will provide a face covering for anyone that has forgotten or lost their mask. There are no exceptions to the face mask policy for adults.

Parents/ guardians who are not vaccinated are encouraged to conduct school business remotely. Parents and other family members who must enter the school complete the same visitor screening process described above.

School tours and open houses will be redesigned to meet guidelines for group size, screening, physical distancing, face coverings, hand hygiene, and cleaning and disinfection. A log of all visitors will be kept.

FACE COVERINGS

Face coverings keep people from spreading the infection to others by trapping respiratory droplets before they can travel through the air. WTPHS will enact the following policies and procedures for the use of face coverings:

1. All individuals, including staff and students of all ages, must wear cloth face coverings over both their nose and mouth while at school/on campus at all times. Employees will be provided with face coverings that meet CDC standards if they do not bring their own face covering to work.
 - a. PE Exception. Face coverings may be removed during active exercise when students are spaced 6 feet apart and outside.
2. Face shields should not be used in place of face coverings in other situations, as face shields have not been shown to keep the wearer from infecting others. Face shields do provide additional protection for the wearer in addition to masks.
3. Staff, students and visitors may not enter the building or campus unless they are wearing a face covering. The office will provide a face covering for anyone that has forgotten or lost their mask.
4. Cleaning. Employees should wash or replace face coverings daily. Students should be reminded to wash or replace face coverings daily.

HEALTH & HYGIENE PRACTICES

Frequent handwashing and hand sanitizer use removes COVID-19 germs from people's hands before they can infect themselves by touching their eyes, nose or mouth. WTPHS will enact the following procedures for routine hand-washing and hygiene:

1. Upon entry to school, students and staff utilize hand-sanitizer.
2. Students spend the last 5 minutes of class and lunch wiping down their desk and chairs with disinfecting wipes.
3. Upon entry into a different classroom, students and staff utilize hand-sanitizer.
4. Time is allotted for hand-washing before and after eating.
5. Ample time is allotted in between classes, before and after lunch, for staff and students to wash their hands and disinfect their spaces.
6. Every classroom/instructional space, restroom, and common area (staff work rooms, eating areas) has (non-antimicrobial) hand sanitizer or a place to wash hands upon entering.

Signs are posted throughout the building encouraging hand hygiene and proper cleaning procedures. The school has a plan to monitor handwashing and sanitizing supplies to ensure that we do not run out of these items.

The school will limit sharing of art supplies, manipulatives, and other high-touch materials as much as possible. If feasible, a separate set of supplies and/or lab equipment will be provided for each student. Keep each student's supplies and belongings in separate, individually labeled boxes. Teachers will avoid having students share electronic devices, sports equipment, clothing, books, games and learning aids when feasible. Supplies or equipment that must be shared (such as film camera equipment) will be appropriately cleaned and disinfected between students. The back area drinking fountain is closed and students should bring their own full water bottle to school each day.

CLEANING & DISINFECTION

To prepare for reopening of campus, we have implemented a plan to ensure that the campus is continuously cleaned and disinfected. Commonly touched surfaces, such as doorknobs and railings, will be disinfected frequently throughout the day. All working surfaces and shared objects will be sanitized after each use. Custodial staff will do a thorough cleaning of every classroom daily. The chart below includes a reference guide for the frequency of cleaning and disinfecting. All cleaning supplies comply with the [EPA's List](#) for EPA-approved disinfectants for COVID-19.

Campus Maintenance Procedures, Administrator Reference Guide	
Category	Frequency
Workspace (<i>i.e., classrooms, office</i>)	At the end of each use and day
Appliances (<i>i.e., refrigerators, microwaves</i>)	Daily
Electronic Equipment (<i>i.e., copy machines, shared computers/devices, printers, telephones</i>)	At the end of each use and day
General Used Objects (<i>i.e., handles, light switches</i>)	At least 4 times a day
Student and Teacher Restrooms	Twice a day
Faucets	Twice a day
Common Areas (<i>i.e., Cafeteria, Library, Conference Rooms</i>)	At the end of each use and day

OUTDOOR SPACES, VENTILLATION, AND PE

Increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory droplets with outdoor air. Being outside is even lower risk. WTPHS will enact the following procedures for use of outdoor spaces, ventilation, and Physical Education:

1. Use outdoor space for instruction and meals/snacks as much as possible.
2. Open windows and doors to increase circulation of outdoor air, if it is safe to do so and does not worsen individuals’ allergies or asthma.
3. Maximize outside air use in ventilation system and keep settings on full time
4. Maximize central air filtration (MERV 13+)
5. Limit physical education (PE) and sports to activities that do not involve close contact with other students or shared equipment, until advised otherwise by local public health officials

MEALS AND SNACKS

WTPHS will ensure all safety protocols are followed for meals and snacks. Our meal service provider is Healthy 4 You Foods. Ordering and meal distribution happens in partnership with our co-located school, Intellectual Virtues Academy High School and we follow guidelines established by the National School Lunch Program.

For students participating in the meal program, all meals and snacks will be individually plated or bagged. Sharing of food is not permitted. Students will be instructed to wash their hands before and after meals. Lunch will take place in the multipurpose room with the garage door open, and in the backyard area.

STAFF BREAKROOMS/ TEACHER WORK ROOMS

Staff will follow the guidelines for maximum occupancy in the staff room based on public health guidance. Proper procedures for sanitizing when using the copy machine, refrigerator and microwave are posted. Staff are discouraged from eating together.

EXPOSURE MANAGEMENT PLAN

The school will continue to follow current guidelines regarding monitoring and managing exposure to COVID-19 at the school site. Below we describe the procedures WTPHS will follow to ensure the health and safety of all students and staff. Flow charts for decision-making produced by the Los Angeles County Office of Education are also included to describe to our school community how decisions about health and safety will be made in the months following full school reopening.

EXPOSURE MANAGEMENT TASK FORCE

We the People High School designates the following individuals to the COVID-19 Compliance Task force:

1. Anita Ravi, Executive Director and Principal
2. Patricia Reyes, Office Manager.

The Task Force is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.

WTPHS’s **Compliance Officer** is Patricia Reyes. The Compliance Officer serves as the liaison to the Department of Public Health until the School has been notified that the outbreak has ended. WTPHS’s **Outbreak Investigator** is Anita Ravi. The Outbreak Investigator submits the Case Line List to DPH. This list provides information on all individuals who were identified as COVID-19 cases at the school site. A Potentially Exposed Line List provides information on all individuals

who could have been potentially exposed (Close Contacts, as defined by DPH) to the COVID-19 cases at the School Site.

EXPOSURE MANAGEMENT PROCEDURES

WHEN A STUDENT HAS SYMPTOMS OF COVID-19

Isolation of Student/ Staff Member

1. Students with symptoms will be sent home. Symptoms include: fever, cough, shortness of breath, 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, or loss of appetite.
2. Use nurse's office as the isolation room for students with symptoms of COVID-19.
 - a. Keep students who are waiting to be picked up in a designated isolation room, preferably in an area where others do not enter or pass. Make sure that students should keep their face coverings on. Make sure the door remains closed.
 - b. When a parent or guardian arrives to pick up a student, have the student walk outside to meet them if possible instead of allowing the parent or guardian into the building. Since most children with COVID-19 are infected by a parent or other adult in their home, the parent may also have COVID-19.

Disinfecting

3. Find alternative locations for classes whose regular classroom is being cleaned or disinfected.
4. Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.

Testing

5. Encourage students, staff, and family members of students and staff with symptoms of COVID-19 to get tested promptly, before they can spread infection to students and staff.
6. Return home and isolation must be consistent with the latest Health Guidelines from the Los Angeles County Public Health Department.
7. COVID-19 Testing - Schedule a COVID-19 Test. The **City of Los Angeles**, in partnership with the **County of Los Angeles** and **CORE** (Community Organized Relief Effort), is providing free COVID-19 testing to all Los Angeles County residents whether or not they are experiencing COVID-19 symptoms. Visit this website to identify the nearest testing site in Long Beach: <http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-testing/>
8. Students and employees with an exposure to the case should be tested for COVID-19, whether or not they have symptoms, and inform the School of test results. Results from testing will determine the extent of disease spread at the School and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, and Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.

Communication

9. Parents should notify the school of the students' test results as soon as possible.
10. The Outbreak Investigator (Anita Ravi) submits the Case Line List to DPH. This list provides information on all individuals who were identified as COVID-19 cases at the school site. A Potentially Exposed Line List provides information on all individuals who

could have been potentially exposed (Close Contacts, as defined by DPH) to the COVID-19 cases at the School Site.

Quarantine

11. Exposed students and employees should quarantine for the number of days recommended by the LA County Department of Public Health based on their vaccination status. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). See Home Quarantine Guidance for COVID-19.
12. DPH will contact cases and exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Los Angeles County Public Health Emergency Isolation Order or Emergency Quarantine Order as appropriate.

WHEN A STUDENT OR STAFF MEMBER TESTS POSITIVE FOR COVID-19

Notification:

1. Staff should immediately notify Ms. Ravi/ Ms. Reyes. If a student indicates a positive test, immediately notify Ms. Ravi and Ms. Reyes, and if on campus, send the student to the office immediately.
2. Parents should notify the school immediately upon learning that their child has tested positive for COVID-19. Failure to do so puts all of our families and staff at risk. Parents can call the front office at 562-533-4862 to report a positive test result.
3. The school will provide Self-Isolation Guidelines for the student/ staff member, found here: <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

Communication with School Community and Public Health:

4. The school will notify all school staff, families, and students that an individual in the school has tested positive for COVID-19. Do not disclose the identity of the person as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.
5. The school will identify, and communicate with, all persons who have been exposed using communication templates provided by the LA County Office of Education. Exposure means: a) A known positive Covid-19 person, and b) People who have been less than 6 feet apart from another person for greater than 15 minutes.
6. The school will communicate directly with each staff member or family that has been exposed. Communication should include how to get tested, and when they can return to school.
7. The school will complete an investigation of the case, using this document from LA County Public Health: http://publichealth.lacounty.gov/acd/Diseases/EpiForms/COVID_ExposureInvestigation_Education_Sector.pdf.
8. School Compliance Officer (Ms. Ravi) generates a list of students and/or employees that are affiliated with the school who have laboratory-confirmed COVID-19 infection and a list of student and/or employees that are affiliated with the school with exposure to the infected person while infectious. The School Compliance Officer submits this information to DPH

using the COVID-19 Case and Contact Line List for the Educational Sector Form within 1 business day of notification of a case.

9. Vaccinated staff members or students may return to school after exposure once they receive a negative COVID test. An unvaccinated staff member or student may return to school after exposure once they meet any of these criteria:
 - a. Symptom free within 14 days of exposure/positive test result.
 - b. Symptom free with a negative test result.
 - c. With fever symptoms: 3 days of no fever.
 - d. Was with other symptoms: symptoms improved and 10 days since symptoms first appeared.

Disinfecting

10. Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected. Refer to Disinfection procedures above.

PLAN FOR PARTIAL OR FULL CAMPUS CLOSURE

If the school is required by the county health department to close campus for some or all students, we will continue to support our students through distance learning instruction.

If the school experiences 3 positive cases within a 14-day time span, the school will consult with local health officials to consider partial or full closure.

ADDITIONAL ATTESTATIONS

Our school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public Health guidance for all high school teachers and staff who will be involved in in-person instruction.

Teachers and staff are required to submit proof of COVID-19 vaccination, or submit a negative COVID test every Sunday.

Parents are encouraged to get the vaccine for themselves and their teens. The vaccine is free and available to anyone age 12 and up. There are currently 1 billion people on the planet that have received the COVID-19 vaccine, and 62% of people in the state of California are fully vaccinated.

The school is aware that this form and all supporting documents may be posted publicly on the Long Beach COVID-19 Schools website, and on the Los Angeles County Office of Education's website.