

		SUBJECT	
		COVID-19 CONTROL PLAN / MODIFIED HEALTH AND SAFETY POLICY 2020-2021	
DATE ISSUED 06/29/20	DATE REVISED		NOVA POLICY #
ISSUED BY	REVIEWED BY	APPROVED BY NOVA BOARD	COA POLICY #

SUBJECT

COVID-19 Control Plan / Modified Health and Safety Policy 2020-2021

POLICY STATEMENT

It is the policy of NOVA Academy Early College High School (“Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, NOVA Academy temporarily implements the following health and safety measures.

1. Limited campus access:

- NOVA Academy will exclude from NOVA Academy campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify their teacher or the principal, respectively, and NOVA Academy will work with them to ensure that CDC-recommended precautions are followed.
- Any community groups and other third-party users of campus facilities shall be subject to applicable health and safety plans and restrictions.
- Non-essential campus visits will be strictly prohibited.
- Health and safety standards and procedures shall be applied equally to all users of a Charter School campus that is subject to a co-location arrangement.

2. Wellness and Temperature Screenings:

- COVID-19 Symptoms. Currently, the CDC has identified the following as potential symptoms of COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- Home Screening (Students). Parents are instructed to screen their student before leaving the house for school. Before leaving the house, a parent should confirm that the student has a temperature below 100.4 degrees Fahrenheit and does not exhibit any other COVID-19 symptoms.
 - Any student who has a fever or other COVID-19 symptoms must stay home from school for at least 10 days after the onset of symptoms, or such period as required by subsequent local order.
 - Further, any student staying home for this 10-day minimum duration due to COVID-19 symptoms may not return to NOVA Academy campus until at least 3 days have passed since their recovery. The criteria for recovery will be the complete absence of fever for 72 hours without the use of fever-reducing medications and the full subsiding of all other respiratory symptoms (e.g. cough, shortness of breath).

- Home Screening (Staff). All staff shall perform a self-check for COVID-19 symptoms and temperature below 100.4 degrees Fahrenheit before leaving home for work.
 - Any employee who has a fever of 100.4 degrees Fahrenheit or higher, or other COVID-19 symptoms, is directed to notify his or her supervisor and stay home. Any individual with suspected or confirmed COVID-19 should stay home from work for at least 10 days after the onset of symptoms, or such period as required by local order.
 - Further, any employee staying home for this 10-day minimum duration due to COVID-19 symptoms may not return to NOVA Academy campus until at least 3 days have passed since their recovery. The criteria for recovery will be the complete absence of fever for 72 hours without the use of fever-reducing medications and the full subsiding of all other respiratory symptoms (e.g. cough, shortness of breath).

- Campus Screening (Students). Staff shall monitor each student for COVID-19 symptoms when the student enters the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer.
- Campus Screening (Staff). Daily in-person wellness checks of employees (e.g., symptom and/or temperature screening) must be conducted before employees enter the school site, which shall include a visual wellness check and a temperature check (confirming temperature below 100.4 degrees Fahrenheit) using a no-touch thermometer.
 - Supervisors shall ask staff members about any COVID-19 symptoms in the last 24 hours, and whether any member of the employee's household has any COVID-19 symptoms or a positive test.
- Van Screening (Students). The van operator, a staff member or a volunteer shall conduct a wellness check of each student prior to entering a school vehicle, which will include a temperature check using a no-touch thermometer, if possible. In the event that a temperature or wellness check confirms that a student is exhibiting symptoms of COVID-19, the student shall not be permitted to ride.
- In-person wellness checks shall:
 - Confirm that the subject has not experienced COVID-19 symptoms in the prior 24 hours,
 - Confirm that no member of the subject's household has experienced COVID-19 symptoms in the prior 24 hours,
 - Be conducted safely and respectfully, and
 - In a manner that maintains physical distancing within lines, by providing multiple screening entries into the campus whenever possible.
- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical records. Race, nationality and country of origin should never be used as a basis for particularized health screening.
- For temperature checks, a no-touch thermometer will be used whenever possible.
 - If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners such as gloves, eye protection, and mask.
 - Thermometers requiring physical contact or close proximity to obtain temperature readings must be properly cleaned and disinfected after each use.

3. Sanitizing/hygiene materials and practices:

- All NOVA Academy students and staff must wash or sanitize hands as they enter campuses and school vehicles.
- NOVA Academy shall provide tissues and no-touch trash cans in classrooms.
- NOVA Academy shall make available soap, water and paper towels or dryers for hand washing in restrooms. If soap and water are not readily available, NOVA Academy shall make available alcohol-based hand sanitizer that is at least sixty percent (60%) alcohol.
- NOVA Academy shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC's coughing and sneezing etiquette and clean hands webpage for more information.

4. Routine cleaning and disinfecting: NOVA Academy will follow the CDC Guidance for Cleaning and Disinfecting to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

- Custodial staff will perform routine cleaning when students are not present. Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff should wait as long as possible.
- All frequently touched surfaces in the workplace, such as desks, keyboards, telephones, handrails, and doorknobs, will be routinely disinfected.
- Students and employees are discouraged from sharing desks, computers, books, phones, or other work tools and equipment, when possible.
- Staff will be trained in the safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- Subject to available resources, disposable disinfecting wipes shall be made available so that employees and students can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before and after each use.
- Each student's belongings will be kept in an individually labeled storage container, cubby, or locker. Students are encouraged to take belongings home each day to be cleaned.

5. Facility measures: NOVA Academy will follow CDE guidance for maintaining a healthy facility.

- Maintenance staff will ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Hands-free adapters will be installed on door handles to the greatest extent possible in order to reduce hand-based contact on frequently used doors and doorknobs.

6. Physical distancing (staff): NOVA Academy will incorporate CDE guidance with respect to physical distancing between employees.

- NOVA Academy will arrange desks and workspaces to create a minimum of six (6) feet between individuals or will install adequate physical barriers to maintain safety within closer proximity.
- Break rooms, staff rooms and conference rooms will have posted occupancy limits.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing and/or physical separation.

7. Physical distancing (students): NOVA Academy will incorporate CDE guidance with respect to physical distancing between students on campus.

- NOVA Academy will consider different options for instructional scheduling models, including use of a blended learning model to limit the total number of students on campus each day.
- NOVA Academy will establish a maximum occupancy for each classroom. Desks will be arranged to minimize face-to-face contact and either maintain a minimum of six (6) feet between students or utilize adequate physical barriers to maintain safety within closer proximity.
- NOVA Academy will implement measures to maintain physical distancing while students move between classrooms.
- Outdoor and large format spaces (e.g., auditoriums) will be used for instructional activities where physical distancing or physical separation cannot be maintained in classrooms.
- NOVA Academy will implement a plan to maintain physical distancing and/or physical separation during meals (serving meals in the classroom, staggering cafeteria use, etc.). Food will be distributed in single-service meals instead of buffet, salad bar or family-style formats.

8. Physical distancing (vans): NOVA Academy will incorporate CDE guidance with respect to physical distancing and/or physical separation between students in vans (if van transportation is required).

- NOVA Academy will limit the total number of students in each van. Younger students and students with disabilities will be given highest priority.
- When possible, seats in vans will be marked to require students to provide physical distancing through staggered seating arrangement. If necessary, physical separation and the use of appropriate safety equipment may be used in lieu of physical distancing on a case by case basis.

9. Use of cloth face masks: NOVA Academy will follow CDE and CDC guidance and local health orders on the use of face coverings. All staff are encouraged to review the CDC guidance on cloth face coverings.

- All employees will be required to wear face coverings when physical distancing cannot be maintained. Teachers may use clear plastic face shields to enable students to see their faces and avoid potential barriers to phonological instruction. Employees should wear a clean face mask to work every day.
- If an employee is unable or does not wish to obtain their face covering, one will be provided to them by NOVA Academy.
- NOVA Academy will post signs to remind employees and customers that the CDC recommends wearing cloth face coverings in public settings and maintaining physical distancing of at least six (6) feet, and that the State of California currently requires facemasks to be work in public settings with certain limited exceptions.
- All students who are not prevented from doing so by a breathing problem or disability will be expected to wear a clean cloth face covering:
 - While waiting to enter the school campus.
 - While on school grounds and outside of classrooms (except when eating or drinking).
 - While inside any classroom not equipped with physical separation equipment.
 - While leaving school.
 - While on a school van.

10. Use of gloves and PPE: NOVA Academy requires employees to wear gloves and other Personal Protective Equipment (“PPE”) in accordance with the following standards.

- NOVA Academy will provide surgical masks, face shields, and disposable gloves for employees facilitating Wellness and Temperature Screenings.
- NOVA Academy will provide a clear plastic barrier or face covering and disposable gloves for front office and food service employees.

- NOVA Academy will provide equipment and PPE to custodial staff for cleaning and disinfecting, including:
 - For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
 - For classified staff engaged in deep cleaning and disinfecting, proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - All cleaning and disinfecting products must be kept out of children’s reach and stored in a space with restricted access.
- As required by Cal/OSHA, NOVA Academy will provide training on the proper use of PPE to protect employees from the hazards of the cleaning products used.
- Employees must wash hands after removing gloves.

11. Protection of higher risk employees:

- NOVA Academy recognizes that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.¹
- NOVA Academy will designate a staff liaison for responding to COVID-19 concerns.
- Consistent with operational needs, NOVA Academy shall support options to telework, if available and reasonable.
- NOVA Academy shall attempt to limit vulnerable employees’ duties to minimize their contact with visitors and other employees.

12. Communications to NOVA Academy community:

- NOVA Academy will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.
- Prior to the start of the school year, NOVA Academy will communicate to staff, students, and parents about new, COVID-19-related protocols, including
 - Proper use of PPE/EPG.
 - Cleanliness and disinfection.
 - Transmission prevention.
 - Guidelines for families about when to keep students home from school.
 - Systems for self-reporting symptoms.

¹ This includes employees with any one or more of the following high risk factors: age 65 years and older, chronic lung disease, moderate to severe asthma, serious heart conditions, immune deficiency, severe obesity (body mass index of 40 or higher), diabetes, chronic kidney disease undergoing dialysis, or liver disease.

- Criteria and plan to close schools again for physical attendance of students.
- Communications will be targeted to the most vulnerable members of NOVA Academy community.
- NOVA Academy will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDE guidelines.