iLEAD Online Charter

No Physical Locations

(SPED/At Promise Learners may receive services in person individually or in small cohorts)

COVID-19 Safety Plan

And

COVID-19 Prevention Program

February 2021

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PURPOSE

In an effort to protect the health and safety of our employees, the iLEAD Online Charter has prepared a COVID-19 prevention program ("Program") intended to provide information related to the prevention of coronavirus, describe iLEAD Online Charter policies, procedures and practices to keep employees safe, and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control ("CDC"), state and local public health agencies, and iLEAD Online operations.

The Prevention Program is intended to comply with state and local law regarding employees' safety including Labor Code §6400 which requires that every employer must furnish employment, and a place of employment that is safe and healthful for the employees therein.

The Director of iLEAD Online has overall responsibility for managing the iLEAD Online COVID-19 Prevention Program. In addition, iLEAD Online expects all supervisors to implement and maintain the Program in their departments and assigned areas.

SCOPE

This policy applies to all iLEAD Online employees. It contains general prevention best practices, as well as iLEAD Online policies and procedures related to COVID-19 in the workplace.

WHAT IS COVID-19

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 may include:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches.
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea and vomiting
- Diarrhea

Laboratory testing is necessary to confirm an infection.

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COVID-19 TRANSMISSION

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes.

INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS

iLEAD Online , to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Where possible encourage and require remote work.
2. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
3. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
4. Encourage sick employees to stay home.
5. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
6. iLEAD Online will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.
7. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
8. iLEAD Online encourages frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility. Hand sanitizer doesn't work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.
9. Provide and require employees to use face coverings. Face coverings must be worn at all times, unless an iLEAD Online employee is alone in an office or room that is not shared with others. Note: Face coverings are not considered respiratory or personal protective equipment ("PPE"), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.
10. iLEAD Online will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation.
11. iLEAD Online will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS

iLEAD Online takes seriously its obligation to locate, identify and correct potential COVID- 19 hazards in the workplace. iLEAD Online will have a COVID Task Force Team that investigates and Identifies COVID hazards and works to remediate the hazard. The following will be implemented:

The Covid 19 teams will:
1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.
2. Evaluate policies, procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
3. Conduct specific evaluations of hazards following any positive COVID-19 case in the workplace, and identify and eliminate COVID-19 hazards.
4. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee, and require all those potentially exposed to quarantine as required by law.
5. Regularly evaluate the workplace for compliance with this program.
6. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

EMPLOYEE RESPONSIBILITIES

During the COVID-19 public health emergency, iLEAD Online employees have a collective responsibility to ensure the protection of all people in the workplace, to comply with iLEAD Online policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

Employees have the following affirmative responsibilities:

1. Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift using their site's wellness screening form. Employees should stay home and seek medical treatment if they experienced any of the following symptoms in the past 48 hours:
   - fever of 100.4 degrees fahrenheit or higher
   - feeling feverish (chills/sweating)
   - new cough (different from baseline)
   - shortness of breath
   - muscle or body aches
   - diarrhea or vomiting
   - new loss of taste or smell

Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
2. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.

3. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician and their manager before physically returning to working in person with staff or learners.
4. Employees must cooperate with iLEAD Online in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help iLEAD Online to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
5. Employees who test positive for the COVID-19 virus must not return to in person work until the following occurs:

   When Symptomatic

   ● At least 10 days have passed since COVID-19 symptoms first appeared
   ● At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever and reducing medications;
   ● COVID-19 symptoms have improved.

   When Asymptomatic

   Employees who test positive, but never developed COVID-19 symptoms shall 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.

6. Employees who return to in person work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.
7. Employees shall practice physical distancing, wear face coverings and remain at least 6 feet apart when practicable. Ways to maintain physical distancing include working from home when practicable, and by using video or telephonic meetings as much as possible.
8. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
9. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
10. Employees shall cover coughs and sneezes, and avoid touching eyes, nose, and mouth with unwashed hands.
11. Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).
12. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers. Employees shall not use cleaning products and/or disinfectants that have not been approved by iLEAD Online .

PERSONAL PROTECTIVE EQUIPMENT

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection,

when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Face Covering
- Employees, learners, and anyone meeting in person will make sure to wear a fresh face covering.
- Cloth face covering should be washed and cleaned after a day's use.
- Families are reminded to wash and clean their child's face covering.
- Face covering must cover both mouth and nose.
- iLEAD Online will supply all necessary and required PPE, including face coverings.
- iLEAD Online will clean any soiled PPE and replace any damaged PPE.
- If employees wish to use additional PPE, they should initiate the request with their direct supervisor.
- A medical grade mask will be provided to any employee caring for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.

Face Shields

- Employees that work one on one with learners in close proximity will be provided a face shield.
- Employees working with a learner in a one on one setting should keep their face shield on at all times.

Clear Plexiglass Barriers

- Employees doing individual testing may utilize a barriers during testing.

PHYSICAL DISTANCING

iLEAD Online will maintain signs and notices to ensure physical distancing is in place.

- iLEAD Online has determined facilitators will work with students in a 1:1 or small group setting as needed
- The maximum number of learners in a cohort is no more than 4 learners and 1 adult All work areas will be configured for six feet of social distancing.
- Social distancing will be upheld no matter where the learner and facilitator meet

Hygiene Practices

iLEAD Online places a high priority on good hygiene practices and will encourage all employees and learners to practice the following:

- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer will be available at all entrances.
- At arrival, everyone will be encouraged to use hand sanitizer prior to entering the site.
- Hand washing will be available on at location. (Bathrooms)
- Employees and learners will be given frequent opportunities to wash their hands.
- Employees will model good hand washing techniques to learners including:
  - Using soap
  - Rubbing thoroughly

- ○ Washing for 20 seconds
- ○ drying hands, for a safe and complete practice

CLEANING AND DISINFECTION POLICY AND PRACTICE

iLEAD Online does not have a physical site location to clean. However, if they meet the learner to provide assessment or instruction. The staff will ensure all cleaning practices are implemented.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

Disinfectant Supplies:

- Staff will be provided with disinfectant wipes if necessary.
- Staff will be provided with Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer.
- High touch items like drinking fountains will be out of use.
- PA cleaning products will be used.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's safety data sheets, Cal OSHA requirements for safe use, and as required by the Healthy Schools Act, as applicable.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- The EPA dwell time for our current disinfectant used by custodial staff is between 2-10 minutes.
- All cleaning products are kept out of children's reach and stored in a space with restricted access.

WORK SITE SAFETY MEASURES

Arrival and Dismissal

iLEAD Online will implement the following practices if a learner is seen in person.

- Prior to entering the location, parents or guardians will use Health Attend app to complete a wellness check for their child;
- Site assigned personnel will monitor completion and answers of the wellness survey;
- Staff and learners will be required to wear a mask (face shield if appropriate) and social distance
- Ethyl alcohol-based hand sanitizer (contains at least 60% ethanol) will be available for all staff

Meetings

- All meetings should take place via teleconferencing (ie. Zoom, Google Meets).
- Digital Files are to be used as much as possible to reduce face to face contact.

Tools/Supplies/Equipment

- Employees and learners should avoid sharing items.
- To the extent possible, each employee will be provided with their own tools, supplies, or equipment needed to complete their job.
- If any tools, supplies, or equipment must be shared, it will be disinfected before and after use.

Important Hygiene Practices

- Wash hands frequently.
- Utilize Ethyl alcohol-based hand sanitizer that contains at least 60% ethanol. Hand sanitizer is available in common areas, workroom, breakroom, and entrances/exits.

Visitors

- It would be best practice to avoid meeting with anyone other than the learner.
- If there is a need for business to be conducted in person, it is best practice to conduct business outside the main office.
- All visitors must:
    - Go through a verbal wellness screening
        - Staff will ask screening questions prior to letting visitor into the site
        - Screening questions:

Have you had any of the following symptoms: fever or 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, fever of 100.4 or higher?

- Have you been in contact with anyone that has tested positive for COVID in the past 10 days?
- Have you been diagnosed with COVID in the past 10 days?
    - If the visitor answers no to all of the questions, they will be allowed to meet with staff at designated location
    - Visitors will be provided instructions regarding maintaining physical distancing and the required use face coverings when around others

EXPOSURE MANAGEMENT PLAN

When there is a suspected or confirmed case of COVID-19 the facilitator will :

- During operational hours:
    - Send an employee home
    - Learners will wait in the isolation room until they can be picked up.
    - Any employee caring for sick children, or who has close contact with any child with a medical condition that precludes the child's use of a cloth mask, will be provided a medical grade mask.
    - Relocate staff and learners in the infected area until it can be disinfected.
- After Hours:

- The site will instruct the employee/learner to quarantine/isolate at home.
- Identify close contacts to the case through investigation. The Director and/or COVID 19 Team will utilize the iLEAD COVID Response/fillable form see appendix A.
- Immediately notify exposed employees and families of learners. (Links with information on isolation and quarantine will be in the notification letter.)
- Assure access to testing for all exposed individuals within the school as the basis for further control measures. Links to testing facilities will be in the employee or parent notification letter.
- Report all COVID-19 exposures at the school to the Department of Public Health.
  - Redcap Reporting Portal https://dphredcap.ph.lacounty.gov/surveys/?s=RERMHDTWAR
  - Completing the COVID-19 Case and Contact Line List for the Educational Sector http://publichealth.lacounty.gov/acd/Diseases/EpiForms/COVID_OBlinelist_Education_Sector.xls

RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES

When required, iLEAD Online will consult with state and local public health agencies for mitigation practices and responsible protocols. iLEAD Online will follow the California Health Department strategies listed below for returning employees to work.

The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department, and unique circumstances.

A Negative COVID-19 test is not required in order to return to work.

Symptomatic Positive:

Employees with symptoms who are laboratory confirmed to have COVID-19.

1. At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
2. At least 10 days have passed since symptom onset; and
3. Other symptoms have improved.

Asymptomatic Positive:

Employees who have never had symptoms and are laboratory confirmed to have COVID-19. A minimum of 10 days have passed since the date of their first positive COVID-19 tests being administered. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

Symptomatic Negative:

Employees who had symptoms of COVID-19 but test results returned negative. Use the same criteria as Symptomatic Positive cases.

Asymptomatic Negative:

Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative. Employees should quarantine at home for 10 days after the last known contact with the case-patient. Symptoms can develop even after testing negative within 10 days of exposure. The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in

which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety.

Symptomatic Untested:

Employees who have symptoms of COVID-19, and were not tested. Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.

Asymptomatic Untested:

Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms or employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms. Employees should be quarantined at home for 10 days after the last known contact with the case. Testing is highly recommended; if testing hasn't occurred the local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

If an employee tests positive for COVID-19, iLEAD Online will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). iLEAD Online will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

iLEAD Online will establish, implement, and maintain policies and procedures for COVID-19 testing of staff who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department. iLEAD Online will provide no cost testing during work hours to all employees who must be quarantined and excluded from the workplace as required by law.

Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

The school testing section will be updated as needed based on further guidance from CDPA, consultation with labor, and/or legislative action.

SYSTEM FOR COMMUNICATION

Communication between employees and iLEAD Online on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, iLEAD Online has

a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

1. All iLEAD Online employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Directors and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact Natasha Baugh, Director of Employee Services, who will assess the report and notify essential personnel for an appropriate response.
3. If an employee has a disability, medical, or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed, they are encouraged to report it to Natasha Baugh, Director of Employee Services. iLEAD Online will evaluate the request and determine, with input from the employee and health care provider, whether the employee can be accommodated.
4. When required by law, iLEAD Online will provide COVID-19 testing to potentially exposed employees.

*See Communications Appendix for communications procedures and letter templates.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

iLEAD Online will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14 day period.

A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30 day period.

1. iLEAD Online will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours. An NSD employee is considered an essential worker. Essential Workers are offered free testing at LA County locations. LA County Testing Sites can be found: https://covid19.lacounty.gov/testing/
2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in Responding to Positive or Suspected COVID-19 Cases in the Workplace.
4. iLEAD Online will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation,** Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace.
5. iLEAD Online will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
   a. Leave policies and practices to insure employees are encouraged to remain home when sick;

        b.   COVID-19 testing process;

        c.   Insufficient outdoor air;

        d.   Lack of physical distancing, face coverings or use of other PPE;

        e.   Evaluation of mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission;

        f.   Determine the need for additional respiratory protection;

        g.   Determine whether to halt some or all operations until the COVID-19 hazard has been corrected;

        h.   Implement any other control measures as required by Cal/OSHA.

6. Notify the local health department as required by law.

POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE

January 2021

The CDC, CDPH, and Los Angeles County Health Agency all provide for a quarantine period after a confirmed exposure to Covid-19, a positive test, or infection with Covid-19 symptoms, as well as after nonessential travel over 120 miles from home, and on return from travel out of the state and out of the country. If an NSD employee is required to quarantine, there are a number of paid and unpaid leaves available, depending on the circumstances.

Although the Families First Coronavirus Response Act leaves have expired, effective December 31,2020, employees are encouraged to consult these sources as to their specific circumstances:

REPORTING, RECORDKEEPING, AND ACCESS

iLEAD Online is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of iLEAD Online 's efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

EMPLOYEE TRAINING

iLEAD Online will provide information and training in the general description of COVID-19, symptoms,

when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of iLEAD Online COVID-19 prevention program.

Employees will be notified of the training and all employees are required to participate.

All Employees will receive a copy of this protocol via paycom app and it will be posted on school websites.

Coronavirus (COVID-19) Response Plan

Use this Response Plan to guide the actions you need to take and the communications you'll need to send if your site is impacted by COVID-19.

Choose the Scenario that Best Fits Your Situation

Direct COVID-19 Illness Scenarios

- ☐ A staff member or learner has been presumed positive or has tested positive for COVID-19
- ☐ A staff member or learner is being tested for COVID-19
- ☐ A staff member or learner's household member has symptoms or tested positive
- ☐ A staff member or learner is in mandatory isolation
- ☐ A staff member or learner is in

  voluntary isolation

Other COVID-19 Scenarios

- ☐ The local/federal government or health department has mandated that our site must close
- ☐ A school in my community has closed or there are confirmed/presumed cases of COVID-19 in the community
- ☐ I'm worried I don't have enough staff

Don't see your scenario? Check the Home quarantine Instructions mail ERT@ileadschools.org.

A staff member or learner has been presumed positive or tested positive for COVID (Assume your site maybe closing, but follow directions below)

Site Leadership/ Illness Prevention Team Actions	❏ Email Emergency Response Team at ERT@ileadschools.org letting them know you had a positive test and complete the fillable form with all necessary details (if you did not submit the form when you learned they were sick or being tested). ❏ Call your local Health Department (877)777-5799 for notification and guidance. ❏ If an employee has tested positive provide an update to the email ERT@ileadschools.org. ❏ If you don't get immediate response from DPH, close area impacted until notified. ❏ Inform staff and families using the family letter communication below (if applicable). ❏ Note: The site and/or the classroom with immediate contact may be required to remain closed for an extended period (up to 14 days). Follow the guidance of your local health department and contact ERT@ileadschools.org to determine closure details. ❏ Illness Prevention Team shall monitor for illness and inform the Site Director of any additional people showing symptoms or getting tested and results. ❏ Notify Learners' Families and share family letter with Cohort Directly Impacted and Letter 2 to Cohorts not Directly Impacted (if applicable).
Executive Director Actions	❏ Support your Site Director through COVID-19 process . ❏ Keep Executive Team, Site Director, and Emergency Response Team informed of any actions or additional positive tests.
Staff Communication	❏ Employee Services will notify staff and give them the Employee Resources document. ❏ Use these talking points as needed. ❏ Home Quarantine instructions.
Family Communication	❏ Customize the Family Letter and email it to ERT@ileadschools.org for approval (if applicable). ❏ Deliver the letter to families and reference the Family FAQ as needed (if applicable).
Actions	❏ Follow Guidance from LA County Department of Public Health. ❏ Log Information on to site COVID Contact Tracking Sheet. ❏ Site Director notifies Illness Prevention Team, validates confirmed case. ❏ Follow up with communication to staff and/or families. ❏ Site Facilities Team will schedule a deep clean if you have a 72-hour closure. ❏ If the building has been empty for 7 days or MORE , the site staff will continue to routinely clean and disinfect high-touch areas and no deep clean is necessary.

A staff member or learner is being tested for COVID-19

Site Leadership/ Illness prevention Team Actions	❏ Complete the fillable form for each person tested with all necessary details if you didn't complete it when you learned the person was sick. ❏ Email ERT@ileadschools.org and Site Director. ❏ Call your local Health Department (877)777-5799 for notification and guidance. ❏ Ensure working staff are continuing to routinely clean and disinfect all high-touch surfaces throughout the site. ❏ Ensure the tested staff member or child as well as anyone who lived in their home stays out of the site until cleared to return. ❏ Do not communicate anything to staff or families until you receive the test results unless instructed to do so by the health department. ❏ If the person gets tested or informs you the test comes back positive, or you are told to presume positive, follow directions on Page 2. ❏ Monitor for illness and inform ERT@ileadschools.org and site director of any additional people showing symptoms or getting tested and results. Partner with your local health department.
Staff & Family Communication	❏ If test results come back negative, no communication is necessary. ❏ If test results come back positive, follow the staff and family communication guidance on the previous page. ❏ Home quarantine Instructions.

A staff or learner's household member has symptoms of COVID-19 or tested positive

(Site remains open unless health department determines a closure)

Site Leadership/ Illness prevention Team Actions	❏ Email ERT@ileadschools.org. ❏ Complete the fillable form. ❏ Call your local Health Department (877)777-5799 for notification and guidance ❏ The employee/child who works at/attends your site must stay out of the site until the individual with symptoms is symptom-free for 48 hours unless the state requirement is 72 hours. ❏ If member of the employee/child's household is in isolation with a confirmed case, the employee/child who works at/attends your site must stay home until cleared by the health department or after the 14-day quarantine ends. ❏ Treat presumed-but-not-confirmed cases the same as a confirmed case. ❏ Keep Site Director informed ASAP on any additional individuals showing symptoms.
Actions	❏ Partner with April Cauthron. ❏ Keep Executive Team up to speed on any additional positives/changes.
Staff & Family Communication	❏ If health department determines your site should close, follow the staff and family communication guidance on the previous page. ❏ Home Quarantine instructions.

A staff member or learner has **2 symptoms** of COVID-19 or loss of taste/smell

Site Director/ Actions	❑ Submit the fillable form with all necessary details. ❑ Email ERT@ileadschools.org and your Site Director. ❑ Call your local Health Department (877)777-5799 for guidance if required in your state. ❑ The employee/learner who works at/attends your site and household members must stay home until the individual with symptoms is symptom-free for 48 hours unless state requirement is 72 hours exclusion. ❑ Keep informed ASAP on any additional individuals showing symptoms.
Site Actions	❑ Partner with April Cauthron. ❑ Keep Executive Team up to speed on any additional positives/changes.

A staff member or learner is in mandatory isolation / quarantine **(Site remains open unless health department determines a closure)**

Site Leadership/ Illness prevention Team Actions	❑ Submit the fillable form with all necessary details. ❑ Email ERT@ileadschools.org. ❑ Call your local Health Department for notification and guidance (877)777-5799. ❑ Ensure employee or child and household members stay home for 14 days to monitor for illness and if multiple people are displaying symptoms. ❑ Inform ERT if the person gets tested and follow steps on page 3.
Site Director Actions	❑ If the health department determines the site should close, follow the steps on page 2.
Staff & Family Communication	❑ None, unless health department determines your site should close, in which case follow the staff and family communication guidance on page 2. ❑ Home quarantine Instructions.

A staff member or learner is in voluntary isolation

Illness preventions team Actions	❑ Inform your Site Director and email ERT@ileadschools.org with the details of the situation. ❑ Call your local Health Department (877)777-5799 for notification and guidance. ❑ Ensure employee or learner and household members stay home for 14 days to monitor for illness and if multiple people are displaying symptoms. ❑ Site remains open unless health department issues closure (if so, email ❑ ERT@ileadschools.org for next steps).

Coronavirus (COVID-19) Response Plan

The local/federal government or health department has mandated that our site must close

Site Leadership/ Illness prevention Team Actions	❏ Reach out to ERT@ileadschools.org to validate the closure and confirm it applies.
Staff Communication	❏ Notify staff and give them the Employee Resources document. ❏ Use these Reopening Protocols as needed.
Family Communication	❏ Customize the Family Letter and email it to for approval. ❏ Deliver the letter to families and reference the Family FAQ as needed.
Actions	❏ Family Support activates possible magnet sites to take children. ❏ Recruiting Team supports AM/SD with placing staff.

A school in my local community has closed or there are confirmed/presumed cases of COVID-19 in the community

Site Leadership/ Illness prevention Team Actions	❏ Email ERT@ileadschools.org and your Regional Leader with the details of the situation. ❏ Call your local health department for guidance. ❏ Site remains open unless health department issues closure.
SD Actions	❏ Prevention and precautions.
Staff & Family Communication	❏ If staff or families have questions, reference the CDC FAQ as needed. ❏ Home quarantine Instructions.

I'm worried that I don't have enough Staff...

AM/SD Actions	❏ Contact Leadership support and Employee services.
Actions	❏ Work with Employee Services.
Actions	❏ Employee Services works with Site Director to find staff.

Small Cohort Closure Letter Parent

Date

Dear Parents/Guardians of iLEAD Online ,

We would like to inform you that the Los Angeles County Department of Public Health has determined that iLEAD Online Small Cohort Name will be closed as a precaution for 14 days due to insert number confirmed, non-linked/linked cases of COVID-19. This will mean that on-campus instruction will resume on Date.

This is a closure of the physical campus, not a stoppage of instruction. All classes will continue online throughout the physical school closure. Small cohorts that have been receiving in-person instruction will be moved to online learning, and facilitators will provide families information on when to log in to online sessions.

We thank you for your understanding through this temporary site closure. Throughout this pandemic we have worked proactively with the Los Angeles County Department of Public Health and appreciate their continued partnership to keep learners and staff safe.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information with you. As a procedure, we have notified all known individuals who had close contact with those who have tested positive and those individuals have been instructed to quarantine.

If you have not been notified to quarantine, then there is no requirement to do so from the Department of Public Health.

We want to reinforce that the District has taken every precaution to reduce the risk of transmission and follow all safety protocols.

While the school is closed, we would encourage families to contact the school office through director@ileadonline.org. They will be able to answer questions and relay messages to the staff who will be working from home. We are here for you and we thank you for your support.

Sincerely,

Small Cohort Closure Letter Staff

Date

Dear iLEAD Online Staff,

We would like to inform you that the Los Angeles County Department of Public Health has determined that iLEAD Online Small Cohort will be closed as a precaution for 14 days due to Number confirmed, non-linked/linked cases of COVID-19. This will mean that on-campus instruction will resume on Date.

This is a closure of the physical campus, not a stoppage of instruction. All classes will continue online throughout the physical school closure. Small cohorts that have been receiving in-person instruction will be moved to online, and facilitators will provide families information on when to log in to online sessions.

We thank you for your understanding through this temporary site closure. Throughout this pandemic we have worked proactively with the Los Angeles County Department of Public Health and appreciate their continued partnership to keep learners and staff safe.

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If you have not been notified to quarantine, then there is no requirement to do so from the Department of Public Health.

We want to reinforce that the District has taken every precaution to reduce the risk of transmission and follow all safety protocols.

Thank you for your continued dedication to your learners.

Sincerely,

Appendix B: COVID-19 School Guidance Checklist

Insert Checklist when complete.