

MCGILL SCHOOL OF SUCCESS COVID-19 PREVENTION PLAN

Previously known as the “Safe Reopening Plan for K-12 Schools”

School Name:	McGill School of Success
School Address:	3025 Fir St.
School Type:	Charter School
Name of Charter School :	McGill School of Success

This plan was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The plan mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Describe the school's plans for each of the following elements.

1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: (<https://www.mcgillschoolofofsuccess.org/>).
 - a. The person responsible to implement and monitor this plan is: ([Norma Sandoval, Principal/CEO, nsandoval@mcgillschoolofofsuccess.org](mailto:nsandoval@mcgillschoolofofsuccess.org))
 - b. The school's COVID-19 Liaison for contact with Public Health Services is:
([Delia Ramirez, Health Tech, \(619\) 629-0770](mailto:Delia.Ramirez@mcgillschoolofofsuccess.org))
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: As directed by the CDHP, our liaison Delia Ramirez, will follow the instructions provided by CDHP which are posted in the file [CDPH/Gov July 17 Press Release](#) on our website: <https://www.mcgillschoolofofsuccess.org/covid19>.

	Staff or Student with:	Action	Communication
1.	<p>COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)</p> <p>Symptom Screening: Per CA School Sector Specific Guidelines</p>	<p>*Send home</p> <p>*Recommend testing (If positive, see #3, if negative, see #4)</p> <p>*School/classroom remain open</p>	No Action needed
2.	Close contact (†) with a confirmed COVID19 case	<p>*Send home</p> <p>* Quarantine for 14 days from last exposure</p> <p>*Recommend testing (but will not shorten 14- day quarantine)</p> <p>*School/classroom remain open</p>	Consider school community notification of a known contact

	3. Confirmed COVID-19 case infection	<ul style="list-style-type: none"> *Notify the local public health department *Isolate case & exclude from school for 10 days from symptom onset/ test date *Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious *Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) *Disinfection and cleaning of classroom and primary spaces where case spent significant time *School remains open 	School community notification of a known case
	4. Tests negative after symptoms	<ul style="list-style-type: none"> *May return to school 3 days after symptoms resolve *School/classroom remain open 	Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

- ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
- c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for details.
- d. The school's COVID-19 Prevention Plan is posted at: <https://www.mcgillschoolofsuccess.org/covid19> This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
 - i. Staff meetings and staff survey gathered staff input on developing reopening plan
 - ii. A letter in English and Spanish was distributed on Oct. 5, 2020 outlining the Free COVID19 testing locations throughout the county
 - iii. McGill COVID-19 Reopening Plan will be shared with staff as a draft, then after it's board-approved
 - iv. A staff training prior to school-wide reopening will be provided to review health protocol and safeguards.
- e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
 - i. Principal/CEO will review cleaning schedule with custodian.
 - ii. Classroom, restroom, and shared areas will be subject to inspections

- iii. Health Clerk will notify Principal/CEO of the location of any positive COVID19 cases.
 - iv. Any areas in this plan that need to be addressed additionally, will be brought for revision
 - f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
 - g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
 - h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 below for more detail.)
2. McGill is actively working with the property owner, Christ United Presbyterian Church (CUPC), to evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. CUPC will ensure external community organizations that use the facilities (McGill Head Start, and Boy Scouts) also follow this guidance. McGill Head Start students shall remain in their designated spaces. McGill Head Start staff to use upstairs restroom and lounge exclusively. McGill Staff to use downstairs restroom and teacher's lounge in Room 9 exclusively. Boy Scouts to meet in the chapel. CUPC will notify McGill if other organizations enter the facilities.
3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)
4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
 - b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
 - c. Individuals who may not be able to communicate symptoms of illness.
5. The school has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation,

	<p>art, or shop; and before and after using the restroom.</p> <p>c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.</p> <p>d. Use fragrance-free hand sanitizer when hand washing is not practicable.</p>
	<p>i. McGill has purchased 80% Ethyl alcohol-based hand sanitizers for each classroom as these are preferred when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.</p> <p>ii. McGill will ensure not to use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.</p> <p>iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control will be called if consumed: 1-800-222-1222.</p>
7.	Prior to reopening, McGill will purchase portable hand washing stations to be placed throughout the site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
8.	McGill’s 2020-2021 school schedule includes routines to enable students and staff to regularly wash their hands at staggered intervals. Students are expected to wash their hands or use hand sanitizer upon entering school premises. Breakfast time, recess, lunch, Dance PE, and music breaks are trivial times for hand washing and/or the use of hand sanitizer.
9.	McGill has purchased and will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, face shields and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer. SDCOE and private donations have supplemented these provisions.
10.	Information contained in the CDPH Guidance for the Use of Face Coverings to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.
11.	<p>Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.</p> <p>Prior to reopening, McGill will ensure to purchase additional necessary personal protection equipment to ensure the safety for all. Students, staff, and guests may enter the school through the front office, where our health office can provide a mask for them to be admitted to the site.</p>
12.	<p>The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.</p> <p>In addition to masks for all students/staff, and face shields for adults, McGill has purchased plexi-glass desks shields for teacher’s desks. To date, 50 student desk shields have been purchased. McGill will also provide hand gloves and additional shields, trash cans, and hand washing stations to protect employees.</p>
13.	<p>Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:</p> <ol style="list-style-type: none"> Protect the school community Reduce demands on health care facilities Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.
- a. McGill will provide and expect each student and staff member to wear a mask that securely covers their nose and mouth.
 - b. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.
 - c. Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
 - d. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
 - e. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.
 - f. Issue reminders and disciplinary measures to address non-compliant staff/students.

15. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Strongly encouraged**
3rd grade – high school	Yes, unless exempt

**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

16. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.

- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:
 - a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
 - b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
 - c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
 - d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
 - e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
 - f. Implement procedures for daily symptom monitoring for staff.

5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. McGill will encourage the use of reusable water bottles to drink water rather than the use of a drinking fountain. In so doing, McGill eliminates the need for sharing of items that require common touching. Water bottles labeled with student names will be provided for students who request it. Water fountains will be covered to avoid having young students tempted to use shared water source.

19. Staff should [clean and disinfect](#) frequently touched surfaces at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

20. As a small charter, McGill does not provide school transportation to and from school. If field trips are arranged, buses should be thoroughly cleaned and disinfected after use and when transporting any individual who is exhibiting symptoms of COVID-19. Prior to scheduling a field trip, McGill Health Clerk will connect with the busing company to review health and safety protocol including: the use of disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses. McGill will provide each child a backpack with school and art supplies specific to that child. Alternative activities will be afforded for physical activities (Just Dance routines, exercise, non-contact games, etc.) which do not require the use of equipment. Playground equipment will be stored to avoid student use.
22. When choosing disinfecting products, McGill office staff will select *approved for use against COVID-19* on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.
- To [reduce the risk of asthma](#) and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
 - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
23. Ensure safe and correct application of disinfectant. A gallon of disinfectant, wipes, and cleaning items will be provided to each teacher to have near his/her desk. Spray disinfectant is to be used outside of student presence to avoid any student from inhaling the air particles. When the need arises for immediate cleaning, wipes will be used to disinfect.
24. McGill Staff will ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, the custodian will air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
25. With the collaboration of lessor CUPC, air filter and circulatory system will be maintained to the highest efficiency possible to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces. Upon the opening of the buildings, doors and windows will be open to allow fresh air to circulate through before school start time.
26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative

fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Prior to use of water, drinking fountain will be run for a period of 60 minutes to ensure all residue is washed away from possible consumption.

6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

27. During arrival and departure:

- a. Drop-off and pick-up to be exclusive at 30th St gate entrance.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- e. Implement health screenings of students and staff upon arrival at school. (Temperature checks, hand washing or hand sanitizer used upon entry, strict 6ft distancing restrictions, door signs inquiring about any exposure to someone with COVID19, floor/ground markings, designated line-up spots that respect distancing rules, guests enter the main entrance exclusively).
- f. Ensure each entrance is equipped with extra unused face coverings on school buses for students/guests who may have inadvertently failed to bring one.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Provide separation through plexiglass partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Limit music to violin or lecture activities to limit transmission from contaminated exhaled droplets that may result from band instruments and/or singing.
- h. Implement procedures for turning in assignments, to the extent possible, via online mode to minimize contact.
- i. The purchase of clear screens for teacher's desks to create protective barrier between staff and students.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. With the collaboration of Lessor (CUPC), McGill will limit communal activities. Alternatively, stagger use, properly space occupants and disinfect in between any necessary uses.
- c. Using Rooms 7, 8, 9, Fellowship hall, and outside spaces for instruction, weather permitting.
- d. Minimize congregate movement through hallways as much as practicable. Have main entry on 30th Street via Playground Gate and small blacktop gate to establish more ways to enter and exit a campus. McGill will look into creating staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing.
- e. Serve meals outdoors or in classrooms. Keep students together in their cohort groups, ensure physical distancing, and assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils.
- f. Holding recess activities in separated areas designated by class. Consider a blocked Music, PE periods to allow PE activities to be done at nearby open-space park.

30. For sports and extracurricular activities:

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time.
- b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (*see [CDC Guidance on Schools and Cohorting](#)*). Activities should take place outside to the maximum extent practicable.
- c. Conditioning and training should focus on individual skill building (e.g., exercise drills) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- d. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- e. Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- f. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

31. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

32. Provide each student with a backpack of school and art supplies and a 1:1 laptop to minimize sharing of high-touch materials (art supplies, equipment, etc.). Any need to use common instructional materials (e.g. microscope) must be cleaned and disinfect between uses.

33. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

8. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

34. Train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. [Proper use, removal, and washing of face coverings](#)
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific [symptom](#) identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.

35. Provide staff family training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.

9. Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

36. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. Maintain confidentiality and educate about common flu vs. COVID-19 symptoms & dangers.

37. Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).

38. Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

39. Implement screening and other procedures for all staff and students entering the facility.

40. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. Use a no-touch thermometer to check the temperature of anyone entering school premises.

41. Make available and encourage use of hand-washing stations or hand sanitizer.

42. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
43. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
44. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).
45. Policies should not penalize students and families for missing class. Make-up times can be made during office-hours, Family Friday, or via direct contact with teacher.

10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

46. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
47. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
48. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
- a. Fever
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Chills
 - e. Repeated shaking with chills
 - f. Fatigue
 - g. Muscle pain
 - h. Headache
 - i. Sore throat
 - j. Congestion or runny nose
 - k. Nausea or vomiting
 - l. Diarrhea
 - m. New loss of taste or smell
49. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become

severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

50. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).
51. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
52. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
53. Via distance learning, McGill will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
54. McGill will continue to offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.
55. Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).
56. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.
57. Update protocols as needed to prevent further cases. McGill will consult the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

11. Maintain Healthy Operations

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

58. To maintain healthy operations, McGill will:
 - a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
 - b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
 - c. The Principal/CEO and Health clerk will be responsible for responding to COVID-19 concerns. They are trained to coordinate the documentation and tracking of possible exposure, in order to notify local health

- officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- e. Consult with local health departments if routine testing is being considered by a local educational agency. Providing locations to conduct free routine systematic testing of staff or students for COVID-19.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- 59. Check state & local orders, and the health department notices daily about transmission in the area or closures and adjust operations accordingly.
 - a. Principal will read and review weekly county and state COVID19 communications to stay afloat of changes in policies, including school closure mandates.
- 60. Upon decision to reopen site, McGill will adopt a hybrid site/distance learning model and take the following steps:
 - a. Determine how many students can safely be in each room, following the health standards
 - b. Extend into other instructional spaces to maximize on-site instruction (PE Room, Library, Fellowship hall, Head Start rooms and/or other available areas)
 - c. Take a survey before reopening to determine how many families would want on-site instruction to determine the best hybrid model to follow
 - d. Create hybrid schedule to support distance learning (A-Day/B-day or On-site/Distance Learning instruction)
 - e. Provide a training for staff to go over health guidance, cleaning protocol, and other health procedures outlined in this plan
 - f. Provide training in English, Spanish, and Farsi to help families understand the steps families will need to take at home to support reopening plan and health guidelines. Families will need to sign an affidavit about disclosing any family members with COVID-19 symptoms and to agree to abide to health guidelines
- 61. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:
 - a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
 - c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
 - d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
 - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation

- benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - g. Develop a plan for continuity of education. Return to distance learning plan (or alternative plan) for nutrition and other services provided in the regular school setting.
 - h. Maintain regular communications with the local public health department.

The following signatures attest that the information provided above is true and correct.

Norma Sandoval
McGill Principal/CEO

Norma A. Cazares
McGill Board of Directors President

Date