



## COVID-19 Containment, Response & Control Plan

Larchmont Charter School's comprehensive approach to preventing and containing the spread of COVID-19.

The **LCS COVID-19 Compliance Team (Task Team)** members that are responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. The members are:

- Esmeralda Sandoval, COVID-19 Compliance Officer & Liaison to the LACDPH
- Amy Held
- Solace Pineo-Cavanaugh, Tess Trillo, Danielle Lovell, Lissette Rivas
- Eva Orozco, Merseleh Emrani, Sarah Perkins, Mike Kang
- Jennifer Gonzelez & Marline Plata
- Angelica Sammons

### STEPS TO TAKE WITH A POSITIVE CASE OF COVID-19 OR SYMPTOMS CONSISTENT WITH COVID-19

**If Confirmation occurs during school time (if not, begin with step 2), then:**

1. Immediately separate the student, staff, or visitor from the school community and give them a surgical mask.
  - If staff/adult, then they are told to go home and self-isolate at home.
  - If it's a student, then place the student in the designated isolation area until arrangements can be made for pick-up.
2. Notify the LCS COVID-19 Compliance Team and they implement the [Exposure Management Plan](#) and the [Decisions Pathway](#)
  - Identify person(s) exposed to cases at school – internal Contact Tracing;
  - Immediately quarantine exposed employees and/or students
  - Provide COVID-19 testing information
  - Contact LACDPH (Esmeralda)

**Materials to be shared with staff, visitors, parents of student(s) of confirmed or symptoms consistent case or possible close contact(s):**

- [Home Isolation Instructions for People with COVID – English, Spanish, Korean](#)
- [Home Quarantine Instructions for Close Contacts - English, Spanish, Korean](#)

- COVID-19 Testing Information – [Los Angeles County Testing Centers](#), [Kaiser Permanente Testing](#), [Blue Shield](#). If they need support finding a doctor have them call 2-1-1 (24/7)
- [Learn About Symptoms & What to do if you are Sick](#) – [English](#), [Spanish](#), [Korean](#)

## Notification Templates

[Notification Templates for the General Community](#)  
[Notification Template for Possible Close Contacts](#)

## HEALTH SCREENINGS

Larchmont Charter School is implementing daily symptoms screenings, also including a temperature check, of employees, volunteers, contract workers and students as part of our strategy to limit the spread of COVID-19 at the school site. Studies show that people with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

We ask that all employees complete the daily checklist prior to leaving their home to ensure that they are healthy to come to work/school.

The submission of the daily health screenings will be verified by school personnel upon staff arrival on the campus and check-in at a designated area.

## FACE COVERINGS REQUIREMENT

In accordance with the California Department of Public Health's (CDPH) Guidance, everyone entering the school property is required to wear a face covering.

- Face coverings must cover the nose and mouth and fit snugly around the face.
- Staff are required to wear disposable surgical/medical masks, which are available in the main office.
- Surgical/medical masks are to be replaced daily.
- Cloth face coverings must be of a minimum of 2 layers.
- Bandanas will not be allowed to be worn as a face covering.
- Gators will only be allowed if they are 2-layers.
- Cloth face coverings must be washed daily.
- Face coverings are to be worn at all times except when eating or drinking.
- If face covering becomes soiled or torn during the school day then replacements are available in the main office.
- Students are able to bring their own face covering from home but LCS will also be providing some as well.
- Personal face coverings will be allowed in compliance with dress code policies.
- Students are encouraged to bring an extra face covering in case one gets soiled.
- Signage has been placed at various locations on campus to remind everyone of the face covering requirement.

If a student or staff has a medical issue that precludes them from wearing a face covering, then the healthcare provider must be consulted.

For guidance on the use of face coverings, please refer to:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

## HEALTHY HAND HYGIENE

Students and staff should wash their hands frequently throughout the day or use hand sanitizer when handwashing is not practicable to help prevent the spread of COVID-19.

- Students and staff should wash their hands for at least 20 seconds with soap, rubbing hands thoroughly or use hand sanitizer that contains a minimum of 60% alcohol (ethyl alcohol-based).
- Students and staff should wash their hands:
  - Before and after eating
  - After coughing or sneezing
  - After using the restroom
  - Before and after any group activities
  - After outdoor play
- Multiple hand sanitizing stations are available throughout the campus, including the front entrance of the school, in each classroom, main office, and anywhere else where people have direct interactions with others.
- Hand sanitizer use is only allowed with adult supervision for children under age 9.

## PHYSICAL DISTANCING

Maximizing the physical distance between others inside and outside of the classroom is another important strategy to help mitigate the spread of COVID-19.

- A minimum of six (6) feet should be maintained between others.
- Floor markers have been placed in specific areas like the main entrance, office, bathrooms and water dispensing machines to support with distancing.
- Classrooms have been measured to maximize the space between students and staff.
- When it is not possible for a staff member to maintain six (6) feet of distance between another staff member or a student, both parties will ensure they are properly wearing their protective face covering and limit their exposure time to less than 15 minutes.
- Signage has been placed around the campus to remind everyone on campus to maintain a 6-foot distance from one another.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) & SUPPLIES

- For staff that is unable to maintain six feet of distance from others must also wear a face shield or goggles.
- Face shields will be given to each staff member.
- Plexiglass barriers have been placed in the main office and in other offices where staff may be meeting with a student or parent.
- Nitrile gloves and disposable surgical/medical masks are available in the main office.
- Staff who work with students who receive specialized services will have access to additional personal protective equipment such as face shields, gloves, gowns, and plexiglass barriers.

