

COVID-19 PREVENTION PROGRAM FOR BELLA MENTE ACADEMIES

Revised 12/7/2021

Additions for this plan were made 12/07/21

This COVID-19 Prevention Plan for Bella Mente Academies is based upon the latest guidance received from the San Diego County Office of Education, the San Diego County Health and Human Services Agency, the California Department of Public Health and the US Centers for Disease Control and Prevention. This Prevention Plan reflects procedures and protocols that will be followed when schools are open to in-person learning for students and also procedures and protocols that will be followed if a school is open for limited services. .

When guidance for this school changes as the result of a local Health Order or other directive, this plan will be modified and/or followed only to the extent that it complies with current operating parameters for schools. In no case will a procedure or protocol outlined in this plan be followed if it would constitute a violation of a current Health Order or any other law or governmental directive. All document links are listed at the end of this COVID Prevention Plan under <https://bellamentecharter.org/school-reopening/>

Key prevention practices that are incorporated in this Prevention Plan include:

- Physical distancing between individuals to the maximum extent practicable
- Consistent use of face coverings by staff, students and others
- Good hygiene practices, including frequent hand washing
- Regular cleaning and disinfection
- Training and education for staff members, students and their families
- Appropriate procedures to identify new cases of illness with rapid intervention plans
- Collaboration with local health authorities and compliance with the Local Health Officer

Questions or concerns regarding this plan should be directed to the school's COVID-19 Liaison, named below.

Section 1 - General Measures

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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://bellamentecharter.org/school-reopening/>
 - a. The person responsible to implement and monitor this plan is: Erin Feeley, Executive Director
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: Erin Feeley, Executive Director
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: The school's health technician will immediately report to the COVID-19 Liaison all known contacts and close contacts of the infected person and locations the infected person was present. The COVID 19 Liaison will report this information to Public Health Services and coordinate a response with their experts.
 - ii. The COVID 19 Liaison or her designee will immediately 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 (below) for more information.
 - d. The school's COVID-19 Prevention Plan is posted at: <https://bellamentecharter.org/school-reopening/>. This information has been provided to workers and worker representatives via email. The school has and will continue to train and communicate with workers on the COVID-19 prevention plans as described below.
 - i. Signage posted on entry to the campus for employees, visitors, and substitutes.
 - ii. Substitute Teachers will check in with the office manager upon arrival. They will receive a substitute folder with COVID 19 prevention information.
 - iii. COVID-19 Prevention Plan is included in a Google folder of documents shared with teachers and staff. All staff have been notified of where to find the plan in their Google Drive.
 - iv. Staff will be updated to changes or updates to the COVID 19 prevention plan.
 - e. The school has developed a Social Distancing and Sanitation Protocol document as under the current Health Order for San Diego County.
 - i. The Social Distancing and Sanitation Protocol document is based upon the plans described in this document.
 - ii. The Social Distancing and Sanitation Protocol document was updated on or after August 16, 2021 and will continue to be reviewed and revised as appropriate.
 - iii. The Social Distancing and Sanitation Protocol document is posted online at: <https://bellamentecharter.org/school-reopening/>
 - iv. The Social Distancing and Sanitation Protocol document is publicly posted in a conspicuous location near the entrance to the school. Specifically the document may be found posted on the front fence next to the pedestrian gate leading to the front office.
 - f. The school's COVID-19 Liaison and other school staff members will regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified.
 - i. Principal and Facilities will regularly walk the campus to verify compliance with the plan and ensure that all safety regulations are being followed.
 - ii. Facilities and Custodians will inspect restrooms at least 3 pre-scheduled times daily to ensure sufficient supply of paper products and hand soap for staff and students.
 - iii. All staff are informed that they should report any deficiencies to the Principal and Facilities immediately so that they may be corrected.
 - g. The LEAs Human Relations Department will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. This plan will be updated as needed to prevent further cases.

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- h. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
- i. 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 for additional details.)

2. Per order of the State Public Health Officer dated August 11, 2021, the school must verify vaccine status of all workers.

a. Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

- i. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
- ii. a photo of a Vaccination Record Card as a separate document; OR
- iii. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
- iv. documentation of COVID-19 vaccination from a health care provider; OR
- v. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
- vi. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.
- vii. In the absence of knowledge to the contrary, a school may accept the documentation presented as valid.

b. Schools must have a plan in place for tracking verified worker vaccination status. Records of vaccination verification must be made available, upon request, to the local health jurisdiction for purposes of case investigation.

c. Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

3. Testing requirements per order of the State Public Health Officer:

a. Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo diagnostic screening testing.

b. Workers may be tested with either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated workers must be tested at least once weekly with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

c. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, and are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

d. Bella Mente will use Primary Health for tracking test results and conducting workplace contact tracing, and must report results to local public health departments.

e. Definitions: For purposes of this Order, the following definitions apply:

- i. "Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received

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a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). COVID-19 vaccines that are currently authorized for emergency use:

1. By the US Food and Drug Administration (FDA), are listed at the [FDA COVID-19 Vaccines webpage](#)
2. By the World Health Organization (WHO), are listed at [WHO COVID-19 Vaccines webpage](#)
- ii. "Incompletely vaccinated" means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated.
- iii. "Unvaccinated" means persons who have not received any doses of COVID-19 vaccine or whose status is unknown.
- iv. "WHO Yellow Card" refers to the original World Health Organization International Certificate of Vaccination or Prophylaxis issued to the individual following administration of the COVID-19 vaccine in a foreign country.
- v. "Worker" refers to all paid and unpaid adults serving in the school settings described in Section I. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, who are on-site at a school campus supporting school functions.

2. The school has determined that external community organizations will not be permitted to use this site and associated campus resources at this time unless that organization is operating under the *direct* supervision of school or school district staff and that organization follows all the protocols contained herein.

3. The school district and school site will ensure that any independent contractors, temporary, or contract workers present at the school are properly trained in the schools COVID-19 Prevention Plan and have all necessary supplies and personal protective equipment (PPE).

4. 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.)

5. 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.

Health/Attendance Tech and contracted school nurse will review existing student health plans to identify students who may need additional accommodations, and they will make contact with those students' families. In conjunction with parents, they will modify or amend health plans as needed. When applicable, these plans will then be communicated with staff who are in close contact with those students (e.g., instructional aides, classroom teachers, support nurses, or other support staff).

6. 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.

Section 2 - Promoting Healthy Hygiene Practices

7. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of frequent hand washing with soap for at least 20 seconds, using hand sanitizer, and not touching their face.

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8. 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:
- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - 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, art, or shop; and before and after using the restroom.
 - Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
 - Use fragrance-free hand sanitizer when hand washing is not practicable.
 - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. Bella Mente purchases and provides ethyl alcohol-based hand sanitizers only.
 - Hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed, are prohibited on this campus.
 - Children under the age of 9 will use hand sanitizer only under adult supervision.
 - School staff will contact Poison Control at 1-800-222-1222 if hand sanitizer is consumed by any student or staff member.

The school will share the above safe sanitation information and practices with staff members. This information will be reviewed as necessary throughout the school year as well as with new staff members.

During the first day of on campus attendance, teachers will instruct students in protocols and expectations for sanitation and safety. They will review hand hygiene with their students and review the proper way to wash their hands, use sanitizer, and practice healthy behaviors to prevent the spread of illness.

9. Portable hand washing stations have been installed on the site to minimize movement and congregations in bathrooms to the extent practicable.

School water fountains throughout the buildings have been converted to handwashing stations.

10. The school has developed routines enabling students and staff to regularly wash their hands at staggered intervals.

Staff have been directed to supervise students washing hands before they go to the playground and after they go to the playground as well as before they eat.

Staff are encouraged to wash their hands at every practicable opportunity. Teachers should wash hands before school starts, during recess and lunch breaks, after dismissal, and after accessing common areas or shared tools - refrigerators, microwaves, copy machines. Classified and other office staff should wash hands at regular intervals, particularly after any interactions with staff, students, or families.

Hand washing schedules will be determined by the instructional leadership team. Once determined, the schedules will be followed by all grade levels and classes.

11. The school has adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use

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hand sanitizer. The school will closely monitor the level of supplies on campus and will utilize established procedures to order additional supplies when necessary. Campus restrooms and hand washing stations will be monitored by custodial staff and other staff members throughout each day to ensure an adequate supply of soap and towels. Hand sanitizing stations throughout the campus will also be monitored throughout each day to ensure an adequate supply of hand sanitizer for students, staff, and others.

Facilities will monitor the cleaning and supply levels of the hand sanitizing stations multiple times daily, including before and after breaks and lunches.

Facilities will monitor supply levels and communicate to the Business office to ensure adequate supply levels.

12. The school district has provided information contained in the CDPH Guidance for the Use of Face Coverings to all staff, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that BMA has adopted to ensure the use of face coverings.

The school has provided or will provide information contained in the CDPH Guidance for the Use of Face Coverings to students and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that BMA has adopted to ensure the use of face coverings.

Prior to teachers starting work for the school year, the school will email all teachers to share the CDPH Guidance for Use of Face Coverings and all safety protocols that will apply as they return to school.

Prior to the start of school, parents will receive an email to share the CDPH Guidance for the Use of Face Coverings. This guidance will also be posted on the school website at <https://bellamentecharter.org/school-reopening/>

13. The school will provide and ensure staff use face coverings and all required protective equipment in accordance with CDPH guidelines.

14. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The specific type of PPE required is dependent upon the tasks performed by individual employees and is described below.

Nurses and other staff members working in the health office or with those infected or suspected to be infected with COVID-19 are provided with disposable non-latex gloves, eye protection, an N95 respirator mask, and a disposable gown.

Maintenance, Grounds, and Operations staff are provided with disposable face masks for use when work must be performed in close proximity to others or when working near the public and other staff, as well as supplies to disinfect their vehicles and work areas. Disposable latex gloves are also available to Maintenance, Grounds, and Operations staff.

Child Nutrition Services staff are provided with face masks and gloves for use at all times.

All other employees are provided with the specific type of PPE required for the tasks they perform.

The school will continuously monitor its supply of PPE for employees and ensure that additional supplies are ordered when necessary.

Facilities will monitor PPE supply levels and communicate with purchasing to ensure adequate supply levels.

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15. The school will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
- 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.

The school's health staff, led by the School Nurse, will take the lead in notifying staff, students and their families of the availability of an influenza vaccine as well as low- and no-cost options available for obtaining the vaccine.

Section 3 – Using Face Coverings

16. The school requires that face coverings be used by all persons on campus in accordance with CDPH guidelines and Bella Mente policies unless a person is exempt as explained in the guidelines. The school will place an emphasis on the use of face coverings in all situations, but particularly in indoor environments, and areas where physical distancing alone is not sufficient to prevent disease transmission. Unless otherwise exempted, all persons who are two-years-old or older must wear a face covering while on school property. The school has or will take the following actions:
- The school will teach and reinforce use of face coverings, or in limited instances, face shields.
 - The school has prominently posted signage throughout the campus that promotes the use of face coverings by all individuals.
 - Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.
 - Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
 - Staff have been directed to refuse service to any parent or member of the public who refuses to comply with the school's mask mandate. These individuals will be asked to leave school property.
 - Training for school staff will include policies on how people who are exempted from wearing a face covering will be addressed.

Prior to the start of school, all staff (both classified and certificated) will be trained on Covid-19 prevention policies and protocols through a staff meeting.

Before students are to arrive on campus, we will share with all families information about Covid-19 prevention protocols and policies. Included in this information will be current policy with regards to face coverings, handwashing, social distancing, and safety expectations and routines. During the first day of on campus attendance, teachers will instruct students in protocols and expectations for sanitation and safety. They will instruct hand hygiene with students and review the proper way to wash their hands, use sanitizer, and practice healthy behaviors to prevent the spread of illness.

This plan will be posted on our school website at <https://bellamentecharter.org/school-reopening/>

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17. 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	Yes, unless exempt
3rd grade – 8th grade	Yes, unless exempt

- 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. Persons with a documented medical condition, mental health condition, or disability that prevents them from wearing a face covering may apply for an exemption with the school administration and site nurse. A 504 or IEP meeting will need to take place to determine eligibility.
- c. Persons who are hearing impaired, or communicating with a person who is hearing impaired are exempt from the face covering requirement.
- d. A cloth face covering, or face shield should be removed for meals, snacks, naptime, active outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be placed in a clean paper bag or other acceptable container (marked with the student's name and date) until it needs to be put on again.
- e. A face covering may be temporarily removed when a student is obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service. For example, students having their school ID photograph taken or participating in speech therapy may be required to temporarily remove their face covering.
- f. In order to comply with this guidance, this school will 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. The school has developed protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. This school will offer alternative educational opportunities through Independent Study for students who are excluded from campus.

18. 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. Staff members must wear masks/face coverings over their nose and mouth whenever they are:
 - i. Interacting in-person with any member of the public;
 - ii. Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - iii. Working in any space where food is prepared or packaged for sale or distribution to others;
 - iv. Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - v. Working in indoor areas, such as the school offices, teachers' lounge, restroom, and other common areas.
 - vi. Driving or operating any passenger-carrying vehicle in the district's transportation fleet when passengers are present.
- c. 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 may be used instead of a cloth face covering while in the classroom as long as the wearer

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maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

- d. Workers or other persons handling or serving food must use gloves in addition to face coverings.
- e. Face coverings are strongly encouraged in all other circumstances.
- f. The School will provide face coverings to any employee who does not have their own.

Section 4 - Ensuring Teacher and Staff Safety

19. The school's plan to protect teachers and staff includes the following elements:

- a. Staff members are required to maintain physical distancing from each other to the maximum extent practicable as this is critical to reducing transmission between adults.
- b. All staff members shall use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. The School will support staff members who have a doctor's note that indicates that they or a member of their household is at a higher risk for serious illness from coronavirus because of age, a serious long-term health problem, or otherwise, by considering alternative work arrangements such as telecommuting, if possible based on their job requirements. If an alternative work arrangement is not available or appropriate and the staff member is unable to work, onsite or remotely, the staff member may request to take an available leave of absence. The School reserves the right to request that a staff member present verification from a doctor supporting that s/he or a household member is at higher risk for any of the reasons above.
- d. All staff meetings, professional development training and education, and other activities involving staff will take place following guidelines set forth by CDPH and CalOSHA
- e. The school will minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. The school has procedures for the daily symptom monitoring for staff. Staff members will self monitor throughout the day for any of the symptoms outlined in this document. *Every* work day, *when an* employee reports to work, he or she will answer self-screening questions posted at the school or site entrance. Employees will be instructed to not enter the property if their response is "no" to any of the questions and to immediately contact their supervisor.
- g. The school's COVID-19 Liaison will take all of the following actions if they become aware that an employee is diagnosed with COVID-19:
 - 1. Promptly notify Jennifer Meeker, Human Resources.
 - 2. Provide Ms. Meeker with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Resources Department.
 - 3. Cooperate with the County Department of Public Health's COVID-19 response team.
 - 4. Work with BMA staff to identify and provide notice of exposure to any employees (including contractors who regularly work at the workplace) and the parents of students who may have been exposed to COVID-19.

The office at Bella Mente has been modified to promote social distancing and to provide barriers between office staff. At this time, visitors are not permitted on campus, **except during administration approved events**. Signage is posted at the front gate and at the front door to let visitors know about protocols. There is a table with a clear divider at the front that encourages visitors to stop outside the pedestrian gate for assistance with

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a staff member. When visitors arrive, they are greeted by a masked staff member and are helped from behind the clear plexiglass divider.

Teachers will resume teaching in their classrooms with their full classes. To the extent possible, teachers will maintain distance from students and promote distance between students. All students and teachers will be required to wear face coverings while indoors and waiting in line to enter the building.

During ingress in the morning, all students and staff are required to properly wear their mask while exiting their cars and walking into the building.

During recess times, classes of students will be permitted to mix with other classes. During lunch time, students will eat with their class per the seating chart created by the teacher.

During egress in the afternoon, all students and staff are required to properly wear their mask while walking outside, lining up, waiting to be picked up, and walking to their car or off campus.

Mailboxes continue to be in a shared space, and staff are encouraged to maintain social distance when they are in the lounge at the same time. Staff lounge tables and seating should be arranged by staff members to eat while maintaining 6ft distance.

Grade level teams are permitted to meet in person if they choose to do so provided that staff wear masks and maintain social distance while in the same room, and they are encouraged to continue to meet virtually when possible.

Section 5 - Cleaning, Disinfection, and Ventilation

20. The school will modify the use of site resources that necessitate sharing or touching items. For additional details, please also refer to Section 7 of this plan.

Shared equipment and materials will be minimized and eliminated wherever practical and possible. Students are required to use hand sanitizer before and after using a shared material.

21. The school's custodial staff has been properly trained in cleaning and disinfection techniques and will clean frequently touched surfaces at school at least daily. These surfaces will be cleaned more frequently throughout the day by trained staff if it is practical to do so. 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

Facilities and school custodians will clean frequently touched surfaces, such as those named above, on a

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regular schedule. All staff members will also be encouraged to regularly wipe or sanitize frequently touched surfaces, such as door handles, during the day.

22. Electrostatic disinfectant sprayers will be used nightly in classroom and shared spaces.

23. Teachers and other staff members will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. Limited sharing is still permitted.

The entirety of this plan and the modifications to the typical school schedule will be shared with teachers at the first whole staff meeting.

24. When choosing disinfecting products, the school will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

- a. To reduce the risk of asthma and other health effects related to disinfecting, the school district has selected and purchased 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.
- b. The school will not use products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- c. School staff will follow label directions for appropriate dilution rates and contact times. Workers have been provided 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.
- d. Custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
- e. The school has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- f. All products are kept out of children's reach and stored in a space with restricted access.

25. School staff will ensure the safe and correct application of disinfectant and will ensure that disinfecting products are kept away from students.

- All sanitizing supplies will be stored in locked closets.
- Classroom disinfecting supplies will be locked up or inaccessible to students in cabinets when not in use.

26. School staff will ensure that proper ventilation is provided during cleaning and disinfecting. Staff will introduce fresh outdoor air as much as possible by opening windows and doors where practicable. When cleaning, spaces will be aired out before children arrive; and thorough cleanings will take place when children are not present.

27. When using HVAC systems, staff will adjust those systems to use the setting that brings in outside air whenever possible. BMA maintenance staff have recently replaced all HVAC filters with the highest-rated MERV filters compatible with existing HVAC systems. BMA maintenance staff members will check and replace air filters and filtration systems regularly to ensure optimal air quality. Whenever possible, staff will open windows and doors as opposed to utilizing HVAC systems to introduce outside air into classrooms and other spaces on campus. If opening windows and doors poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, the school site will consider alternatives.

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28. BMA has made modifications and will continue to make modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces to the extent practicable including a HEPA filter with UV installed in each room.

29. BMA facilities and maintenance staff has and will continue to take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after any prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Section 6 - Implementing Distancing Inside and Outside the Classroom

30. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of following health and safety guidelines as required by the CDPH.

Recess and Lunch

- During the lunch period, teachers will escort their classes to their assigned lunch tables. Any students who bring lunch will start at the tables, any students who get lunch from the Bella Cafe will be escorted to the line.
- Students will eat at their assigned tables.
- At the end of the lunch, students will be escorted by a noon duty or their teacher to the playground.
- Noon duties and staff members will supervise students during recess and lunch.

31. School staff members who work in the office will meet with students, parents, and members of the public according to the following guidelines, if it is feasible to do so:

- a. Outside, at the pedestrian entrance when possible
- b. In large rooms
- c. In rooms with high ceilings
- d. In rooms with excellent ventilation/windows that open

32. School staff members have been directed to make appointments with students, parents, or other members of the public virtually to the maximum extent possible and to minimize services during "open office hours" which may lead to people inadvertently congregating on campus.

33. School staff members have been directed to conduct essential business over the phone or by email/internet if that is practicable.

34. During arrival and departure the school will:

- a. Maximize space between students to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.
- c. Prioritize minimizing contact between adults at all times.
- d. Stagger arrival and drop off-times and locations as consistently as practicable due to ingress and egress of students.
- e. Designate routes for entry and exit, using as many entrances as feasible.
- f. Put in place other protocols to limit direct contact with others as much as practicable.
- g. Implement health screenings of staff upon arrival at school according to protocols provided by BMA Human Resources.
- h. Implement health screenings of students upon arrival to school according to protocols provided by BMA.

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Health Checks:

- Any student who appears ill will be sent to the health tech to be evaluated. If the student has a fever or presents with Covid-19 symptoms, they will be isolated in the designated Isolation area until they are picked up by a parent.

Before School/Student Ingress

- Students will not be permitted to be dropped off at school daily until 15 minutes before their start time. This will alleviate unsupervised students waiting outside the gate.
- Students and staff will be masked during ingress
- Once on campus students will immediately pick up their breakfast or go to their designated class gathering area: tk-k-classroom; 1-6-line up with teacher; 7-8 PE designated meeting area .
- Students eating breakfast will sit at the lunch tables in designated spots to ensure they maintain a safe distance from each other.

After School/Student Egress

- At the end of the day students will assemble with their class in their assigned area on the turf.
- Students and staff will be masked during egress.
- Parents will remain in cars/carline and provide their student name(s) to staff via a placard or verbally
- Staff will use the radio system to call for each student.
- Once students are called over radio system they will be directed to specific gate for parent reunification
Parents who walk will assemble at the basketball gate and staff will use the radio system to call for each student when their parent provides their name. Once students are called over the radio system they will be directed to a specific gate for parent reunification.

35. In-classroom spaces:

- a. To reduce possibilities for infection, students will remain in the same space and in stable-groups as small and consistent as practicable, including for recess and lunch.
 - b. Teachers and staff will prioritize the use and maximization of outdoor space for activities where practicable.
 - c. The movement of students and teachers or staff will be minimized as much as practicable.
 - d. Teachers will maximize space between seating and desks, as practicable.
 - e. Teachers have and will redesign activities for smaller groups and have rearranged furniture and play spaces to maintain separation to the extent practicable.
 - f. Teachers have removed non-essential items, e.g., bean bags, plush toys, etc., from their classrooms.
 - g. Staff will provide 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.
 - h. The school will follow the most current CDPH requirements and practice all necessary safety precautions during activities, such as band, choir practice and performance to keep students safe.
 - i. Other activities that involve singing should take place outdoors when practicable. If singing indoors, students should be masked and socially distanced.
- Revised schedules will assist with keeping cohorts of students together while on campus, both in the classroom and during lunch times.
 - Teachers will utilize outdoor spaces for activities when practicable.
 - Students will stay within their cohort during lunch.
 - Teachers will maintain distance from students, as practicable.

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36. Extracurricular activities and events will be approved based on the most current guidance from the CDPH and HHSA.

Most school activities, including but not limited to Back to School Night and parent-teacher conferences, will be held virtually until further notice. **Winter Spectacular will be held outdoors and parents and students are invited to attend on campus. The event will be held completely outdoors. Staff, students, and families are not required to wear a mask while outdoors. All individuals 2 and up are required to wear a mask when entering a school building including to use restroom facilities.**

Section 7 - Limiting Sharing

37. Teachers and staff will encourage students to use only their personal belongings and will limit shared supplies and manipulatives as practicable.

- students will be instructed to keep their personal materials separate from others.
- Students will only use their assigned textbooks, devices, materials, etc.
- Sharing of school materials will be minimized, as practicable
- Families will be encouraged to clean student belongings that are taken home each day.
- Families will be encouraged to limit the belongings that are brought to school each day.

38. n/a

39. n/a

40. n/a

Section 8 - Training All Staff and Educating Families

41. A School Reopening Guidebook has been sent to school families via email. The document informs families of the health and safety procedures in place to help keep students, staff, and visitors safe for COVID-19. On the first day of school, every student will review the Student Agreements with their teacher and pledge to follow the agreements designed to keep themselves and other students safe. Families will then receive a link to also review with their scholar at home. All BMA employees will be required to participate in training regarding COVID protocols.

Section 9 - Checking for Signs and Symptoms

42. The school and all staff members are committed to preventing discrimination against staff and students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

43. The school will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. The school has established policies that encourage sick staff and students to

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stay at home without fear of reprisal. The school will ensure that staff, students and students' families are aware of these policies. Signs that describe COVID-19 symptoms and prohibit anyone with those symptoms from entering school property are prominently displayed at every entrance.

- Signs informing all employees and parents that they should not enter the facility if they have a cough or other covid-19 symptom
- All staff will receive information on established policies at staff meetings, newsletters, training, emails, signage, etc.
- Staff and students who are sick or had close contact with a person with COVID-19 will be required to stay home. Policies which include this information will be communicated to staff and families through school communication.

44. The school has a screening procedure and other procedures for all staff and students entering the facility.

45. Teachers and other school staff members will conduct frequent visual wellness checks of all students and establish procedures for parents to monitor at home. When checking temperatures of staff and/or students, staff members will use a no-touch thermometer.

46. The school will make available and encourage use of hand-washing stations and/or hand sanitizer.

47. School staff members will 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. Staff members have been trained and understand that every student or staff member and the members of their family are entitled to privacy. The specific identity of any person with COVID-19 will never be disclosed publicly by any staff member.

48. If a student is exhibiting symptoms of COVID-19, a member of the school staff will immediately communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

49. School staff will monitor fellow staff members and students throughout the day for signs of illness. Students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other COVID-19 symptoms will be sent home.

50. The school and teachers have implemented policies that do not penalize students and families for missing class.

- Students will not be penalized for missing class due to pandemic health concerns.
- Teachers will reach out to families and supply missing work.
- If students need to have an extended isolation or absence they may be offered an opportunity for independent study.
- Administration and the Attendance Clerk will follow up any family whose student misses school
- All attendance incentive programs are suspended

Section 10 - Plans for When a Staff Member, Child or Visitor Becomes Sick

51. The school has an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

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52. Students or staff exhibiting symptoms are immediately required to wear a face covering (if they are not already wearing one) and required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
53. School staff members will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
- Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Fatigue
 - Muscle pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell
54. School staff will call 9-1-1 without delay and notify the operator that they are seeking care for someone who may have COVID-19 when serious injury or illness is detected in the individual. Immediate medical attention will be sought if COVID-19 symptoms become severe, including:
- Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
 - Any other symptoms that are severe or concerning
55. The COVID 19 Liaison will notify local health officials immediately upon learning of any positive case of COVID-19 in any individual who is on campus or was on campus recently. Exposed staff members and the families of exposed students will be notified while maintaining confidentiality of the infected individual as required by state and federal laws.
56. Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and not used until cleaning and disinfection can take place. To reduce risk of exposure, school staff will wait 24 hours before they clean and disinfect if it is practicable to do so. If it is not possible to wait 24 hours, staff will wait as long as practicable. Custodial staff will ensure a safe and correct application of disinfectants and use personal protective equipment and ventilation recommended for cleaning. All disinfectant products will be kept away from students.
57. Sick staff members and students will be advised not to return until they have met CDC and CDPH Criteria to discontinue home isolation, including at least 24 hours with no fever and symptoms that have improved and at least

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10 days since symptoms first appeared. For COVID positive cases and identified close contacts BMA will follow the most current COVID-19 decision tree from HHS and SDCOE.

58. The school will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law. Instruction will be provided through Independent Study.

59. The school is offering Independent Study 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 learning at home.

60. The school will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines. School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. Any decision to close the school will be made by the Executive Director in consultation with San Diego County's Local Health Officer. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. The school may also be closed if 25% of the schools within our surrounding Vista Unified School District are closed due to outbreaks. Again, that final decision will be made by the Executive Director in consultation with San Diego County's Local Health Officer.

61. BMA will investigate COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. The school will follow guidelines related to identifying cases, communicating with staff members, students, and other exposed persons and conducting and assisting with contact tracing procedures as established by the California Department of Public Health and outlined in their Responding to COVID-19 in the Workplace memorandum. Protocols will be updated as needed to prevent further cases.

Section 11 - Maintaining Healthy Operations

62. The school and school district has and 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 students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- d. Inform staff of the identity and contact information for their school liaison.
- e. Train the school liaison 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.
- f. 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.
- g. Consult with local health departments if routine testing is implemented in the school district.
- h. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning through the Independent Study program.

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Section 12 - Reopening and Partial or Total Closures

63. School staff will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. When orders change, these changes will be promptly communicated to members of the school community, as appropriate, and adjustments will be made immediately to comply with the orders. In no case will any provision within this document be followed if that provision conflicts with a legally binding order from the County, State, or Federal government.
64. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, the school or school district will refer to the most recent CDPH Guidelines, and implement the following steps:
- a. In consultation with the local public health department, the Executive Director will 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 infected person was based and not use these areas until after cleaning and disinfection.
 - c. Close off additional areas of the school visited by the COVID-19 positive individual 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. Provide staff with information 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, teachers 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. Implement the plan for continuity of education.
 - h. Continue nutrition and other services provided in the regular school setting by establishing alternate mechanisms for these services to continue.
 - i. Maintain regular communications with the local public health department.

Reference Documents/Materials/Websites

1. [Current Health Order for San Diego County](#)
2. [San Diego County Social Distancing and Sanitation Protocols Document](#)
3. [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)
4. [CDPH Guidance on Outdoor and Indoor Youth and Recreational Adult Sports](#)
5. [CDPH/CAL-OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#)
6. [CDPH Guidance on Masks and Face Coverings](#)
7. [CDPH Memo on Responding to COVID-19 in the Workplace](#)

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8. [CDC Handwashing Website](#)
9. [CDC Coronavirus Prevention Single-page Handout](#)
10. [CDC Hygiene Etiquette & Practice | Coughing and Sneezing Website](#)
11. [CDC Prevent Getting Sick | Masks Website](#)
12. [CDC Cleaning and Disinfecting | Disinfecting Your Facility Website](#)
13. [US Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)
14. [US Environmental Protection Agency 6 Steps for Safe & Effective Disinfectant Use](#)
15. [CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation Website](#)
16. [CDC Guidance on Legionella \(Legionnaires' Disease and Pontiac Fever\) Website](#)
17. [CDC Cleaning and Disinfecting Your Facility Document](#)
18. [CDC Social Distancing Website](#)
19. [CDC How COVID Spreads Website](#)
20. [CDC What to do if You are Sick Website](#)
21. [CDC If You Are Sick | Isolate If You Are Sick Website](#)
22. [US Department of Education Student Privacy, FERPA & COVID-19 Frequently Asked Questions \(FAQs\) Website](#)
23. [CDPH Responding to COVID-19 in the Workplace Memo](#)
24. [California Labor and Workforce Development Agency Benefits for Workers Impacted by COVID-19 Website](#)

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

James Proby,, Principal

Date

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Erin Feeley, Executive Director

December 7, 2021

Date