

IIA COVID Safety Protocol

*Adapted from CDPH Safety Measures for (T)K-12 schools & IUSD Safety Guidelines
Updated 9/14/2021 Covid Safety Officer Parisa Geshti, MS Public Health*

These safety measures will be regularly updated as new guidelines are developed by the CDC and CDPH

1. Masking policy

- a. The California Department of Public Health (CDPH), Orange County Healthcare Agency (OCHCA), Orange County Department of Education (OCDE), and Irvine International Academy (IIA) all affirm that **universal masking is required for students while indoors and adults while sharing indoor spaces with students**, including on buses and during field trips that are indoors
- b. The purpose of universal masking is to provide a pathway for all students to return to full-time, five days per week, in-person instruction
- c. Universal masking also aims to reduce conflict and bullying between those who are masked and unmasked, and those who are vaccinated and unvaccinated
- d. Masks may include disposable face masks or cloth face coverings
 - i. Disposable face masks must cover the nose and the mouth, and may be secured to the head with ties or straps that loop around the ears or the back of the head
 - ii. Cloth face coverings are any material that covers the nose and the mouth, and may be secured to the head with ties or straps that loop around the ears or simply wrapped around the lower face
 - iii. Neither mask should be used when it no longer covers the nose and the mouth, has stretched out or damaged ties or straps, cannot stay on the face or has holes or tears in the material
 - iv. N95 mask were created and suggested for viruses
 - v. IIA is aware of masks with clear coverings so children can see another's mouth, ideal since it helps with learning a foreign language.
- e. In limited situations **when masks cannot be used, a face shield with a drape on the bottom edge can be used per [CDPH guidelines](#)**, as long as the wearer maintains physical distance from others (minimum 3 feet or less than 3 feet with an additional physical barrier such as a sneeze guard).
- f. Per CDPH, the following individuals are exempt from wearing masks
 - i. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering (e.g., persons with a medical condition for whom wearing a face covering could obstruct breathing)
 - ii. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication
 - iii. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines

- g. Masks are not required while outdoors, including during sporting events, but encouraged when physical distancing cannot be achieved.
- h. IIA will provide a mask to any student who inadvertently fails to bring a mask to school to minimize unnecessary exclusion from in-person instruction
- i. IIA teachers and Wonder Kids staff will be responsible for teaching mask use, as well as monitoring and enforcing universal masking while students and adults sharing spaces with students are within indoor spaces
 - i. IIA teachers and Wonder Kids staff will positively teach and reinforce the proper use of masks
 1. Wash hands before putting on a cloth or disposable face covering
 2. Make sure that it covers both the nose and the mouth and goes under the chin
 3. Ensure it fits snugly against the sides of the face and does not restrict breathing
 4. Refrain from touching face covering during use
 5. A cloth face covering should be removed for meals, snacks, naptime or when it needs to be replaced
 6. During outdoor activities, masks may be removed when physical distancing is being observed, especially if activity is vigorous or in excessive heat
 7. 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
 8. At the end of the day, take the cloth face covering home and machine or hand wash after each use
 9. If using a disposable face covering, dispose of it in a trash receptacle
 10. To remove a mask
 - a. Untie the strings behind the head or stretch the ear loops
 - b. Handle only by the ear loops or ties
 - c. Fold outside corners together
 - d. Wash your hands with soap and water
 - ii. IIA teachers and Wonder Kids staff will be educated on proper mask wear; they will redirect students and adults sharing spaces with students whenever masks are not worn or are inappropriately worn.
 - iii. If a student regularly does not wear a mask, including one provided by the school, IIA teachers and Wonder Kids staff will adhere to a tiered model to help enforce proper mask wear:
 1. Students will first be given gentle reminders and encouraged to take "mask breaks" in designated areas that are well ventilated or socially distanced.
 2. If that does not work, teachers will provide a standard note home (requiring a parent's review and signature) explaining the importance of universal masking, & detailing proper mask wear

3. If above two measures are ineffective, IIA teachers and Wonder Kids staff will refer the student to Superintendent Michael Scott, PhD. (Dr. Scott has been a practicing nurse since 1975 (LPT/LVN Board)) to consider alternative modes of instruction (e.g., virtual learning, independent study program as required by AB 130)
- j. IIA will post signage to remind students, staff, family members and any authorized visitors to wear face coverings according to CDPH, OCDE and IIA guidelines and executive orders

2. Physical distancing

- a. When universal masking is in place, in-person instruction can occur without physical distancing
- b. In the limited situation in which a face shield with drape on the bottom edge is required, physical distancing (minimum 3 feet or less than 3 feet with an additional physical barrier such as a sneeze guard) would also be required
- c. Without universal masking, hybrid learning models with partial cohorts and physical distancing (minimum of 6 feet) would be required
- d. When outdoors or when masks are not possible (e.g., while eating), physical distancing should be maintained as much as possible
 - i. IIA students and adults interacting with those students will be kept in stable groups with fixed memberships that stay together for all activities (e.g, instruction, lunch, recess) and minimize contact with other group members
 - ii. Students will be picked up and dropped off at designated times and locations according to classroom and grade level
 - iii. Lunch and snack times will be staggered and physically distanced in designated indoor sections (e.g., classroom) and/or outdoor spaces as much as possible.
 - iv. Recess will be staggered to decrease interactions between stable groups
 - v. During athletics, physical spacing will be maximized, direct contact and equipment sharing will be minimized, and mask wear will be encouraged, but not required.

3. Ventilation

- a. IUSD has updated the HVAC (Heating and Air Conditioning) system at Irvine International Academy (formerly El Camino Real Elementary School) to provide at least the code-required minimum ventilation rate per California Title 24
- b. IUSD has installed MERV 13 or better filters; the filters will be properly installed and properly maintained per the manufacturer's specifications
- c. IIA PTO will provide in room portable HEPA air filters for indoor spaces with a minimum clear air delivery rate (CADR) of $\frac{2}{3}$ of the floor area

4. Staying home when getting sick

- a. Staying home when getting sick – follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#). **Staying home when ill will help prevent spread of illness and keep everyone healthy and able to attend in person learning.**
- b. Self-checking for symptoms each morning by faculty, staff, and parents before leaving in the morning for school is critical and will serve as the primary screening mechanism for [COVID-19 symptoms](#). Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:
 - i. Fever or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
- c. Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms.

5. Screening testing

Personnel	Procedures
Employee procedures prior to entering campus	<ul style="list-style-type: none">● At home health check – (1) temperature below 100.4; (2) health check for symptoms associated with COVID● Face covering required upon entrance to campus● Hand sanitizer used upon entering the campus● Other self screening:<ul style="list-style-type: none">● Travel history: whether employee has traveled outside of the country – not able to return to work for 14 days after returning to the US● Close contact with someone ill with COVID-19 (being with 6 feet of an individual for at least 15 minutes, starting 2 days before illness onset)

<p>Essential visitors (deliveries, mail, vendor maintenance)</p>	<ul style="list-style-type: none"> • All visitors are required for health screening (temperature and health check for symptoms associated with COVID), conducted by staff upon entering administrative desk • Minimize entrance to campus if necessary; meet at lobby or designated areas • Face covering required upon entrance to campus • Hand sanitizer used upon entering the campus
--	---

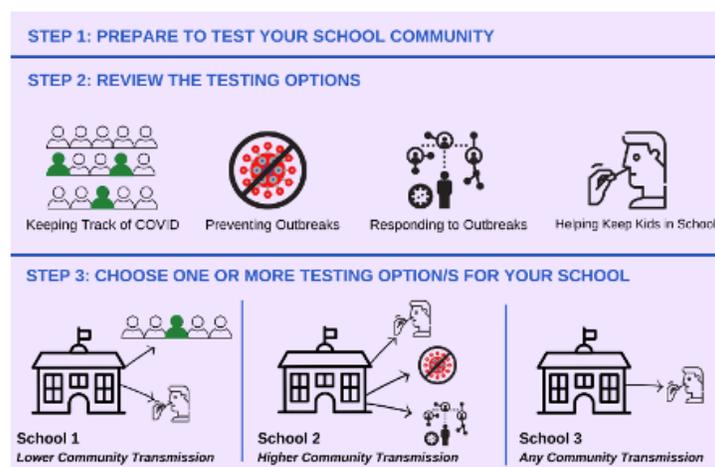


Figure 1. Three step process for LEAs considering school-based testing. The Steps are discussed in greater detail below. Step 3 in the graphic shows how three different schools might choose one or more of the testing options. "Helping Keep Kids in School" is testing for symptomatic people or testing to modify quarantine as allowed under the new [K-12 schools guidance](#). This supports minimizing missed school days.

- a. [K-12 school-based COVID-19 testing strategies for school year 2021-22 \(ca.gov\)](https://www.ca.gov)

6. Case reporting, contact tracing and investigation

- Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
- There will be a COVID-19 liaison assigned at IIA to assist the local health department with contact tracing and investigation.
- Any confirmed or suspected cases of COVID-19 should be reported to
 - Covid Safety Officer Parisa Geshti (p.geshti@irvineia.org),
 - Principal Steven Chuang (schuang@irvineia.org),
 - Marybeth Chen (mbchen@irvineia.org) (949) 242-6164 and/or
 - Superintendent Michael Scott (drscott@irvineia.org) (949) 242-6168

7. Quarantine recommendations for vaccinated close contacts

For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.

8. Quarantine recommendations for unvaccinated close contact, both wearing masks, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.

When both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:

- i. Are asymptomatic;
- ii. Continue to appropriately mask, as required;
- iii. Undergo at least twice weekly testing during the 10-day quarantine; and
- iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

9. Quarantine recommendations for unvaccinated close contact, not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #8 above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
- ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

10. Isolation recommendations for those diagnosed with COVID

For both vaccinated and unvaccinated persons, follow the CDPH [Isolation Guidance](#) for those diagnosed with COVID-19.

11. Hand hygiene recommendations

- a. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- b. Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
- c. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

12. Cleaning policy

- a. In general, once a day cleaning with a disinfectant from the [EPA List N: for COVID-19](#) is sufficient when no people have confirmed or suspected cases of COVID
- b. Certain areas of frequently touched surfaces (i.e. door handles, sink handles, drinking fountains, light switches, bathrooms, playground equipment, etc.) will be cleaned between use as much as possible
 - i. Disinfectant sprays and alcohol wipes will be provided for each classroom
 - ii. Surfaces visibly soiled should be wiped first before spraying with a disinfectant.
 - iii. Student desks & chairs will be sanitized when students leave to switch classes.
 - iv. Lunch tables will be sanitized between groups
 - v. Nurses station will be cleaned and sanitized following each use
- c. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.
- d. Teachers and staff members will be trained on proper use of cleaning products
- e. Additional resources: [CDC Cleaning and Disinfecting Your Facility](#)

13. Food service recommendations:

- a. Nutrition Services staff will wash hands with soap and water or with hand sanitizer, upon entering the school. Nutrition Services staff will continue to wash hands frequently with warm water and soap for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Hand sanitizer will be

placed strategically throughout the school site. Staff should use only alcohol based (60-95%) products. When using sanitizer, cover all of the hands' surfaces, including fingers and wrists, and rub until dry (about 15 to 25 seconds).

- b. Nutrition Services staff will wear face coverings (cloth masks) while working with staff, parents and students at all times. Face coverings are required at all times while on campus (unless contraindicated/exempted). This is in accordance with the CDC Guidance for (T)K-12 School Administrators on the Use of Cloth Face Coverings in Schools.
- c. Staff will maintain a distance of at least 6 feet to the best of their ability to other staff, parents and students. Nutrition Services will promote physical distancing with signs, stickers and tape.
- d. Gloves will be worn by Nutrition Services staff at all times. Staff will put gloves on after washing and drying their hands. Gloves will be changed frequently and disposed of when staff is changing tasks or gloves have become soiled. Gloves should be removed and discarded when leaving the school or entering the restroom.
- e. Nutrition Services staff will wear disposable plastic aprons. Aprons will be changed often and as needed. Aprons will be removed and discarded before entering the restroom.
- f. Staff will use IIA approved sanitizer and disinfectant. Staff will continue to clean and sanitize surface areas in the school and serving lines. An additional step of disinfecting high contact and high traffic areas.
 - Wear disposable gloves for routine cleaning, sanitizing and disinfecting.
 - Clean surfaces using soap and water, then use either sanitizer or disinfectant.
 - Staff will complete routine disinfecting of frequently touched surfaces: tables, doorknobs, light switches, countertops, handles, desks, phones, pin pads, keyboards, faucets, sinks, etc.
 - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface.
 - Sanitizing reduces the bacteria on the surface.
 - Disinfecting kills bacteria and viruses on the surface.
- g. There will be no salad bars or opened food served in the school. Share baskets and tables have been removed. Potlucks and other open shared food in common areas is highly discouraged.
- h. Staff are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Staff should follow the CDC guidelines for self-screening.
- i. If staff members are sick they will notify their supervisor and stay home if they have symptoms. Staff will follow IIA, CalCode and CDC-recommended steps if they are sick. Staff should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Staff will follow CDC recommended precautions and notify your supervisor if you are well but have a sick family member at home with COVID-19.

Lunch will be served in a manner that is consistent with safe protocols. Students will be eating outside in the fresh air. They will be encouraged to practice physical distancing.

Each grade level will be considered a cohort and will be allowed to have the same lunch time. The students will be instructed to wash their hands at the beginning and end of lunch and snacks. Outdoor picnic benches will be sanitized before and after each lunch session.

14. Vaccination verification considerations

- As of 8/11/2021 the CDPH now requires all workers in schools to [either be fully vaccinated or take weekly COVID tests](#)[Vaccine Verification for Workers in Schools](#)
- CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 12 are not eligible for the vaccine since trials for that group are still underway. In addition to vaccines required for school entry, CDPH strongly recommends 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.
- Existing laws and regulations require certain vaccinations for children attending school. (T)K-12 administrators regularly maintain documentation of people's immunization records. Since recommended prevention strategies vary by COVID-19 vaccination status, (T)K-12 administrators who maintain documentation of students' and workers' COVID-19 vaccination status can use this information, consistent with applicable laws and regulations, including those related to privacy, to inform masking and physical distancing practices, testing, contact tracing efforts, and quarantine and isolation practices. Schools that plan to request voluntary submission of documentation of COVID-19 vaccination status should use the same standard protocols that are used to collect and secure other immunization or health status information from students. The protocol to collect, secure, use, and further disclose this information should comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements. Policies or practices related to providing or receiving proof of COVID-19 vaccination should comply with all relevant state, tribal, local, or territorial laws and regulations.
- When seeking confirmation of Covid-19 vaccination status, organizations may manually review a paper or digital copy of an individual's Covid-19 Vaccine Record Card or use a SMART Health Card-compatible reader to confirm the information contained in the digital vaccine record, with the individual's consent.
- As part of that process, California recommends that organizations adhere to the following standards and principles for COVID-19 vaccine verification:
 - Records should be verified through a private and confidential process.
 - Verification should not create or perpetuate social or health inequities or lead to discrimination.

- Verification should not create barriers to essential services or restrict access based on a protected characteristic.
- Workers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, should be considered unvaccinated.

15. COVID-19 Safety Planning Transparency Recommendations

Irvine International Academy (IIA) will follow all CDPH, CDC, and HIPAA guidelines when it becomes necessary to communicate to families about regular COVID protocols and when a COVID incident happens on campus. Private individual communication regarding direct and indirect exposure will come from School administration. In addition, general on-campus communication for guidelines, openings, changes to protocols, etc will come from the school office utilizing all of our current forms of parental communication.

16. Virtual Learning Backup plan

- a. Each classroom will have a camera for synchronous learning if a child is at home ill or if a parent chooses to keep their child home for safety concerns.
- b. If a classroom or the school needs to be shut down due to either a COVID outbreak or public health mandate, the school will move to online learning via Google Classroom.

17. Disabilities or other healthcare needs

- a. [CDC Guidelines](#)
- b. Pursuant to the federal, state, local guidelines and regulations, as well as American Academy of Pediatrics recommendations, IIA will provide reasonable accommodations for students, staff, and visitors that may have difficulties with following IIA's COVID protocols. Masks should not be worn by anyone who has trouble breathing or is unable to remove the face covering without assistance.
- c. For example, **if a person cannot wear a face covering for medical reasons, a written communication from his or her medical care provider should be provided and a proper face shield can be worn instead as an accommodation** (please see **Sections 1d and 1e** for the proper use of face coverings and face shields).
- d. Individuals with medical or health concerns/exemptions about following IIA COVID protocols should contact:
 - i. Covid Safety Officer Parisa Geshti (p.geshti@irvineia.org),
 - ii. Principal Steven Chuang (schuang@irvineia.org),
 - iii. Marybeth Chen (mbchen@irvineia.org) (949) 242-6164 and/or
 - iv. Superintendent Michael Scott (drscott@irvineia.org) (949) 242-6168

18. Visitor recommendations

- a. All visitors to the school premises will comply with IIA COVID protocols and sign visitor logs.
- b. IIA will not allow any non-essential visitors, and limit visitors' contact with students and staff.
- c. IIA will not have any outside organizations utilizing the indoor facilities outside of IIA's school hours.

Resources:

- 1) CDPH [COVID-19 Public Health Guidance for K-12 Schools in California](#)
- 2) OC Healthcare Agency School Waiver:
[School Waiver Status | Novel Coronavirus \(COVID-19\) \(ochealthinfo.com\)](#)
- 3) IUSD :
 - a) [COVID-19 Resource Page | IUSD.org](#)
 - b) IUSD safe return plan for 2020-2021: [master - safe return to in-person instruction and continuity of services plan.pdf \(iusd.org\)](#)
 - c) <https://iusd.org/article/updated-guidance-california-k-12-schools>
- 4) [California CAL/OSHA COVID-19 Training Module](#):
- 5) [Signage](#) for CDC Handwashing Campaign
- 6) CDC [Clean Hands Educational](#) Material

CDPH will reviewed by November 1 if there are to be any changes made to any of the above protocols