



Ken Jewish Community

COVID-19 PREVENTION / RE-OPENING PLAN

September 13, 2020

COVID-19 PREVENTION / RE-OPENING PLAN

*****This Plan is based on the SDJA’s Covid-19 Prevention / Re-opening Plan published on August 12th, 2020, and is intended to comply with its guidelines and policies.*****

This COVID-19 Prevention / Re-Opening Plan (“Plan”) was formatted using a template (updated Aug. 7, 2020) provided by the San Diego County Office of Education. The template was developed in consultation with the County of San Diego Health and Human Services Agency and is based on guidance articulated by the California Department of Public Health (CDPH) in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (August 3, 2020); and its [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

This Plan mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist.

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1. General Measures

- 1.1 This Plan is based on a comprehensive risk assessment of all the Ken Jewish Community activities and programs taking place at the San Diego Jewish Academy campus, located at 11860 Carmel Creek Road, San Diego, CA 92130. This plan is published and can be found on KEN’s main web page located at: <http://www.kenjc.org>
 - a. The Community has established a Covid Compliance Committee, responsible for implementing and monitoring this plan, which is conformed by: Dan Schwarzblat, Executive

Committee Member, 858-900-8127; Eduardo Podolsky, Board Member, 858-740-8333; Ylan Segal, Board Member, 858-353-7377.

- b. The Community's COVID-19 Liaison for contact with Public Health Services is: Gabriel Nissan, Youth Executive Director, 619-654-7815. The Community's back-up COVID-19 Liaison is Lylia Penhos, Administrative Manager, 858-444-6639.
 - i. The process the Community will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:

Each one of the project coordinators (Alex Goldberg, Ifat Levine, Tali Portman, Sarita Feldman, Martha Hoffman and Zeji Ozeri) have been designated as the once responsible for monitoring the health status of its participants and staff. These individuals will immediately report any COVID-19 cases to the COVID-19 Liaison, as well as the Covid Compliance Committee.
 - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-849
 - iii. The COVID-19 Liaison will also report information on positive cases to SDJA's School Nurse, Head of School, and/or COO/CFO.
- c. The Community has incorporated the [CDPH Guidance for the Use of Face Coverings](#). The Community's policy is more restrictive than required. See section 3 for more information.
- d. The Plan is posted at: <https://www.kenjc.org>. The Plan has been provided to all employees via email. The Community's plan to train and communicate with employees on the COVID-19 prevention plans is described below, and in Section 8 herein:
 - i. KEN JC is conducting training meetings (primarily via Zoom) covering this COVID-19 Prevention Plan with all Board members, Employees, Parents, Youth Leaders, Counselors and Participants. These meetings include presentations and extensive question and answer sessions. Ongoing training will be held as needed, especially in regards to modifications in the Plan and/or areas requiring more emphasis and collaboration. Training meetings are also being held within smaller teams, and important communications and training materials are being provided to employees by email.
 - ii. The Community will notify all employees in a timely manner of significant changes or additions to the Plan as they may occur.
 - iii. Key leaders within the Community, including board members, Covid Compliance Committee Members, and Staff Members, are regularly interacting with parents and

counselors to discuss the Plan, answer questions, and hear suggestions regarding the Plan.

- e. The Community's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
 - i. Specific individuals who are on site will be designated to continuously monitor compliance and evaluate effectiveness of the plan, and implement changes that can readily be made. These individuals include the Youth Executive Director, Administrative Manager, Staff members, Youth Leaders, Counselors, among others.
 - ii. A committee including the Youth Executive Director, Administrative Manager, the Covid Compliance Committee, as well as the Community's Executive Committee will meet weekly to evaluate compliance and make corrections to deficiencies identified.
 - iii. The Community has provided a central e-mail address (covid@kenjc.org) for all employees, parents and participants to communicate any deficiencies and/or suggestions for continuous improvement. An individual has been designated to monitor for these communications, recommend solutions, and bring information and recommendations to school leadership.
 - f. The Community will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. This Plan as needed to prevent further cases.
 - g. The Community will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#). (See Sections 10 and 12 below)
 - h. The Community will identify individuals who have been in close contact (within 6 feet for 15 minutes or more in an indoor environment) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Sections 9 and 10 below)
- 1.3 The Community is prepared for the possibility of repeated closures of programs, groups, or entire activities when persons associated with the facility or in the community become ill with COVID-19. (See Sections 10 and 12 below)
- 1.4 All activities, in which participants are involved, will be taking place outdoors. Staff will assign a designated area for each cohort to develop its activities.
- a. Each designated area will be equipped with proper shade, tables and chairs.
 - b. Each designated area will be properly signaled using looper tubes and caution tape so each participant can easily identify the boundaries of its area.
 - c. Designated areas will be properly distance to avoid any contact between participants of different cohorts.

- 1.5 The Community has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for participants and employees into this Plan. (See Section 3 below)

2. Promoting Healthy Hygiene Practices

- 2.1. The Community will teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among participants and staff. These protocols will be taught and reviewed as part of re-opening virtual orientations prior to participants arriving on campus. These guidelines will also be reinforced by staff and counselors once participants are back on campus.

Specifically, counselors, participants and staff will be taught and reminded 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, art, or shop; and before and after recess and use of the restroom.
 - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary.
 - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
 - i. Ethyl alcohol-based hand sanitizers are preferred and will be supplied by the Community. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin, and will therefore not be supplied by the Community.
 - ii. The Community will not use hand sanitizers that [contain methanol](#), which can be hazardous when ingested or absorbed.
 - iii. Children at the activities under age 9 will use hand sanitizer under adult supervision. Community personnel should call Poison Control if hand sanitizer is consumed, at the following number: 1-800-222-1222.
- 2.2 In order to minimize movement and prevent congregating in restrooms, the school will be adding a number of portable hand washing stations to ensure availability and frequency of handwashing standards are met. Ample hand sanitizer and sanitizing stations will also be available throughout the campus.
- 2.3 Counselors will be introducing regular handwashing times within their daily schedule.

- 2.4 SDJA's campus is well-stocked with ordinary hygiene supplies, such as soap, towels, tissues and no-touch trash cans. The Community has also stocked large quantities of hand sanitizer that exceeds the recommended 60% ethyl alcohol levels and are deemed safe for use according to the latest CDC guidelines. The Community also has a very large supply of a variety of facial coverings available for staff and participants use. The various supplies mentioned here will be monitored and stocked regularly.
- 2.5. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) will be shared with staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as policies, work rules, and practices the Community has adopted to ensure the use of face coverings. (See Section 3 below)
- 2.6. KEN JC will provide and ensure that all employees on campus use face coverings in accordance with CDPH guidelines and Community policy, along with all required protective equipment. (See Section 3 below).
- 2.7. The Community has a sufficient supply of personal protective equipment (PPE) necessary to protect employees:

KEN JC is providing a complimentary face covering to all staff that will be on campus, and will maintain a stock of cloth face coverings as well as disposable (surgical masks, and N95) face coverings for required use and in case an employee or participant does not have one. A face shield with a drape will be provided to employees that have an exemption from wearing a mask.

In addition to available face coverings, the Community has a large supply of PPE necessary to protect employees including nitrile gloves, clear face shields, disposable gowns, hand sanitizer.

3. Face Coverings

- 3.1. Face coverings will be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in areas where physical distancing alone is not sufficient to prevent disease transmission. (Note: KEN JC will not be operating school buses, vans, or any form or arranged transportation in the 2020-21 school year).
 - a. Information will be provided to all staff and families in the community on [proper use, removal, and washing of cloth face coverings](#). (See Section 8 below).
 - b. The KEN JC program will teach and reinforce use of [face coverings](#), (or in limited instances, draped face shields). Counselors and staff will be trained before the start of activities on their requirements to wear a face covering and will remind participants throughout the day on proper usage.

- c. During participant orientation as well as after participants return to campus, participants will be trained and reinforced in the proper use of face coverings, hygiene of face coverings, including daily washing recommendations, and protocols for when a face covering is temporarily removed, during which time it should be placed in a clean paper bag (marked with the participant's name and date) until it needs to be put on again.
- d. Participants and staff will be frequently reminded not to touch the face covering and to wash their hands frequently. Printed reminders of proper mask wearing and hand washing techniques will be posted around campus and in restroom areas.
- e. Training will also be provided on KEN's policy and procedure for handling exemptions for wearing a face mask, as summarized as follows:

Participants and staff who have a documented medical exemption from wearing a mask will be required to provide evidence to the Community. Examples of conditions that might warrant exemption from wearing a mask include a physical condition (e.g., orthopedic), anxiety disorders, and sensory processing issues (e.g., autism). The Community will evaluate and determine at its discretion any exemptions from wearing a face covering, considering CDPH and local health agency guidelines, as well as input from and observations by counselors that work directly with the participant for which exemption is requested. In certain cases (e.g., if the participant appears fine and able to wear a mask, despite being presented with a doctor's note suggesting otherwise), the Community may decide to work with the participant, as an education goal, on wearing a mask.

- 3.2 The Community's plans and policies regarding students' use of face coverings meet or exceed the County guidelines, as summarized below:
 - a. All participants in grades K-12 will be required to wear masks while on campus, except during lunch and specific activities in which a physical distance of more than 6 feet can be assured between participants (during which times masks will be stored in marked paper bags), and unless an exemption is granted by the Community (e.g., due to health issues associated with wearing a mask).
 - b. A face shield with drapes will be required if the participant is granted an exemption by the Community from wearing a mask.
 - c. Face coverings must cover the nose and mouth.
 - d. The Community will maintain a stock of cloth face coverings, in case a participant does not have one.
 - e. Participants who are not granted an exemption by the Community from wearing a face covering and refuse to wear one will not be allowed to come into the campus or participate in any of the Community's activities.

3.3. The Community's plans and policies regarding employee's use of face covers and other protective equipment are as follows:

- a. All employees must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. Employees or other persons handling or serving food, taking temperatures or otherwise handling commonly touched items will use disposable gloves in addition to face coverings.

4. Ensuring Staff Safety

4.1. The Community's plan to protect staff includes the following elements:

- a. Working conditions (e.g. classroom setups, meeting setups) will be designed to enforce a mandated minimum of 6 feet of physical distance between individuals. (See Section 6)
- b. Employees will be required to maintain at least 6 feet of physical distance from one another at all times while on campus. (See Section 6)
- c. Employees will be supplied and mandated to use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. (See Section 3).
- d. All employee meetings/professional development will be conducted using virtual platforms, or in person utilizing physical distancing measures that ensure at least 6 feet of separation between individuals.
- e. Staff rooms will be limited in use and occupancy to allow for a mandated minimum of 6 feet of physical distance between individuals.
- f. All employees working on campus will undergo a daily health screen prior to their arrival on campus using the emocha health screening platform, and will also have their temperature checked upon arrival to campus and before entering any buildings. Employees who do not pass these health screens, or who otherwise feel ill, should not come onto campus, and will not be allowed on campus. (See Section 9).

5. Intensifying Cleaning, Disinfection and Ventilation

5.1 Using community provided supplies, staff and counselors (as reasonable and practical) will [clean and disinfect](#) frequently touched surfaces and objects during activities.

Frequently touched surfaces in the campus include, but are not limited to:

- Door handles

- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Chairs
- Water bottle filling stations

5.2 Use and sharing of objects will be limited:

- When possible, supplies will be provided for exclusive use of individual participants
- During our initial phase of opening, playground equipment will not be utilized.
- Playground equipment use, once made available, will be restricted to individual classroom cohort use at any given time and will be cleaned between cohort uses and disinfected at regular intervals throughout the day.

5.3 When choosing disinfecting products, KEN JC 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 will use disinfectant products on the County’s approved list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- b. KEN JC will avoid the use of products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- c. KEN JC will follow label directions for appropriate dilution rates and contact times and 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.
- d. Custodial staff and any other workers who clean and disinfect the school site will 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 will be stored in a space with restricted access.

5.4 The Community will ensure safe and correct application of disinfectant and keep products away from participants.

6. Entrance, Egress, Movement and Physical Distancing

6.1 SDJA has an expansive 56-acre campus with numerous courtyards, decks, an expansive promenade, fields, and many other outdoor areas conducive to learning. The campus also

has enabled plans for the movement of participants and employees in a way that minimizes close contact as much as possible.

The campus can geographically contain more than 20 designated outdoor areas so each cohort can develop its activities in a 2,500 sq. ft. area, avoiding interaction between cohort participants to the greatest extent possible.

6.2 Arrival and Departure Plans:

- a. All families will complete a home health screening for participants using the emocha health screening program prior to arriving on campus.
- b. Designated routes will be marked for vehicle entry and exit at both campus entrances with designated drop off zones appropriately distanced for individual cars. Participants will wait at the designated zone near their car until on-campus screening is completed and the participant is authorized to enter campus; and in designated areas under supervision during pick-up.
- c. Parents will remain in their cars when dropping off and picking up participants, and employees will avoid contact with parents, verbally directing participants to points of temperature check, to their designated outdoor area and returning to cars at the end of the day.
- d. A 15 to 30 minute time lapse will be established for dropping off and picking up participants.
- e. Participants must be wearing face masks at drop off to be allowed on campus.
- f. Ingress, egress and pedestrian routes will be marked with signage, arrows and ground markers, and employees will serve as guides in assigned locations to assist with ingress and required pedestrian flow, while monitoring for social distancing standards at all times. Campus boundaries and markings will be ample, as will various types of signage, to assist with a controlled pedestrian flow to the point of assigned cohort locations.
- g. A COVID-19 Site Plan, diagramming traffic and pedestrian flow and other information, is separately appended to this Plan and is undergoing continuous review and revision leading up to the re-opening of in-person learning.

6.3 In designated cohort spaces:

- a. To reduce possibilities for infection, participants will remain in the same outdoor designated area and in cohorts as small and consistent as practicable, including for breaks and lunch. Participants and counselors will remain consistently with each group, to the greatest extent practicable.

- b. Each cohort will develop all their activities and programs planned for the day inside their designated area.
 - c. Each designated area will be equipped with proper shade, tables and chairs.
 - d. Each designated area will be properly signalized using looper tubes and caution tape so each participant can easily identify the boundaries of its area.
 - d. Designated areas will be properly distance to avoid any contact between participants of different cohorts.
 - e. Lunch will be eaten outdoors, at each designated area, keeping students together in their cohort groups and ensuring physical distancing.
 - f. Staff will develop easily understandable/developmentally appropriate instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces. These will be reinforced with ample eye and ground level signage.
- 6.4 In non-designated spaces:
- a. Nonessential visitors, volunteers, and activities involving other groups at the same time will not be allowed.
 - b. Shared spaces including lunch and playground will be used by consistent class cohorts at staggered times and will be cleaned and disinfected between uses.
 - c. Pedestrian flow patterns will be marked throughout the campus to minimize congregate movement as much as practicable, including unidirectional hallways.
- 6.5 Our activities are bounded by SDJA's access policy on minimizing population on campus, which states that only participants and staff that are required to be on campus will be allowed to. Parents and visitors will not be allowed on campus.

7. Plans to Limit Sharing

- 7.1. Adequate supplies will be available to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the greatest extent practicable. Whenever possible, participants will be assigned supplies for their exclusive use. To the extent that supplies are shared, supplies will be cleaned and disinfected between uses.
- 7.2. Participants will not be permitted to share electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing is unavoidable, all shared items will be cleaned and disinfected between uses.

8. Plans for Training Employees and Educating Families

- 8.1 All employees will be trained, and educational materials will be provided to employees and 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 / Use of emocha (home health screening program)
 - 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. KEN JC's plan and procedures to follow when children or adults become sick at the campus.
 - j. KEN JC's plan and procedures to protect employees from COVID-19 illness.
- 8.2 Training in the safety areas described above will be conducted virtually as part of Staff Training sessions, and at regular staff meetings.
- 8.3 Families have been receiving, and will continue to receive links to educational materials available on the County, State and CDC websites for information about COVID-19 related safety, as well as web based training on use of the emocha health screening app.
- 8.5 On September 1st KEN JC held and recorded (via Zoom) a meeting with families to cover the above mentioned Re-Opening Plans. This meeting was well attended, and the Community has distributed the link to the video recording for families that were unable to join.

9. Plans to Check for Signs and Symptoms

- 9.3 The community is implementing its plans for health screening and other procedures for all employees and students entering the facility as follows:

KEN JC is implementing a two-step standard of care for health screening and temperature checks. First, daily at-home screening will be required such that all participants will take (or have taken for them) and register their temperature daily through the emocha health app, in addition to answering screening questions regarding symptoms and exposure to anyone

having COVID-19 or symptoms of COVID-19. Once cleared the emocha app will produce a green badge icon that will be needed to enter campus.

Upon arriving on campus, participants, employees and all others will have their temperatures screened using touchless infrared thermometers, either at the point of curbside drop-off by a parent, or, in the case of participants and counselors that drive themselves, by passing through a digital temperature taking kiosk. These same procedures will apply to staff.

- 9.4 The Community will ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#). Specifically, the emocha app the Community is utilizing includes a question asking if a participant, staff or counselor has, in the past two weeks, cared for or have close contact with someone diagnosed with COVID-19 or someone with COVID-19 symptoms (in which case the participant or employee is asked to quarantine for 14 days from last exposure), and also whether any members of the household are exhibiting COVID-19 symptoms and will alert designated Community personnel.
- 9.5 Counselors, Youth Leaders and staff will conduct visual wellness checks and monitor participants as well as themselves for signs of illness during the course of the day, and in doing so will have an ample supply of, and only use, touchless thermometers.

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

- 10.1 Employees and students who are sick or who have recently had close contact with a person with COVID-19 will be asked and required to stay home.
- 10.2 The school has designated and installed multiple, discrete isolation spaces on campus for anyone who exhibits symptoms of COVID-19. KEN JC will be using these spaces to isolate anyone who exhibits these symptoms during our activities.
- 10.3 Anyone exhibiting a fever of 100 degrees or higher, a cough or other symptoms of COVID-19 (see 10.4 below) will be required to put on a face covering if they are not already wearing one (e.g. during meals or specific activities in which a physical distance of more than 6 feet can be guaranteed). The individual will be escorted to one of the isolation waiting areas, and a parent/emergency contact will be contacted to arrange for safe transport home, or to a healthcare facility. A parent or guardian picking up a participant must wait in their vehicle during the curbside pick-up process.

Employees and participants who are able to drive themselves will leave campus on their own accord to go home or to a healthcare facility as soon as is practicable, or will wait in the isolated waiting area until they are escorted and picked up curbside by a designated emergency contact.

- 10.4 As described above, individuals will be escorted to an isolation tent when an individual is exhibiting COVID-19 symptoms that are unexplained (e.g., expected muscle soreness from exercising is explained/expected). Such symptoms include:
- 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
- 10.5 The Community will recommend to any who screens with symptoms, fever or become sick to get a COVID-19 test with their healthcare provider or at a testing site. Site options will be provided.
- 10.6 In cases of serious injury or illness, 9-1-1 will be contacted without delay. If COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, parents will be contacted and medical attention sought based on the guidance found on the [CDC's webpage](#).
- 10.7 Local health officials will be notified immediately by the Community's COVID-19 Liaison of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499.
- 10.8 If a participant, counselor or staff member tests positive for COVID-19, or if there is an outbreak at the Community, the Youth Executive Director, the Administrative Manager and the Covid Compliance Committee will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. The team will follow the guidance in the [CDPH Framework for K-12 Schools](#), as well as CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which contains detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.
- 10.9 The COVID-19 Team will immediately confer to coordinate gathering and review of information, communications with others, and all appropriate and necessary investigation to support contact tracing and compilation of a list of potentially exposed individuals.

- 10.10 The COVID-19 Liaison, and as needed other members of the COVID-19 Team, will proceed identify individuals who have been in close contact (within 6 feet for 15 minutes or more in an indoor environment) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. All members of the team may be called upon to assist with contact tracing, under the guidance of the COVID-19 Liaison.
- 10.11 The COVID-19 Liaison will document and 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 the Community activities, while maintaining confidentiality, as required under by law related to privacy.
- 10.12 Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and will not be used before cleaning and disinfection. To reduce risk of exposure, staff will wait 24 hours before cleaning and disinfection. If it is not possible to wait 24 hours, staff will wait as long as practicable. Staff will utilize a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectant products will be kept away from students.
- 10.13 KEN JC will not allow sick staff members or participants to return to campus until they have met county and CDC criteria to discontinue [home isolation](#). This includes three consecutive days without a fever without the use of fever-reducing medication and ten days since symptoms first appeared. The Community is utilizing San Diego County's Fever / COVID-19 Symptom Decision Tree to guide appropriate action.
- 10.14 In the event of an outbreak, KEN JC will implement processes and protocols in accordance with [CDPH guidelines](#).
- 10.15 As covered in Section 1 above, in the event of COVID-19 illness and exposures will be investigated to determine if any work-related factors could have contributed to risk of infection.
- 10.16 Protocols will be updated as needed to prevent further cases, based on CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which contains detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

11. Maintaining Healthy Operations, Testing of Employees and Students

- 11.1 To maintain healthy operations, KEN JC will:
 - a. Monitor staff and participants absenteeism, contacting as many absent staff members and participants to ensure that the absence is not related to any COVID-19 case or symptom.

- b. Monitor the types of illnesses and symptoms among participants and staff to help isolate them promptly as needed. This will be done with home health screening using emocha and during school hours as outlined in Sections 9 and 10 above.
- c. Community's COVID-19 Liaison and emocha engagement specialists will all be responsible for responding to COVID-19 concerns. Employees will be told to report all COVID-19 concerns to the Community's COVID-19 Liaison. The Community's COVID-19 Liaison will coordinate the documentation and tracking of possible exposure, and notify local health officials, staff and families in a prompt and responsible manner as outlined in Sections 9 and 10 above; and will communicate promptly with the Covid Compliance Committee and the SDJA's Staff regarding possible exposures.
- d. As outlined in Section 9, the emocha app has been distributed to 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. The emocha app includes dashboards for designated personnel to assist in monitoring compliance as well as badge status, i.e., individuals that do not pass home health screens on a given day and over a period of time.
- e. KEN JC will consult with the local health departments and medical experts within our community regarding routine systematic testing of staff or participants for COVID-19. Testing protocols will also be formulated following guidance contained in the [CDPH Framework for K-12 Schools](#), including the scope and frequency of testing.
- f. The Community will recommend to any who screen with symptoms, fever or become sick to get a COVID-19 test with their healthcare provider or at a testing site. Suggested site options will be provided by the school.

12. Considerations for Re-Opening, Partial or Total Closures, and Communications

- 12.1 The Community's COVID-19 Liaison and other designated employees will check state and local orders and health department notices daily about transmission in the area, or closures. KEN JC operations will be adjusted accordingly, in consultation with our local health department, and medical experts in our community who are supporting these efforts at the school.
- 12.2 If a participant, counselor, or staff member tests positive for COVID-19 and has exposed others at the campus, KEN JC will communicate the case to SDJA's Staff, and will follow the guidance in the CDPH Framework for K-12 Schools, and will implement the following steps:
 - a. Consultation with the local public health department, to decide whether community activities closure and switching to virtual activities, 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.

Strong consideration for closure and switching to virtual activities will be made if there are multiple COVID-19 cases in multiple cohorts; and/or when at least 5% of the total number of the community's employees and participants are cases within a 14-day period.

- b. Close off the space or office where the individual was based. These areas will not be used again until after cleaning and disinfection. The wait time will be at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, the wait time will be as long as possible.
 - c. Additional areas of the campus visited by the COVID-19 positive individual will be closed temporarily as needed for cleaning and disinfection.
 - d. Implement communication plans already in place for exposure at campus and potential closures, to include outreach to participants, parents, counselors, staff, and the community.
 - e. Include information for employees regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable. 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 the campus is closed, including discouraging participants or staff from gathering elsewhere.
 - g. Maintain regular communications with the local public health department.
- 12.3. KEN JC's Covid Compliance Committee and the Executive Committee will confer and be responsible for communicating with students, parents and employees about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPPA.
- 12.4 KEN JC's Covid Compliance Committee and the Executive Committee will also be responsible for emailing all families and employees should an urgent update be warranted, such as potential exposure or school closure.
- 12.5 The Community will also post all necessary information on its website.
- 12.6 Information communicated to families, employees, public health officials and the community will maintain confidentiality as to required FERPA, HIPPA and state law related to privacy of educational records.

- 12.7 This Plan will be continuously reviewed and updated to help guide the Community during the COVID-19 pandemic. In the spirit of shared responsibility and ownership, KEN JC's families and employees are encouraged to contact Community leadership with questions, comments and suggested changes to this Plan.