

COVID-19 Safety Plan

Section A. of Appendix T1: Containment Response & Control Plan (CRCP)

COVID-19 Compliance Team		
Name	Title	Role
Shirley Tang	Vice Principal General Affairs	Medical Consultant/Compliance Officer
Annette Lee	PTA President	DPH Liaison/Compliance Officer
Susan Chang	Parent Representative	Protocol & Communications Review
Suh Chen Hsiao	Principal	LAUSD Liaison
Hilda Wijaya	Back to Campus Committee	Protocol Analysis/COVID Education

Isolation/Quarantine Set Up and Staff				
Type	Location	In/Outdoor	Staff	Alternate
Main Office	Auditorium Foyer	Indoor	Yenyao Hsieh	Parent Volunteer
Isolation Area	Outside Audit Foyer	Outdoor	Annette Lee	Comp Team Member
Quarantine Area	Outside Audit Foyer	Outdoor	Annette Lee	Comp Team Member

Plan for individuals on campus with symptoms consistent with COVID-19.

- Student sits in Isolation Area accompanied by staff; Student given surgical-level mask
- Records Analysts pulls emergency contact info
- Comp Team staff calls parent to pick up student
- Comp Team gives parent Fact sheets on COVID testing and isolation procedures; advises to test asap.
- Parent takes student for testing
- Parent notifies school of result.
- If negative, may return to school; if positive, must isolate and Comp Team reports to DPH

School Communications				
Information that was sent to parents/students prior to the start of in-person services (Check all that apply)				
Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	X			
How to conduct a symptom check before students leave home for school	X			
Importance of student compliance with physical distancing and infection control policies	X			
Changes in school meals to avert risk	X			
School policies concerning parent visits to school and advisability of contact the school remotely	X			
Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19	X			

Required use of face coverings	X
Changes in academic and extracurricular programs to avert risk	X
Who to contact at the school if students have symptoms or may have been exposed	X
Importance of providing up-to-date emergency contact information, including multiple parent contact options	X

Exposure Management Plan

Appendix T2

Compliance Officer and Team – for establishing and enforcing COVID-19 prevention, exposure, and education, see above.

Seating charts and rosters – Teachers will assign seating and submit a seating chart to Attendance Office/Office Manager. Teacher will submit daily attendance online. Office Manager will maintain a sign-in log for all teachers and volunteers on campus.

One Positive Case Identified

As a result of above or reported externally.

- School is notified of Positive Case.
- Records pulls student/parent contact info, seating charts and attendance records.
- Comp Team advises case to follow isolation instructions and that DPH will follow up with them
- Comp Officer contacts DPH
- Comp Team works with Records and Medical Consultant to ID all [Close Contacts](#)
- Comp Officer notifies DPH of all close contacts and all persons on-site within 14 days prior to illness onset.
- LAUSD Grand View Elementary principal notified
- Comp Team notifies all Close Contacts of exposure and Quarantine or Modified Quarantine orders (Template #1) and delivers Fact Sheets on Isolation and Quarantine.
- DPH contacts all Close Contacts to gather information and advise on testing, quarantine and isolation.
- Employees follow CAL/OSHA standards
- Comp Team sends communication and testing resources to all on-campus exposures on testing resources with strong recommendation to test.
- All staff and students must inform school of positive results on tests.
- Comp team sends optional email to wider community about the exposure and precautions (Template #2)

Two Positive Cases Identified

- Same protocol as above for One Positive Case
- DPH will advise if cases are epidemiologically linked

Three Positive Cases Identified

- Same protocol as above for One and Two Positive Cases
- DPH will work with school on identifying if this is a cluster infection
- DPH will respond within 1 business day the next steps

Contingency Plan – in the event of a full or partial closure, classes will return to online format.

Protocol for incorporating COVID-19 testing – distribute resources for free testing sites to families, encourage weekly testing, families must report positive test results to school. OSHA requires testing at no cost to employees after exposure.

B. Physical Distancing Measures

3-6 feet distanced seating between students.

6 feet distance between students and teachers

Masks required indoors and outdoors except when drinking or eating outdoors when maintaining 6 feet distance. 6 feet distance between students outdoors when unmasked for eating and drinking

Stable groups, no mixing of classroom or class work.

No food service provided.

No sharing of classroom supplies.

C. Infection Control Measures

Required Symptom Screening Survey before entrance. Individuals with surveys screening as positive will be contacted by Compliance Team for follow up and referral to testing and instructed to follow up with test results.

Individuals with symptoms during the day should be reported to Compliance Team.

Staff and Visitor log maintained at Office.

Staff will be provided with medical-grade masks.

You may contact the following person with any questions or comments about this protocol:

Contact: Annette Lee, Compliance Officer, pta@westsidechineseschool.org

Phone number: TBA

Date Last Revised: 2/3/2022