

Villa Esperanza Services Non-Public School

Reopening for In-Person Instruction

Public Health Reopening Protocol Checklist



Villa Esperanza Services NPS

2116 E Villa St. Pasadena. CA. 91107

A: PROTECTION OF STUDENTS, VISITORS AND STAFF FROM COVID-19

Villa Esperanza Services (VES) has developed a Pandemic Prevention Plan that establishes responsibilities for supervisors and management as well as workers; Work Control Measures to include physical distancing; Cleaning and Disinfecting Procedures; the use of Personal Protective Equipment and training. An integral part of the training component is its focus on prevention methods.

Central to protection are:

- The required use of PPE including face masks, hand and cough hygiene practices, social distancing, **Daily Health Screening to include temperature check prior** to entering the campus and classrooms.

Any reading of 100 degrees F will automatically result in:

- Immediate isolation with monitoring staff appropriately geared in PPE in a pre-designated space for students while awaiting pick-up
- Staff asked to return home if temperature reading exceeds 100 degrees F.
- The school's COVID-19 Task Force Officer of the Day apprised of any action related to quarantining or isolating on campus
- Where a COVID case is identified on campus, the Pasadena Department of Public Health is notified
- Contacts with identified case are notified and provided fact sheet around quarantining
- All staff required to "stay home if sick" or if having symptoms
- Family members get Fact Sheet about COVID-19 and outlining guide steps to follow
- Essential visitors to the campus required to participate in Health Check and comply with stated guidelines for distancing, mask protocols and hygiene practices.
- Staff and families impacted informed by way of modified Notification letter template from the PPHD.
- Where staff, student or visitor to campus is not wearing a mask, one is provided
- The school buildings are used for school related purposes only
- A School Exposure Management Plan is in place. (see Appendix 1)

The Task Force is a 5-man team led by the Principal who completed the John Hopkins Contact Tracing Course. One other Task Force member has also completed the John Hopkins Contact Tracing Course.

Reduced Contact

In alignment with stated DPH guidelines, students will return to in-person learning each day in cohorts designed to meet the specifications of less than 25% of the school's population. A stable cohort is defined as a class of 7, 10 or 11 students maximum.

One or two students from each class will be assigned a specific day on which to be on campus for in-person instruction. The one student from each class will be supported by a teacher and one teacher's aide for a total of 9/10 students and 18 adults for 9 classes. Specialized services –Speech & Language, Occupational Therapy and Behavior Intervention will be provided in 1:1 setting away from the classroom. The specialists will be limited to working with 2 stable cohorts.

Key hygiene practices such as no-touch greetings and hourly hand-washing routines will be a daily reminder provided through verbal means as well as visuals that are placed prominently on campus.

Each classroom currently meets the recommendation for hands-free devices such as bins, light switches and paper towel dispenser and is equipped with doorstops to facilitate not only keep doors propped open, but to avoid multiple persons touching switches, paper towel dispenser and bins.

Lunch service will be individually prepackaged and or follow guidelines for hot meal distribution where that is offered. For example, in the case of hot meals, a designated staff member will separate the food items into individual servings. Given a staggered pick-up schedule, students will pick up their meal from the cafeteria on a disposable plate. Parents will be encouraged to provide their children with lunch as an option to reduce contact. Each classroom has a refrigerator for storing lunch and a microwave oven in which meals can be warmed as needed.

Staff and students are assigned personal toolkits to avoid the sharing of school supplies.

The reception area of the school currently meets the stated guidelines with respect to the removal of amenities and brochures to reduce the potential for contact by way of touching that can then be shared by others who gain entry to the building.

Scheduling

The scheduling and make up of cohorts, by design, reduces the number of persons on campus each day. There are nine (9) stable cohorts. Each stable cohort (class) consists of between 7 and eleven students. Each student will be given a 4 hour appointment, once per week on a fortnightly basis for a total of eight (8) hours of in-person instruction each month. Parents can choose to use the maximum hours provided in the appointment or any portion of it with which they are comfortable. Each cohort will be served by a teacher and one teachers' aide. Other essential workers who will work with assigned stable cohorts

include Speech and Language Pathologists, Occupational Therapists, and Behaviorists. The specialists will be limited to working with no more than 2 stable cohorts.

Current practice for break times and play areas are staggered and will continue once in-person instruction begins.

The four hour schedule allows for cleaning **and** disinfecting after students have left or, as applicable, on any given day.

Students will continue to have access to Distance Learning.

Face coverings

For those of our student population who will present with challenges wearing face coverings or shields because of health or sensory concerns a barrier made of plastic and pipe tubing will be assigned for use on his or her desk. Staff working with such students will wear a face shield **plus one or two masks.** The same will apply to the teacher's aide. In this scenario, teacher and aide will be encouraged to wear gloves and do more frequent hand washings. Students in Distance Learning are currently going through a mask desensitization program designed by one of the school's behaviorists.

Information about the wearing of face covering in spaces private or public will be shared with all staff. In addition, fliers to support training that addresses implications of alcohol poison (associated with hand sanitizer), hand hygiene and other universal practices will be presented. All relevant telephone contact will be added to fliers and distributed to classrooms for posting.

Hand Hygiene, Gloves and Other Protective Equipment

PPE is currently in place for the resumption of in-person learning. In addition, barriers made of plastic and pipe tubing that will protect both students and staff is in place for students' desks.

Each classroom has 2 toilet stalls and an open area equipped with two separated sinks to facilitate hand washing, no-touch paper towel and soap dispensers. No-touch bins are in each space.

As recommended the PPHD reopening protocols, staff and students will be required to wash their hands upon entry and prior to departure from campus each day. In addition, they will be required to wash their hands every hour for a total of 4 sets.

All classrooms received the Poison Control hotline number in the event hand sanitizer is consumed.

Disposable gloves are currently provided each classroom. This practice will continue. Gowns are in place in the event a student gets sick and has to be monitored in isolation prior to pick-up.

Restrooms

The above named facilities (staff and students) are typically well furnished with necessary supplies. Restrooms are cleaned daily and will be cleaned more frequently as needed during in-person

instruction. Disinfection on a weekly basis or when necessary, such as if a student becomes sick will be done.

Because each classroom has 2 toilet stalls, students can be allowed access to one or the other based on their week of attendance. Sinks are hands free and have hands-free soap and paper towel dispensers.

Physical Distancing

In support of physical distancing, and equity of services to all students and families, VES has a limit of one student from each of the nine (9) stable cohorts per day. The total number of students and staff on campus should every parent take the offer of the 4 hour appointments once every two weeks, falls below the recommended percentage of population by Pasadena Department of Public Health. Appointments start at 9:00 A.M and ends at 1:00 P.M.

Students in each cohort will not engage each other except by way of virtual experiences.

Assignments will be delivered to pre-assigned locations in each classroom.

By design, the daily appointment system proposed for in-person instruction allows for physical distancing as there are fewer than, or equal to, the 25% of total population from each class on campus at any one time.

Each cohort will continue to have educational experiences in Distance Learning mode while not on campus for in-person instruction.

Outside the Classroom

Based on program levels (elementary, middle and high school) students are typically assigned to different play areas for safety purposes. The same practice will apply during in-person instruction while COVID-19 persists. Markers on the playground and or on walls that promote physical distancing will be in place.

For those play equipment that are highly favored and serve to support students' sensory needs, multiple daily cleanings, that is cleanings after each use of the equipment, will be implemented. Where necessary, play equipment may be cordoned off and exempt from use. Supervising staff will be required to ensure equipment that has been cordoned off is not used. Staff from each classroom will be assigned disinfecting duties of equipment at the end of their play session/s.

Limit Sharing

Students will have sets of tools and equipment in personal containers in an effort to avoid sharing. Where cubby holes exist in a classroom, name plates will be upgraded or added as applicable to ensure personal belongings do not mix.

Students do not currently share personal iPads and this practice will continue during in-person instruction.

Where it does not exist, students will be required to have a set of clothing at school in the event of accidents related to ill-health.

Playground equipment will not be shared unless it has been cleaned after each use.

Specific Situations/Arrival & Departure

School buses and drivers are the employees of School Districts with which VES contracts. The staff on the buses will be required to take the lead on facilitating physical distancing and ensuring maximum ventilation on their buses.

Where it is observed that drivers are not compliant with state or city mandates/guidelines regarding mitigation strategies, VES Task Force member/s will remind them of the need to practice same. In addition, a report about observed behavior will be filed with their school districts. Where using buses does not support mitigation practices, Districts will be encouraged to broaden or adopt a policy that allows parents to drop off and pick up their children at school. Parents are being surveyed to determine those who would rather drop off and pick up their child /children where that does not currently occur.

Three (3) drop off and pick-up points will be designated to the stable cohorts with visual supports/reminders to enhance physical distancing and the wearing of facial coverings. The Daily Health Check will be done with parents and their child/children before parents leave. Completing the Daily Health Check prior to them leaving is essential as some students are non-verbal and do not have an Alternative Communication Device (ACD).

Further, where students are travelling by bus, VES staff will review by way of Social Story, safe practices- including open windows and staggered seating- during COVID-19 when travelling.

Meals and Snacks

Students currently have lunch and snack in their classrooms; that practice will continue and or modified to utilize outside spaces. For students who take school lunch, hot meals will be served in disposable containers. Select staff will plate and distribute lunch in socially distanced settings where students can pick up lunch given pick-up schedule.

Students who bring their lunches to school will have access to a refrigerator and microwave in their classroom. Parents will have the option of providing their children with lunch as part of the protocol implemented to reduce the risk of infection.

Staff Breakroom

All common areas, including the staff lounge have signage that reminds everyone to practice hand hygiene, physical distancing and the wearing of masks. Seating has been reduced to accommodate two persons. Keeping the room ventilated in shared spaces is advocated through staff meetings and signage.

Where staff is eating in spaces other than the break room they will be reminded to observe the 6 foot distancing between them. Based on the proposed Appointment Schedule that allows for only two staff to 1 or 2 students in a room on any given day, VES will be in compliance with the CDC guidelines for physical distancing.

Group Singing/Sports & Field Trips

All competitive sport activities are on hold during the pandemic. Physical education activities will be limited to:

- Walks in the community in cohorts as defined elsewhere in this checklist with face coverings and social distancing observed
- Outdoor modified physical conditioning sessions will continue with modeling as opposed to verbal directives from teachers
- The use of equipment will be limited or excluded from use until it is safe to do so.
- Equipment will be cleaned after each use.

Field trips are limited to virtual experiences or to open spaces such as the LA Zoo and the Aquarium of the Pacific per both institutions specifications. This practice will continue until it is safe to do otherwise.

Music sessions are currently on hold.

Equitable Access to Critical Services

- The Appointment system proposed for in-person instruction is designed to offer each student and family **the option** to return to in-person instruction for a maximum of 8 hours each month
- The VES professional school staff – teachers, behaviorists, occupational and speech therapists – is currently implementing **Distance Learning Plans** for each student. Sessions include tele-health sessions with therapists.
- The plans will remain in effect up until, or unless, an IEP is called or due; to make modifications to those plans.
- Parents will have the option to choose a hybrid model (in-person and virtual) or continue to access virtual instructions only.
- Barriers for students' desks are in place for those who will not tolerate a mask

Guidance about School Closure/Quarantining

The VES –Nonpublic School COVID-19 Task Force maintains contact with the Pasadena Department of Public Health: to access updates, report cases of outbreak if such an event occurs.

If the school is directed by the Pasadena Public Health Department to close guidelines for closure and reopening will be followed. This will include disinfecting and investigation.

Surveillance Testing & Vaccination

- Where staff has not yet got the vaccine, and receive health insurance through VES, they will be required to get tested for COVID-19 prior to returning to campus for in-person instruction.
- After the start of in-person instruction, and based on infection rate in the community, staff not vaccinated will be tested by way of swab collections.
- Some of VES School staff has already received the COVID-19 vaccination and others are in the process of making appointments to receive the vaccine.
- The school principal and head of the COVID-19 TASK FORCE has been apprising the school community of locations where they can get vaccinated.
- Staff will be required to provide the school with record of vaccination.
- Where staff is opposed to or reluctant to get the vaccination, they will be required to follow all the safety guidelines (hand hygiene, no mingling with other staff, use of facial coverings, physical distancing) vigorously.
- The school staff will work with the HR department and the Pasadena Department of Public Health to ensure the rights and security of each individual is upheld.
- Surveillance Testing will be supported by daily temperature and health checks.

Measures for Facilities

Sanitation and Cleaning

Sanitization crew (staff based) is in place. Clear instructions with regard practices are outlined with regard daily sanitization expectations per Public Health Department.

- Current practices in the school meet Public Health/State stipulated guidelines for provision of hand sanitizer, sanitizing wipes and other cleaning products that are on the Environmental Protection Agency (EPA) approved List N.
- A modified approach that refers to additional cleaning of frequently touched surfaces such as hand rails, doorknobs and handles, iPad screen, desks and counter tops will be implemented.
- As previously referenced, staff will be assigned the cleaning of shared equipment that support students' sensory needs between use.
- Disinfecting will be done once per week or as needed if a case or contact has been identified on campus.
- The isolation/quarantining site will be disinfected after each use and monitoring staff will have necessary cleaning supplies while in use.
- Bathrooms in each classroom will be cleaned on a daily basis and disinfecting done weekly or as needed.
- Water fountain, light switches, soap and paper towel dispensers, trash cans are all hands-free
- Students do not have access to cleaning supplies used for sanitation and disinfecting.

- Three cleaning cycles that allow for cleaning desks and high-touch areas or tools used in the classroom will be added to daily classroom schedules

Building Safety

- The water fountain will be flushed prior to students return to in-person instruction.
- Doors can be propped open to support added ventilation from windows.

The Agency's maintenance supervisor will work in collaboration with the school's COVID-19 TASK FORCE to ensure the recommendations of the CDC are adhered to prior to school reopening.

Deliveries and Vendors

Current practice meets guidelines.



Exposure Management Plan- Final

In light of the current national and state public health scenario in which Villa Esperanza Services School (VESS) will need to work for the foreseeable future, the school has designed an Exposure Management Plan as part of its COVID-19 preparedness strategy. The plan has two tiers:

1. Prevention and
2. Response to Cases

In the case of **prevention**, the school's protocols to limit exposure form the backbone of the plan and are as follows.

- Operationally, VESS has nine (9) distinct cohorts (classes) of between 7-11 students total. They are supported by a teacher and teacher's aide.
- One student will be offered an appointment for in-person instruction that lasts for a maximum of 4 hours on a select day.
- Each student will return to a second 4 hour in-person appointment after 2 weeks.
- To ensure equity each student from all 9 cohorts/classes will be given a similar appointment for a specific day.
- The appointment model will allow for 8 hours of instruction in a month

The appointment system allows for only 9 students on campus each day if, the parents choose to accept the appointment.

The Appointment model will add to the Distance Learning that is currently in place to form the hybrid model VESS plans to offer parents and students starting March 22.

Each cohort meets the specification in percentage recommended by the Pasadena Public Health Department.

All staff will have access to PPE (gloves, masks, and shield as well as gowns as needed) and supplies necessary for cleaning and disinfecting.

As part of curriculum content, Social Stories that advance hand and cough hygiene will be provided each cohort for delivery on a daily basis.

Physical (Social) Distancing will be a requirement in open spaces and for the delivery of Physical Education (PE) skills

Community Walks in small groups will be advocated as part of PE

Classes take breaks at different times to avoid co-mingling of classes

To reduce congregating of students, lunch service will be managed by way of classroom deliveries to each cohort by select staff or staggered pick-up from the school cafeteria

Classrooms are outfitted with no touch bins and light switches.

Some staff persons have already got the COVID-19 vaccine, while others are signing up to get it.

Response to Cases and Contacts

VESS has a designated room for isolating or quarantining cases or contacts as the need arises.

The school is working in concert with community partners, parents and staff to ensure each stakeholder understands the role they play in upholding the implementation of protocols that will keep the school doors open. To date **multiple** parent and staff meetings have been held to address concerns and answer questions.

Completion of health forms and reports to the Pasadena Public Health Department of identified cases and contacts are done in a timely fashion.

Where a case or contact is identified on campus, parents or house managers are informed immediately and asked to pick up their child who will be in quarantine or isolation as recommended practice.

Where a case is a staff person, he or she is asked to leave campus immediately with guidelines for further action (isolation); including recommendations to see his or her doctor.

Impacted staff and families of children are informed of exposure using modified PPHD template that has been approved by the head of the Task Force/School /compliance Officer (Dr. Gary W. Woods).

Deep cleaning and disinfecting done based on recommendations of CDC guidelines

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Villa Esperanza Services School (VESS) Communication Plan

The VESS communication plan targets parents, staff, students, community partners and Pasadena Public Health Department.

Parents

- To date VESS has had **multiple** virtual meetings with parents led by Dr. G. W. Woods since the fall semester began. This practice will continue after in-person instruction begins for a minimum of two meetings per month or more as the situation demands.
- Dr. Woods (Task Force Leader and Principal) has been communicating with parents by way of telephone calls and or emails; this practice will continue after in-person instruction begins.
- Email blasts to address Covid-19 issues of concern noted on campus or among students, updates about the virus and recommendations from CDC/PPHD will be sent to parents in an effort to keep them informed
- Reminders by way of flyers will be sent home and or virtual meetings with Villa nurse team to address hand and cough hygiene mask wearing, physical distancing, cleaning vs disinfecting and protocols for quarantining and isolating
- Parents will have email addresses and telephone contact of the Task Force members for ease of contact
- Where VESS is said to have an outbreak of Covid-19, parents will be informed by way of the approved, modified PPHD Notification Letter.

Staff

- Weekly staff meetings will continue as is current practice to share updates and answer questions
- Staff will be reminded of the VESS suggestion box which allows for anonymity for those staff persons who are more comfortable with that approach
- Select Task Force members will be available for 1:1 question and answer sessions on a rotation basis
- Staff will continue to use email as a means of communication
- Where applicable, staff will be informed of an outbreak, case or contact by way of the approved, modified PPHD Notification Letter

Students

- As per IEP modifications stipulated in students' IEPs, visual supports will be instrumental in targeting the presentation of information to the student body

- Students will receive Covid-19 related information by way of Social Stories, comics and project preparation
- Daily interactions with teacher and aides
- Weekly Opening Session with each student cohort with the principal

Community Partners

- Emails and telephone calls between VESS personnel and the community partners will continue as is current practice

Pasadena Public Health Department (PPHD)

- The task Force will maintain dialogue with the PPHD throughout in-person instruction to ensure it has current information on which to act
- Where there is a Covid-19 case on campus, PPHD will be notified in a timely manner by a member of the Task Force



Influenza Vaccination Plan

Villa Esperanza Services –hereafter referred to as VES or The Agency- consistently encourages its staff and clients across programs to practice healthy lifestyle habits.

Embedded in those programs is nutrition, fitness activities that target conditioning and heart health as well as annual access to the influenza vaccine.

Because the population served by The Agency is prone to comorbidities as part of their health profile, an annual flu vaccine program has been in place over the years.

Generally the school staff is apprised of the availability (date, time and place) of the flu vaccine through The Agency’s Medical Coordinator at the start of the flu season.

- Staff is reminded they can avail themselves of the option to use the Agency provided health insurance to pay for the flu vaccine.
- Staff persons that choose not to access the vaccine by either option offered by the Agency may decide to get it privately.

Consistent with annual practice, the licensed clinical staff gives the flu vaccine to all staff from the school that opts to get the vaccine from The Agency.

With regard children and the flu vaccine: the school relies on families and group homes to ensure their children or those in their care get the flu vaccine as they deem fit. This will continue to be an option to both categories of caregivers, since there is no mandate around getting the flu vaccine.

Planned tracking system for flu vaccine

A record of staff that takes the flu shot is tracked and maintained by the clinical staff as well as by the recently formed COVID-19 Task Force. To date, 15% of active school staff has taken the vaccine.

Parents submit and update vaccine records as part of the school’s enrollment requirement and as part of their children’s medical history in annual Individual Education Plan (IEP) meetings or as changes occur.

Goal influenza vaccination rate and plan for achievement

The school’s goal influenza vaccine rate is aligned to reports from a staff survey that indicated those who will get the vaccine privately or through the VES flu vaccine program. The same will apply to children living with their families or in a group home.

An assessment of positive responses to the survey will be compared to submission of vaccine records. Where there is lack of alignment a Task Force member will follow-up with each staff and family as necessary.

Because of the potential negative intersection of COVID-19 and the flu, an education component of the “Healthy Lifestyle Program” will be featured this year. Fliers, email messages and parent conversations **led in part by the clinical staff will target** the benefits of a **balanced diet, hand and cough hygiene, cleaning and disinfecting surfaces** as well as the **benefits of getting the flu vaccine**.

Where staff and students did not get the vaccine, implementation of the “Healthy Lifestyle Program” will be central to reducing the spread of the flu among students and staff.

Further, parents and caregivers will be advised of the efficacy of facial coverings as a mitigation strategy to reduce the spread of COVID-19. By addressing the issue of COVID-19, families will get information about the potential negative impact of both diseases co-existing should a child or adult contracts either or both.

Finally, parents and caregivers will be advised to refrain from sending their child or children to school if sick (presenting with fever, cough and or colds along with uncontrolled nasal excretions). These efforts will be implemented in an effort to prevent community spread of the flu among staff and students.

Where students attend school with symptoms of the flu such as a runny nose, they will be isolated and staff supporting them will be asked to focus on:

- Hand Hygiene
- Cough Hygiene
- Disposing of tissue and other clean-up tools after use
- Washing hands after clean-up of students
- Disinfect area in which student was isolated
- Keeping track of students’ temperature



PPE Supply Chain

As of 3/1/2021

Villa Esperanza Services (VES) provide social and education services to a unique population of clients; including school aged children and young adults. Integral to our provision of services is ensuring the staff persons that must have physical contact with clients are provided personal protective equipment (PPE). This expectation is extended to the VES School.

Currently, VES secures its supply of PPE from the following sources:

1. Sysco
2. JD Office Products and
3. Cintas
4. Amazon (Emergency supply)
5. United Way Donations (Not a typical source of supply).

Items listed in recent purchase orders: include gloves (different sizes), masks and face shields.

PPE Needs

In light of the recommended use of face coverings during in-person interactions, VES School will need the items noted below in projected numbers.

For visitors, staff and students who may have forgotten their masks:

For staff who may need to wear a gown when cleaning-up after a sick student:

For general hygiene practice:

Persons in Need	PPE	Projected Numbers/Week
Staff	Gloves	1000
Staff	Face Shields***	20***
Staff/Student/Visitor	Disposable 3-ply Masks	200
Staff/Students	Reusable Face Masks	150***

Key**** Once per month

Vendor delivered supplies are distributed to each department head. School staff is required to prepare requisitions on a monthly basis and or, on as needed emergency basis. The requisition protocols have been in effect for years and are adhered to consistently.

Where stockpile is depleted before vendors can make routine monthly deliveries, items are purchased from Amazon and or Walmart.

Stock in Place

Masks	Gloves: Large & Medium	Face Shields	Gowns
Blue: 910 Adult 50 Child	2000	37	20
KN95 50			
Reusable: 315 Adult 35 child			

Comments

