

STRONGER TOGETHER: ENCORE HIGH SCHOOL'S COVID PLANNING 20/21

The California Department of Education with the help of the CDC released a Guidebook in June of 2020 to help schools make plans for reopening in the fall. Encore Education Corporation has used this guidebook to build the framework for what reopening will look like in the fall. Encore is going to build a tiered approach to opening as the “best practices” and guidelines are still changing as the world learns more about the virus. These plans are subject to change.

Encore has pulled a lot of this document directly from the “Stronger Together” frameworks manual created by the CDE with the help of the CDC. The sections of the CDE Guidebook that are not addressed in this document that have to do with departmental plans for curriculum and support are being followed and used as basis for professional development departmentally. The purpose for this document is to help provide stakeholders information regarding instructional programs for the fall under COVID and how Encore plans to maintain safety on campus.

This checklist will cover the following main categories:

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1. Local Conditions to Guide Reopening Decisions
2. Plan to Address Positive COVID-19 Cases or Community Surges
3. Injury and Illness Prevention Plan
4. Campus Access
5. Hygiene
6. Protective Equipment
7. Physical Distancing
8. Cleaning / Disinfecting
9. Employee Issues
10. Communication with Students, Parents, Employees, Public Health Officials, and the Community

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Local Conditions to Guide Reopening Decisions

In order for Encore High School to resume operations, local condition metrics must be met including:

- a. Flexibility or lifting of state stay at home order. (The state has lifted or relaxed the stay at home order to allow schools to physically reopen.)
- b. Flexibility or lifting of county stay at home order. (The county has lifted or relaxed the stay at home or shelter in place order to allow schools to physically reopen.)
- c. Local Public Health clearance. Local public health officials have made determinations, including but not limited to the following:
 - a. Testing availability – Adequate tests and tracking are available for schools to reopen. Employees have access to COVID_19 testing at regular and ongoing intervals.
 - b. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths.
 - c. Sufficient surge capacity exists in local hospitals
- d. Equipment Availability
 - a. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant OSHA requirements.
 - b. No touch thermal scan thermometers are in place for symptom screenings
 - c. Consider differing requirements of PPE/EPG for the differing populations of students with disabilities
- e. Cleaning Supply Availability
 - a. Have enough school appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.
 - b. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no touch trash cans, and paper towels.

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Plan to Address Positive COVID-19 Cases or Community Surges

1. *Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.*
 - a. In the event that Encore school is closed again for physical attendance once the school year has started in September:
 - i. Encore will establish at the beginning of the school year which students do not have access to streaming internet for Zoom classes.
 1. Varying levels of internet will be recognized so the students can receive their work appropriately. (example: email access only, full access, accessibility but at odd times, no access)
 2. Students identified as having internet issues will be placed on an education plan that supports their needs.
 3. Encore will open up limited “phone in” tutoring / class capabilities for students that do not have access to the internet.
 4. Encore will establish a limited number of hotspots for students, however, some of the connectivity issues established during the spring closure had more to do with proximity of residence than financial ability for access.
 5. Encore will work with local internet providers to get families knowledge about internet access.
 - ii. Encore will continue the class day as normal, but remotely using Zoom.
 1. Teachers will teach classes remotely in real-time.

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2. At least one recording of the lesson will be placed on the teacher Google classroom so students can watch the lesson again or watch it if they missed for any reason.
 3. Teachers will establish email lists for each class/subject (parents and students). At the beginning of the school day, teachers will send the assignments for that class to all of the students/parents so teachers can give daily access to the classwork.
 4. Dependent on the student educational plan, various “turn in” methods will occur for student coursework including: online course completion, email, USPS mail, office drop off.
- iii. Encore will offer students/parents the option of traditional grading or “credit/no credit” during the times of closure.
1. Encore will invoke the alternate shut down grading policies.
 2. These policies eliminate final exam testing percentages in the grading and makes all final exams count the same as a quiz.
 3. Students have until the end of the grading period to complete any assignment for full credit during a quarter.
 4. Honors and AP classes must be completed by the end of each quarter fully and only traditional grading will be allowed for Honors and AP. Students wanting “credit/no credit” can only complete regular paced or remediation courses.
- iv. Teaching staff will work from home in the event of full closure.
1. SPED staff will have assigned tutoring times for helping students complete coursework via Zoom.
 2. SPED teachers will have weekly meetings with students (parents optional) to help keep the students on target.

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3. IEP meetings will happen via Zoom.
 4. Other support will be offered remotely.
 5. Teaching staff will be required to attend a weekly Zoom meeting with the Dean of Academics AND at least one of the CEO's daily meeting each week.
 6. Teaching staff will have tutoring every morning from 8 – 8:30 am.
 - v. Classified staff will have a skeleton crew (essential crew) that will work in rotation to make sure the appropriate support is still available for students, staff, and parents.
 - vi. Any staff or student that has a medical condition should notify human resources so job duties can be outlined for work from home during the closure to avoid risk factors.
 - b. Encore will continue to serve meals to students during times of closure.
 - i. The Student Services Manager will establish two days per week for meals to be delivered to students and families.
 - ii. The route for pickup will be established by the Student Services Manager and advertised via all call, student email, and Constant Contact email
 - c. Encore will follow all protocols for reopening as outlined by the CDC.
2. *In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:*
- a. Encore's Risk Manager will contact the local public health officials to consult about exposure to determine the level of risk as based on the local public health officer advice.
 - b. Encore's Risk Manager will then consult with Encore's Executive team to determine whether or not a school closure is warranted and the length of time for the school closure based on the risk level within

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the specific community as determined by the local public health officer.

- c. After Board adoption of this plan, Encore will not need to seek Board approval for closure, but will notify the Board of the closure procedures, time of closure, and the steps taken for the closure.
- d. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual was based will typically need to close temporarily as students or staff isolate.
- e. Additional close contacts at school outside of a classroom should also isolate at home.
- f. Encore's Risk Manager will work with the COO to determine which areas of the campus will need to be closed temporarily for cleaning and disinfection based on the COVID-19 positive individual(s) visitation to alternate campus areas.
- g. In the event that only part of the school is shut down or if only some of the staff/students are subjected to "closure", the COO will consult:
 - i. The Dean of Academics for the plan for continuity in education.
 - ii. The school nurse for the continuation of medical services (if applicable)
 - iii. School Counseling for the continuation of social services (if applicable)
 - iv. SPED Director for change of educational settings (If applicable)
 - v. Student Services Manager for change and continuation of meal services.
 - vi. The Risk Manager for disinfection processes for the affected areas.

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Injury and Illness Prevention Program (IIPP)

Encore's Risk Manager will update the IIPP to address unique circumstances during COVID-19 and make updates accessible to employees, students, and parents.

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

1. *Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms) . Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude*

a. When campus is not in session:

- i. Anyone entering the campus must come through the A Building.
- ii. Upon entry to the A Building, everyone is required to wash their hands.
- iii. There is a stanchion that does not permit people to pass until they have a health check.
- iv. All entrants must have their temperature taken. A log is kept at the desk where temperatures are taken.
- v. Any person with a fever over 99 degrees is not permitted on campus.
- vi. Any person entering campus is required to wear a mask.
- vii. Any person on campus is required to social distance.
- viii. The reception desk is protected with a clear vinyl barrier.
- ix. Signage outside calls for people not to enter the building if they are displaying any symptoms or have been exposed to anyone with COVID-19.

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- x. Visitors waiting for things (like transcripts) will check in at the front desk.
 - 1. The person that the visitor is waiting to see will be notified.
 - 2. The person will be asked to wait in their car and the receptionist will call them on their cell phone when they are ready for their appointment.
- b. When campus is in session:**
 - i. Staff will enter through the A Building and follow the same procedures as when the campus is not in session.
 - ii. Students will enter through assigned gate according to grade level. More information will be explained in point 3.
- 2. *Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.*
 - a. When school resumes, all students and staff will be trained on how to monitor themselves for the virus and how to pay attention to changes in their health. The Risk Manager will orchestrate this training.
 - b. Staff will be trained by the Risk Manager on how to watch for people developing symptoms throughout the day.
 - i. When a staff member sees someone with symptoms during the day, they will send that person to the A Building where they will call home and wait for parents.
 - ii. People that are sent to the office with symptoms will be placed in an outside waiting area whenever possible until their parent comes to pick them up.
 - iii. When outside is not possible, the person will be placed in an area away from people, wear a mask, and the area will be sanitized upon departure.
- 3. *Students – Entering campus.*

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a. PARENTS - Passive Screening.

- i. Parents will be instructed to check temperatures of their children prior to leaving for school (check for temperature to ensure temperatures below 100 degrees Fahrenheit)
- ii. Parents will be asked to look for symptoms consistent with Covid-19
- iii. Parents must keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

b. BUSES – Active Screening.

- i. Upon entry onto any transportation from Encore, students will have temperatures taken (must be less than 100 degrees Fahrenheit).
- ii. Students will be asked if they have had any COVID-19 symptoms in the last 24 hours and whether or not anyone in their home has had COVID-19 symptoms or a positive test.
- iii. If the students do not pass either of these screenings, they will not be allowed to enter the bus or school that school day.
- iv. Students will be required to wash or sanitize their hands upon entry onto the bus
- v. Students will be required to wear a mask to enter the bus and must keep the bus on during the entire bus trip.
- vi. When available, windows will be opened on the bus to keep ventilation at a maximum.

c. CAMPUS ENTRY – Active Screening.

- i. Students will be given a specific gate to enter based on their grade level. Students riding the bus will have a separate line since they were already screened prior to riding the bus.
- ii. Markers will be placed on the ground to help students maintain social distance of 6 feet while they wait to enter the campus.

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- iii. Students will be able to enter the campus starting at 7:50 am each day.
- iv. Temperature screening will take place upon entry.
- v. Students will sanitize their hands upon entry.
- vi. Students will be required to wear face masks.

d. WHILE ON CAMPUS – Supervision and best practices.

- i. Encore will provide supervised, sufficient points of access to avoid large gatherings.
- ii. Encore will place clear screens and privacy board when it is practical.
- iii. Encore will have doors and windows open in classrooms when practical.
- iv. Encore will have limited outdoor spaces available for teachers to take classes outside when weather permits.
- v. Teachers are responsible for having students wash the desks and chairs at the beginning and the end of each class period. The Risk Manager is responsible for making sure that product is available in every classroom.

e. WHEN A PERSON IS SYMPTOMATIC – Guidelines

- i. Staff or any other adult showing symptoms will be immediately sent off campus.
- ii. Students who develop symptoms of illness while at school will be separated from others right away.
 - 1. Encore will put a lunch bench by the A Building gate under the awning where symptomatic students will sit until a parent can come and pick them up.
 - 2. When a student is placed outside, the Risk Manager will be notified and the Risk Manager will be responsible for making sure the student is supervised until pickup.

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3. If weather does not permit the outside seating arrangement, the student will wait in health office isolation room.
- iii. If more than one student is in an isolation area, ensure physical distancing.
- iv. Any students or staff exhibiting symptoms will be required to wear a face covering and wait in an isolation area until they can be transported home or to a health care facility.
- v. Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- vi. Students in the health office for triage will be helped, recognizing that not all symptoms are COVID-19 related.
- vii. Parents will be advised by the school nurse that sick students are not to return until they have met the CDC Criteria to discontinue home isolation.
- viii. Staff will be excluded from work if they are exhibiting symptoms.
 1. Staff showing symptoms should go to medical care.
 2. Encore's Dean of Academics will make sure that there are emergency sub plans in place for all teachers / instructors in the event of teacher/instructor absences.
 3. Encore's Risk Manager and Human Resources will develop a procedure for reporting reasons for exclusions.
 4. Human Resources will advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

f. OUTSIDE VISITORS AND GROUPS

- i. Access to campus for parents and other visitors will be extremely limited.

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- ii. Once Encore's campus reopens for classes, Encore will withhold facilities usage until second semester of the 20/21 school year AND pending CDPH guidance.
- iii. When the facilities usage resumes, the Risk Manager and the COO will establish common facility protocols for all users of the facility.
- iv. The Risk Manager and the COO will establish protocols for accepting deliveries safely.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

a. HANDWASHING

- a. Encore will establish frequent places where handwashing / sanitizing stations will be freely available for students and staff to meet handwashing frequency guidance. These sanitation stations will be decided on by the COO and the Risk Manager.
- b. Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:
 - i. Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels to dry hands thoroughly.
 - ii. Wash hands when: arriving and leaving home, arriving at and leaving school, after playing outside, after having close contact with other, after using shared surfaces or tools; before and after using restroom' after blowing nose, coughing, and sneezing, and before and after eating and preparing foods.
 - iii. CDC guidance on proper PPE use.
 - iv. The COO, Risk Manager, and Encore's Film Teacher will work together to create a comprehensive training cartoon on:

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1. handwashing according to the CDC
2. Using tissue to wipe the nose and cough and sneeze inside the tissue
3. Avoid touching your face and face covering
4. Proper use, removal, and washing of cloth face coverings
5. During the mask wearing training for students and staff, reasons that people may not wear a mask due to medical reasons will also be trained to everyone.

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

a. According to CDC guidance:

- a. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove covering without assistance.
- b. Encore will make reasonable accommodations such as a face shield for people unable to wear a cloth face covering for medical reasons. (Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked in the shirt.
- c. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

b. Staff Protective Equipment

- a. All staff will wear face coverings.
- b. Encore will provide all staff with a face shield that they can wear instead of a mask that will enable students to see their faces and avoid potential barriers to phonological instruction.

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- c. Encore will have face masks available if employees or students do not have clean face coverings.
- d. Encore will provide other protective equipment as appropriate for work assignments. The Risk Manager will be responsible for making sure that this equipment is available.
 - i. Staff working on symptom screening and food service will be provided with masks, face shields, and disposable gloves.
 - ii. Front office employees will have face coverings and disposable gloves.
 - iii. COVID staff working on cleaning and disinfecting will have specific equipment:
 - 1. Surface cleaning will have disposable gloves.
 - 2. Deep cleaning and disinfecting will have disposable gowns, gloves, eye protection, and a reusable respirator mask)
 - 3. Any product that is used that requires additional PPE, will be brought to the attention of the Risk Manager and they will make sure that the PPE is provided.
 - 4. All cleaning products will be stored in a space with restricted access.
 - 5. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from hazards of the cleaning products used and training be provided to staff on the hazards of chemicals. The Risk Manager is responsible for scheduling and executing all training.
- e. Student Protective Equipment**
 - i. Students will be required to wear a face covering while on campus, on the bus, and any place where physical distancing cannot be maintained.
 - ii. Students will be allowed to remove their masks when:

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1. They are outside and physical distance can be adhered to.
2. They are in class and physical distance can be adhered to AND the door and windows are open in the classroom.
- iii. Students that have a medical reason for not wearing a mask will be allowed to work from home for their protection or will be allowed to not wear a mask.
- iv. During the mask wearing training for students and staff, reasons that people may not wear a mask due to medical reasons will also be trained to everyone.
- v. Bus drivers will have access to surplus masks to provide to students who have lost their mask.

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles .Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs . Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

- a. Encore will work with CDC Guidelines to create campus space to be accommodating of physical distancing. There are multiple ways that Encore plans to make this happen that is dependent on the current restrictions put into place.
- b. Encore will work with the CDC Guidelines to maintain safety. Encore will also work to provide the least restrictive environment possible to create a traditional education model as much as possible while staying within CDC Guidelines.
- c. Encore will follow current guidelines regarding busing.
 - a. Parents and students will be advised to recognize the six foot social distance at bus stops.

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- b. Students and parents should wear face coverings at bus stops.
- d. Outside Spaces, Circus, and Athletics
 - a. Encore's Risk Manager will determine which class equipment is OK to use because there is an ability to sanitize appropriately. (example: Circus students using the lyra instead of the tissu.)
 - b. Encore will purchase additional equipment when plausible to allow students and staff to have the ability to sanitize and wash equipment. (example: Circus Tissu)
 - c. Supervision will work to maintain social distancing at outdoor spaces as prescribed by the CDC.
- e. Classrooms
 - a. Encore will follow the current CDC Guidelines for classroom spaces.
 - b. Encore will work to arrange desks to minimize face-to-face contact.
 - c. Encore will broadcast to other classrooms and students distance learning at home.
 - d. Encore will train students and staff about physical distancing while changing classrooms
- f. Food Service
 - a. For the 20/21 school year, Encore is separating junior high and high school lunch times. This will reduce the amount of students in the quad by one half.
 - b. Encore will paint marks on the ground for students to stand in line to get lunch that will show them appropriate social distancing.
 - c. Encore will work with current food service supplier to make all options "grab and go" options with no "buffet style" service available.
 - d. If possible, Encore will increase the number of picnic tables and benches available and place them throughout the allowed campus space to provide appropriate distancing.
 - e. Students will continue to eat outside when available.

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- f. The Campus Aides will be responsible for sanitizing the tables and benches between lunches and after lunch. The Student Services Manager will be responsible for assigning the appropriate Campus Aide duties for the purposes of lunch sanitation.
- g. Staff
 - a. Encore's staff meetings will largely be held remotely using Zoom platform.
 - b. Encore will be briefed on how to appropriately social distance. This briefing will be held during inservice with the COO and the Risk Manager.
 - c. When in person meetings are happening, staff will need to be socially distanced.
 - d. If necessary and depending on current CDC restrictions, staff members may be required to work from home to complete their duties.
 - e. When necessary, Encore will add physical barriers to separate workspaces to maintain social distancing.

Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

- a. Overall Cleanliness Standards – Risk Manager and COO will work with the staff using the CDC Guidelines so Encore will meet the high cleanliness standards prior to reopening and maintain a high level during the school year.
- b. Encore has one to one technology, so all students will have access to their own personal computer.
- c. Any learning aids that are shared will need to be sanitized between uses.
 - a. The Risk Manager will train the teachers on how to do this.

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- b. The teachers and instructors will be responsible for making sure that sanitation is ongoing.
- c. The Risk Manager will check in with teachers and instructors to make sure that proper sanitation is ongoing.
- d. Encore's Risk Manager will need to work with the Circus Teachers and the Costume Design Teachers to make sure that there is a written plan with Guidelines in place on how to properly sanitize and use equipment that is difficult to clean or sanitize.
- e. Encore's Risk Manager is responsible for creating and executing training for proper use of materials in accordance with the CDC and the CDPR.
 - a. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
 - b. How to disinfect surfaces between uses such as
 - i. Desks and tables
 - ii. Chairs
 - iii. Seats on the bus, Highlander
 - iv. Keyboards, phones, headsets, copy machines
 - c. Disinfecting frequently – at least daily – high touch surfaces such as:
 - i. Door handles
 - ii. Hand rails
 - iii. Drinking fountains
 - iv. Sink handles
 - v. Restroom surfaces
 - vi. Toys, games, art supplies, instructional materials
 - vii. Playground equipment
 - d. When choosing disinfecting products, using those approved for use against COVID-19 from the EPA. Encore's Risk Manager is responsible for ordering.
 - i. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients.

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- ii. Use disinfectants labeled to be effective against emerging viral pathogens
- e. Plan to do thorough cleaning when children are not present.
- f. Close off areas used by sick people and do not use before cleaning and disinfection. To reduce the risk of exposure, wait 24 hours before cleaning and disinfecting.
- f. Make a plan for adequate outdoor air circulation
 - a. Encores' Risk Manager will work with an HVAC third party for a maintenance contract to maintain proper ventilation.
 - b. Each classroom will have a fan installed that can help circulate outdoor air.
 - c. All classrooms that have windows that open are encouraged to open windows whenever possible.
 - d. Classroom doors should be propped open whenever possible to help with fresh air circulation.
 - e. The Risk Manager will take steps to ensure that all water systems are safe to use after prolonged facility shutdown.
 - f. Student belongings need to be kept separate: under their desk, or in a cubby or basket. All belongings need to be taken home daily to be cleaned.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

- a. Staffing
 - a. Encore's CEO will work to ensure that staffing is appropriate to meet the needs of the school according to CDC guidelines.
 - b. The Risk Manager and the COO will provide staff training and the state-provided training on
 - i. Disinfecting

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- ii. Physical distancing
- iii. Symptom screening
- iv. Updates to the IIPP
- v. State and Local health standards
 - 1. Protective equipment
 - 2. Cough and sneeze etiquette
 - 3. Not touching your face
 - 4. Handwashing
 - 5. Confidentiality around health recording and reporting
- vi. Health staff on clinical manifestation
- c. The counseling department will provide training on trauma-informed practices and suicide prevention.
- b. If there are any COVID-19 concerns, staff members should immediately report it to the Risk Manager, Human Resources, of the Staff Liaison.
- c. Reasonable Accommodations
 - a. For staff that are higher risk for sever illness or have other extenuating circumstances regarding their risk on campus should approach human resources about their needs.
 - i. Encore will work to provide work options including telework or negotiated change in classification or duties.
 - ii. If reasonable accommodations are not practical, Encore will work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

Communication with Students, Parents, Employees, Public Health Officials, and the Community

- a. School leaders will engage a variety of stakeholders to formulate and implement plans for COVID-19.
- b. Encore will use a variety of ways to communicate COVID-19 protocols including:

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- a. Proper use of PPE/EPG
- b. Cleanliness and Disinfection
- c. Transmission and Prevention
- d. Guidelines when to keep students home
- e. Self-reporting symptoms
- f. Criteria and plan to close schools again for physical attendance of students
- g. The Risk Manager will oversee the transmission of all such messaging. The school nurse will help with the transmission of this messaging.
- c. Encore's EL/504 Coordinator and SPED Director will make sure that communication is targeted for vulnerable members of the school community.
- d. In the event of a positive COVID-19 case:
 - a. Encore's Risk Manager will notify and coordinate with public health officials to document, report, track and trace infections.
 - b. Encore's Risk Manager will work with the CEO to determine how the staff and families will immediately be notified of any possible cases of COVID-19.
 - i. Encore's CEO will review legal responsibilities and privacy rights for communicating about cases of the virus.
 - c. Encore will provide written and oral guidance via blog, constant contact, and all call to parents, teachers, and staff to remind them the importance of community physical distancing measures while the school is closed.
 - d. Encore's human resources will provide information to parents regarding labor laws, disability insurance, paid family leave, and unemployment insurance.
 - e. The Risk Manager for students and Human Resources for staff will advise sick persons to not return until they have met CDC criteria to discontinue home isolation.

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- f. The Risk Manager, working with the executive team, will inform those who have had close contact with the person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC Guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

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INSTRUCTIONAL PROGRAMS

Encore has made multiple plans for COVID-19 as the new school year starts. With the uncertainty of the virus, Encore is planning multiple ways to make sure that appropriate learning instruction happens regardless of the current needs of the virus.

Encore is going to approach the instruction programs in hopes of providing the least restrictive and most traditional school model possible.

Encore's overall precautions for all models:

1. Encore changed the school year schedule to commence on September 14, 2020. This choice is about four weeks later than the regular calendar. This choice was made in hopes of letting the virus run it's course for an additional month prior to Encore's opening.
2. Encore changed the bell schedule to start at 8:30 am to allow time for arrival on campus.
3. Encore will require face coverings while on campus inside and outside when six feet of distance cannot be maintained.
4. Encore will require temperature screenings for the entry onto all buses and campus.

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Instruction Scheduling Model Options:

Least Restrictive Model: FAMILY CHOICE
Encore sent out a survey offering families the choice of how their student will attend school in the fall. Family choice will determine how the student will receive academic instruction.
<ul style="list-style-type: none"> • Traditional Seat Based Program: Students attend school with the CDC recommendations while attending school five days per week for the entire school day.
<ul style="list-style-type: none"> • Hybrid Program: Students attend school 2 – 3 days per week and then take courses online from home on the other school days.
<ul style="list-style-type: none"> • Independent Study Program: Students come on campus one day per week for three hours.
<ul style="list-style-type: none"> • COVID Independent Study Program: Students attend classes in real time via ZOOM and online study until their family is ready to return to school or the Covid threat subsides.

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Most Restrictive Model: CDC REQUIRED COMPLETE SCHOOL CLOSURE
In the event that CDC closes the school to on campus instruction at the beginning of the year or in the event of a surge in cases, families will engage in the following academic programs.
<ul style="list-style-type: none"> • Traditional Seat Based Programs: Students that were enrolled in the traditional seat based programs prior to the CDC complete campus closure will be placed on the COVID Independent Study Program. This means that students will attend classes in real time via ZOOM and online study until school is ready to reopen.
<ul style="list-style-type: none"> • Hybrid Program: Students will move to the COVID Independent Study Program.
<ul style="list-style-type: none"> • Independent Study Program: Students will continue on their original plan, except the three hours weekly meeting will be replaced with a weekly online Zoom meeting.
<ul style="list-style-type: none"> • COVID Independent Study Program: will continue as outlined.

***STRONGER TOGETHER:
ENCORE HIGH SCHOOL'S COVID PLANNING 20/21***

Medium Low Restrictive Model: ENCORE CHOOSES THE SCHOOL SCHEDULE
<p>If the CDC limits how many people can come on campus or how often people can come on campus, Encore will impose restrictions based on how the student enrolled under the least restrictive model.</p>
<ul style="list-style-type: none"> • Traditional Seat Based Program: Students that chose the traditional seat based program will be placed into virtual academic classes where they will study from home in real time during the week. Students will then be scheduled to come on campus 1 – 3 days per week for their career arts classes based on their conservatory level.
<ul style="list-style-type: none"> • Hybrid Program: Students that chose the Hybrid program will be placed into virtual academic classes where they will study from home in real time during the week. Students will then be scheduled to come on campus 1 – 3 days per week for their career arts classes based on their conservatory level.
<ul style="list-style-type: none"> • Independent Study Program: Students will continue on their original plan, except the three hours weekly meeting will be replaced with a weekly online Zoom meeting.
<ul style="list-style-type: none"> • COVID Independent Study Program: Students attend classes in real time via ZOOM and online study until their family is ready to return to school or the Covid threat subsides.

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Medium High Restrictive Model: CDC ALLOWS OPENING UNDER VERY RESTRICTIVE GUIDELINES
<p>If the CDC impresses strict limitations on the overall population on campus, Encore might impose restrictions based on grade level and conservatory. Student will be placed on a track based on what the original program chosen by the family was.</p>
<ul style="list-style-type: none"> • Traditional Seat Based Program: • Juniors and Seniors will attend class every day on campus as designated. • All other grade levels will take classes in real time online via Zoom during the week. • Ninth and Tenth grade will attend class on campus on Mondays and Tuesdays. • Seventh and Eighth grade students will attend class on campus on Wednesdays and Thursdays. • Conservatory Students Level 2+ will attend classes on Fridays.
<ul style="list-style-type: none"> • Hybrid Program: • Juniors and Seniors will attend class on campus as designated. • All other grade levels will take classes in real time online via Zoom during the week as designated. • Ninth and Tenth grade will attend class on campus on Mondays and Tuesdays as designated • Seventh and Eighth grade students will attend class on campus on Wednesdays and Thursdays as designated • Conservatory Students Level 2+ will attend classes on Fridays.
<ul style="list-style-type: none"> • Independent Study Program: Students come on campus one day per week for three hours.
<ul style="list-style-type: none"> • COVID Independent Study Program: Students attend classes in real time via ZOOM and online study until their family is ready to return to school or the Covid threat subsides.