

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 03/08/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Helix High School

Number of schools: 1

Enrollment 2405

Superintendent (or equivalent) Name: Kevin Osborn, Executive Director

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La Mesa, CA 91942

Phone Number: 619-644-1940

Email: kosborn@helixcharter.net

Date of proposed reopening:
03/29/2021

County: San Diego

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: Charter School

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, Kevin Osborn, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

■ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

As defined in the attached Spring Term II: Learning Continuity Plan 2021.02.26

If you have departmentalized classes, how will you organize staff and students in stable groups?

As defined in the attached Spring Term II: Learning Continuity Plan 2021.02.26

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

As defined in the attached Spring Term II: Learning Continuity Plan 2021.02.26

■ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

■ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

■ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

■ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

■ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

■ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum 6 feet

Minimum 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Minimum of 4ft. will be used when other appropriate spaces are unavailable

■ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

■ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Helix will following the testing cadences as provide by applicable law or regulation from the State of California

■ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Helix will following the testing cadences as provide by applicable law or regulation from the State of California

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: HTA and HCA

Date: 1/29/2021, 2/1/2021, and 3/5/2021

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: PTSA Community Forums

Date: 11/10/2020, 12/04/2020, 01/20/2021, and 2/18/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department: _____.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

Helix Charter High School

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

January 29, 2021

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Authority and Responsibility

Kevin Osborn, Executive Director of Helix Charter High School (HCHS), has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting directly to their supervisor, Manager School Facilities, or the COVID-19 Health and Safety Team. Additionally, authorized employee's representatives are members of the COVID-19 Health and Safety Team.

Employee Screening

We screen our employees, students, and visitors with symptom screening and temperature check.

- Staff and students a digital self screening prior to reporting to campus and/or at designated entrances to campus and a physical temperature check upon arrival
- All others at designated entrances to campus and a physical temperature check upon arrival
- When engaging in work/school activities off-site

Temperature check includes:

- Use of non-contact thermometers
- Use of secondary check in the case of temperatures $\geq 100^{\circ}\text{F}$
- Denying entry and sending home any individual with a temperature $\geq 100^{\circ}\text{F}$. May not return until criteria is met to return in accordance with the SDCOE Decision Guide.

Symptom screening includes the following questions:

- Are you experiencing any of the following signs or symptoms?
 - Fever (100.0 F) with or without chills;
 - Cough;
 - Shortness of breath;
 - Nasal congestion;
 - Runny nose;
 - Sore Throat;
 - Nausea, vomiting, or diarrhea;
 - Fatigue;
 - New loss of taste or smell;
 - Headache;
 - Muscle or body aches;
 - Poor appetite
- In the last two weeks (14 Days) have you been in close contact** or do you live with anyone who has been diagnosed with or tested positive for COVID-19?
- In the last two weeks (14 days), have you tested positive for COVID-19 or been advised by your doctor or public health official that you are presumed to have COVID-19?

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, by reporting to the Manager School Facilities. The Manager School Facilities is responsible for rectifying the concern. All hazards must be addressed as soon as possible.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Instituting procedures to minimize mixing, implemented six feet physical distance, and maximize space and physical barrier in the following settings:

- Reducing the number of persons in an area at one time, including visitors
- During staff and student arrival/symptom screening
- Before entering buildings, classrooms, and other instructional/extracurricular spaces
- Altered classroom layout to maximize space between occupants (students, staff, etc)
- Altered office, reception area, and all other common space layouts for six feet distancing
- Installed barriers at workstations with increased public interactions where six feet of separation may not be possible at all times
- While exiting entering buildings, classrooms, and other instructional/extracurricular spaces
- When exiting campus

Implemented the following additional procedures:

- Placed applicable signs and/or markers to assist with six foot separation
- Limit the issuance of facility use permits, and if permits are granted, permit holders will have to certify they are following their sector-specific guidance and all applicable orders and regulations
- Remote work arrangements for employee when applicable

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

All staff and students will utilize face coverings as indicated by recommendations from the [Center for Disease Control](#), the [California Department of Public Health](#), and the [San Diego County Health and Human Services Agency](#).

Face coverings must be worn by students and staff:

- While waiting to enter the school campus
- While on school grounds (except when physically distanced eating or drinking outside)
- While leaving school
- When participating in sports even with heavy exertion indoors or outdoors

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking alone at the workplace.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason other than the exceptions noted above, shall:

- Be offered and wear a disposable face covering, or
- Be excluded from campus

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Limit the number of individuals in the given situation
- Limit the amount of time individual participants are allowed
- Increasing the pillars of protection (i.e. plexiglass barriers and face shields)
- Ensure that face coverings are worn at all times
- Ensure that the space is well ventilated
- Ensure that signage and other signals (i.e. markings on ground) are well visible

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Encouraging open windows and doors
- Using MERV 11 and/or MERV 13 filters as supported by current AC System
- Installation of air purifiers as supported by current AC System

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Frequently-touched surfaces will be cleaned and disinfected throughout the day, such as door handles, light switches, sink handles, bathroom surfaces, tables, desks, and chairs. When choosing cleaning products, HCHS will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. HCHS will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- HCHS will provide training on chemical usage which includes manufacturer’s directions and Cal/OSHA requirements for safe use and as required by the Healthy Schools Act.
- Custodial staff with the responsibility of cleaning and disinfecting 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.
- Custodial staff has the proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions
- Each site has all products kept out of children’s reach and stored in a space with restricted access
- Areas used by any staff or student with temperature or symptoms will be closed off areas and not used before cleaning and disinfection

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Student/staff is sent home if not already quarantined:

- Student/staff is instructed to isolate in accordance with then current guidance from the [San Diego County Health and Human Services Agency K-12 Sector Guidance](#).
- School-based close contacts identified and recommend to test & instructed to quarantine for 14 days from last date of exposure to positive individual
- School administration, School Nurse, designated Employee Representatives, and Public Health Department notified

Closing off areas used by any sick person and do not use room before cleaning/disinfecting:

- To reduce risk of exposure, waiting 24 hours before cleaning/disinfecting, but If it’s not possible, waiting as long as practicable
- Ensuring a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning
- Keeping disinfecting product from students

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the last individual who used the item and recommended disinfection by the next person to use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Stock cleaning supplies and effective hand sanitizer and wipes for classroom/office and make them visible and well identified
- Signage in classrooms, buildings, and offices remind students and staff on proper hand sanitizing procedures

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form or the **COVID-19 Case Investigation Alternative Form** included in Appendix C: Investigating COVID-19 Cases.

Employees who had potential COVID-19 exposure in our workplace will be:

- Sent home and instructed to get tested
- Instructed to quarantine even if they test negative, for a full 14 days after date of last exposure to COVID-19 positive non-household contact or COVID-19 positive household member completes their isolation
- School administration, School Nurse, designated Employee Representatives, and Public Health Department notified

If a staff member tests positive, then

- They are instructed to isolate for 10 days after symptom onset, 24 hours fever free without fever medication and symptoms have improved. If never symptomatic, isolate for 10 days after the date of the positive test.
- School-based close contacts are identified and instructed to test & quarantine for 14 days from last date of exposure to positive individual
- School administration, School Nurse, designated Employee Representatives, and Public Health Department notified

Information on leave, pay, benefits, and work arrangements have been provided to all employees in advance and will be distributed as needed in the event of exposure or positive test results.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how
 - Symptoms should be reported to the School Nurse.
 - Possible hazards should be reported to their supervisor and/or the Manager School Facilities.
- That employees can report symptoms and hazards without fear of reprisal.

- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing
 - Employees are provided with resources directing them to free COVID-19 testing locations provided by the County of San Diego.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
 - When required to provide testing employees are provided with a list of free COVID-19 testing locations provided by the County of San Diego.
 - Additionally, employees will be provided time to obtain the required test during their regularly scheduled work day.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Additional updates will be shared on an as needed basis through staff, committee, and department meetings as needed.
- The COVID-19 Health and Safety Team, Executive Director, Manager School Facilities, Office Manager, and Chief Business Official will provide additional pertinent and timely email notification on COVID-19 related topics and concerns.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Additional training provided by the San Diego County Office of Education and other trusted providers will be made available to employees as needed.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Information on leave, pay, benefits, and work arrangements have been provided to all employees in advance and will be distributed as needed in the event of exposure or positive test results.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form, or **COVID-19 Case Investigation Alternative Form** included in Appendix C: Investigating COVID-19 Cases, to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate

was effective, or 14 days from the time the order to quarantine was effective.

If Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of the CPP is only applicable if a workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.

- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

If Major COVID-19 Outbreaks

This section of the CPP is only applicable if a workplace experiences 20 or more COVID-19 cases within a 30-day period.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illness

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters

with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.

- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.**

This COVID-19 Prevention Program is formally approved by:



Kevin Osborn, Executive Director

January 29, 2020

Date:

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

COVID-19 Case Investigation Information

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

<p align="center">Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
---	--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
<p align="center">All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p align="center">Date:</p>		
	<p align="center">Names of employees that were notified:</p>		
<p align="center">Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p align="center">Date:</p>		
	<p align="center">Names of individuals that were notified:</p>		
<p align="center">What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p align="center">What could be done to reduce exposure to COVID-19?</p>	
<p align="center">Was local health department notified?</p>		<p align="center">Date:</p>	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

COVID-19 Case Investigation Alternative Form

COVID-19 Case Investigation

Today's Date: _____

Investigator: _____

Other Staff: _____

Staff NAME: _____ Phone: _____
 Student ID/Grade/ Email: _____
 Non-Employee Occupation: _____
 -----> Reason on Campus: _____

ON CAMPUS INFORMATION
 IF ON CAMPUS, Room(s) / Cohort: _____

DATE OF EXCLUSION FROM CAMPUS: _____

REASON FOR ABSENCE OR EXCLUSION:

- COVID-like symptoms
- Close contact with C19+
- Confirmed C19+

REPORTED TO SCHOOL BY:

- Parent/Guardian: _____
- Self _____
- School Staff : _____
- Public Health: _____

Last Date & Time On Campus: _____

TEST DATE: _____

Positive
 Negative
 Verified

Potential Close Contacts: _____

<u>SYMPTOMS</u>	<u>CLOSE CONTACT</u>	<u>CONFIRMED C19+</u>
<input type="checkbox"/> Date first appeared _____ <input type="checkbox"/> Symptoms: _____ _____ _____	Where did close contact occur? <input type="checkbox"/> Home <input type="checkbox"/> School <input type="checkbox"/> Other _____ Date of last contact: _____ <input type="checkbox"/> Symptoms? _____ <input type="checkbox"/> If at home, name/grade of other students: _____ <input type="checkbox"/> If household member, their test date/Quarantine start date: _____	Confirmed by: <input type="checkbox"/> Test <input type="checkbox"/> Presumed by doctor <input type="checkbox"/> Symptoms? _____ <input type="checkbox"/> Date symptoms developed: _____ <input type="checkbox"/> Or close contact test/symptom start date: _____
<p style="text-align: center;">FOR ALL</p> Anyone at home C19+ or other close contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Test Offered _____ <input type="checkbox"/> Packet given _____	<p><u>MAY RETURN WHEN:</u></p> <input type="checkbox"/> 14 days from the last date of close contact if symptoms do not develop; or <input type="checkbox"/> If symptoms develop, 10 days past the onset of symptom(s) & has not had a fever (w/o fever-reducing meds) during the 24 hours prior to return !!! Must continue quarantine if in contact with C19+ household member until 14 days after last close contact with the individual while they were in an *infectious state <small>*10 days past their test/sx start date + 14 days</small>	<p><u>MAY RETURN WHEN:</u></p> <input type="checkbox"/> If no symptoms develop, may return 10 days after date on which first tested positive; or <input type="checkbox"/> If symptoms develop, may return 10 days past onset of symptoms and has not had a fever (w/o fever-reducing meds) during the 24 hours prior to return <div style="background-color: #ffffcc; padding: 5px;"> <input type="checkbox"/> Notified County Public Health 888-950-9905 or online form click here (preferred) </div> DATE: _____

RETURN DATE: _____

RETURN DATE: _____

RETURN DATE: _____

COVID-19 Case Investigation

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	-or- Additional Notes not addressed on page 1
--	--

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of Employees that were notified:		
	Representative(s) Notified		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
	Representative(s) Notified		
What were the workplace conditions that could have contributed to the risk of COVID-19?		What could be done to reduce exposure to COVID-19?	

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Spring Term II: Learning Continuity Plan Helix Charter High School Updated 2021.02.26

The Educational Program for Spring Term II is designed to serve the educational needs of all students regardless of a student's ability to attend in-person learning on campus. Helix has designed two school schedule options that coincide with the State of California's COVID-19 county risk level tiers. The chart below addresses the schedules intended for implementation at each county risk level tiers:

County Risk Level Tier	Adjusted case rate*	Positivity rate**	School Schedule Implementation
Purple	More than 7.0	More than 8.0%	<p style="text-align: center;">Option A: Distance Learning Only (With In-person Academic Support Cohorts) Or Option B: Hybrid*** (Distance Learning with In-person Learning)</p>
Red	4.0 – 7.0	5.0 – 8.0%	<p style="text-align: center;">Option B: Hybrid (Distance Learning with In-person Learning)</p>
Orange	1.0 – 3.9	2.0 – 4.9%	<p style="text-align: center;">Option B: Hybrid (Distance Learning with In-person Learning)</p>
Yellow	Less than 1.0	Less than 2.0%	<p style="text-align: center;">Option B: Hybrid or Option C: Full Return to Regular School</p>

*7-day average of daily COVID-19 cases per 100K with 7-day lag, adjusted for number of tests performed (11/17/2020)

**7-day average of all COVID-19 tests performed that are positive (11/17/2020)

Source: <https://covid19.ca.gov/safer-economy/>

*** If Helix has reopened for in-person instruction while the county is in the red tier, the school will only return to Option A: DL Only if County Public Health officials directs the school to close based on case rates at the school level.

While San Diego County is still in the purple tier, Helix must continue to use Option A: Distance Learning Only Schedule, with small in-person academic support cohorts. Once San Diego County is in the red tier for up to 5 consecutive days, Helix may transition to the Optional B: Hybrid schedule for all students. The San Diego County Office of Education anticipates that the County will be in the red tier by approximately March 9th. If this occurs, then schools not currently open for in-person instruction may reopen on March 15th.

If the County of San Diego enters the red tier on March 9th or no later than March 23rd, Helix will open in the Option B: Hybrid schedule to start Spring Semester II on March 29th. If this occurs, then the first day of in-person instruction for Group 1 (All Students with last names A-L) would be Tuesday, March 30th and Group 2 (All Students with last names M-Z) would be Thursday, April 1st.

Helix will remain in the Option B: Hybrid schedule while the County is in the red and orange tiers. If the County moves to the yellow tier, then the Helix Administration and Charter Board will determine whether moving to

Option C: Full Return to Regular School is appropriate based on guidance from CDPH and County Public Health officials.

If the case and positivity rates increase and San Diego County moves back to the purple tier, then the Helix Administration will continue to evaluate case rates at Helix and consult County Public Health if and when it may be necessary to return to the Option A: Distance only schedule. Also, in any tier, if there is a community outbreak associated with the Helix school community, then County Public Health Officials may direct Helix to immediately close for in-person instruction. If this occurs, the entire school community will be notified and Helix will return to Option A the following day. Please review the school schedule options that follow.

Spring Term II School Schedule Options A and B

Option A: Distance Learning Only - Student Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:30	STUDENT WORK TIME				Student To-Do List: <input type="checkbox"/> Check Canvas and complete any outstanding assignments <input type="checkbox"/> Attend Grade Level Advisory @ 10:00 AM <input type="checkbox"/> Student Work Time*
8:30-9:35	Period 1/1A Zoom Classes	English/HF/Perf Arts Online Tutorial	Period 1/1B Zoom Classes	English/HF/Perf Arts Online Tutorial	
9:35-9:50	Break				
9:50-10:55	Period 2/2A Zoom Classes	Math/Fam & Con Sci Online Tutorial	Period 2/2B Zoom Classes	Math/Fam & Con Sci Online Tutorial	
10:55-11:10	Break				
11:10-12:15	Period 3/3A Zoom Classes	Science/PE/Art Online Tutorial	Period 3/3B Zoom Classes	Science/PE/Art Online Tutorial	
12:15-12:50	Lunch Break				
12:50-1:55	Period 4/4A Zoom Classes	Social Studies Bus/Tech/LOT E Online Tutorial	Period 4/4B Zoom Classes	Social Studies Bus/Tech/LOTE Online Tutorial	
1:55-2:55	STUDENT WORK TIME ASPIRE / Academic Support Tutorials				

The Option A: Distance Learning only schedule starts the week with Zoom classes on Monday for everyday

and A day classes. This allows students and teachers to start the week engaged in live synchronous instruction and learning. Zoom classes will also be held for everyday and B day classes on Wednesdays. All asynchronous instructions will no longer be required to be posted on Mondays. Instead, teachers will post asynchronous instruction and assignments on Mondays and throughout the week based on course specific pacing needs. On Tuesdays and Thursdays students will work on asynchronous assignments and may drop in to teacher lead online Zoom tutorials for support. In the Distance Learning only schedule, some students may choose to participate in small academic support cohorts on campus on Tuesdays, Thursdays, and Fridays. Students may also participate in an on-campus ASPIRE program cohort after Zoom classes and tutorials.

In the new Distance Learning only schedule, the student and teacher workday will be on Fridays. Students will attend **Grade Level Advisories on Fridays at 10:00 AM**. Students will also be expected to review and complete any remaining asynchronous assignments for the week and communicate with their teachers as necessary. This change is intended to support student completion of asynchronous work before the weekend. As a result, the schoolwide Distance Learning **one week grace period for submission of late work is being eliminated**. Asynchronous due dates and deadlines will return to department and course level practices. The **grading policy** will remain the same; teachers will assign **As, Bs, Cs, and NMs**.

Option A: Distance Learning Only - Teacher Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:30	Teacher Prep: <ul style="list-style-type: none"> • Planning, grading, and providing feedback to students about work. • Contact students/families and document in Dropout Detective, as needed. • Teacher Office Hours/ Review Sessions • IEP/504/SIT Meetings** 				All Staff Meeting Every other Friday @ 8:30 am Teacher Prep* CLT/Dept. Meeting TBD Teachers prepare asynchronous work to be shared the following week GLT holds zoom advisory @ 10:00AM Contact students and families by phone, email, zoom
8:30-9:35	Period 1/1A Zoom Classes	English/HF/Perf Arts Online Tutorial	Period 1/1B Zoom Classes	English/HF/Perf Arts Online Tutorial	
9:35-9:50	Break				
9:50-10:55	Period 2/2A Zoom Classes	Math/Fam & Con Sci Online Tutorial	Period 2/2B Zoom Classes	Math/Fam & Con Sci Online Tutorial	
10:55-11:10	Break				
11:10-12:15	Period 3/3A Zoom Classes	Science/PE/Art Online Tutorial	Period 3/3B Zoom Classes	Science/PE/Art Online Tutorial	
12:15-12:50	Lunch Break				
12:50-1:55	Period 4/4A Zoom Classes	Social Studies Bus/Tech/LOT E Online Tutorial	Period 4/4B Zoom Classes	Social Studies Bus/Tech/LOTE Online Tutorial	
1:55-2:55	Teacher Prep				

The new revised Option B: Hybrid Schedule for the Spring Term is designed to **serve all students** regardless of their ability and need to learn on or off-campus.

Option B: Hybrid (Distance Learning with In-Person Learning)- Student Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:30	Student Work Time				
8:30-9:35	All Students Zoom Classes Period 1/1A	IN PERSON Period 1 - Group 1 OR 1A (8:30-9:00) 1B (9:05-9:35)	All Students Zoom Classes Period 1/1B	IN PERSON Period 1 - Group 2 OR 1A (8:30-9:00) 1B (9:05-9:35)	English/HF/Perf Arts ZOOM Tutorial or Optional On Campus Academic Support Cohort
9:35-9:50	Break				
9:50-10:55	All Students Zoom Classes Period 2/2A	IN PERSON Period 2 - Group 1 OR 2A (9:50-10:20) 2B (10:25-10:55)	All Students Zoom Classes Period 2/2B	IN PERSON Period 2 - Group 2 OR 2A (9:50-10:20) 2B (10:25-10:55)	Math / Fam & Con. Sci ZOOM Tutorial or Optional On Campus Academic Support Cohort
10:55-11:10	Break				
11:10-12:15	All Students Zoom Classes Period 3/3A	IN PERSON Period 3 - Group 1 OR 3A (11:10-11:40) 3B (11:55-12:15)	All Students Zoom Classes Period 3/3B	IN PERSON Period 3 - Group 2 OR 3A (11:10-11:40) 3B (11:55-12:15)	Science /PE/Art ZOOM Tutorial or Optional On Campus Academic Support Cohort
12:15-12:50	Lunch Break				
12:50-1:55	All Students Zoom Classes Period 4/4A	IN PERSON Period 4 - Group 1 OR 4A (12:50-1:20) 4B (1:25-1:55)	All Students Zoom Classes Period 4/4B	IN PERSON Period 4 - Group 2 OR 4A (12:50-1:20) 4B (1:25-1:55)	Social Studies Bus/Tech/LOTE ZOOM Tutorial or Optional On Campus Academic Support Cohort
1:55-2:55	Advisory (2:05) & Student Work Time	Student Work Time or DL Only Student Teacher Support	Student Work Time	Student Work Time or DL Only Student Teacher Support	Student Work Time

The Option B: Hybrid schedule starts the week with Zoom classes on Monday for all students in everyday and A day classes. This allows all students and teachers to start the week engaged in live synchronous instruction and learning. Also, all students will attend **Grade Level Advisories on Mondays at 2:05 PM**. Zoom classes will also be held for all students in everyday and B day classes on Wednesdays.

In the Hybrid schedule, teachers will post asynchronous instruction and assignments on Mondays and throughout the week based on course specific pacing needs. On Tuesdays and Thursdays all students will

work on asynchronous assignments regardless of their ability to be on campus or not. For students who can be on campus, half of the student body will be expected to attend on campus, teacher led, in-person instruction and support of asynchronous course work according to the following alphabetical breakdown by last name

All Grade Levels	Group 1 (Tuesdays)	Group 2 (Thursdays)
9-12	A to L	M to Z

Group 1 will attend in-person teacher led support classes for everyday and A/B classes on Tuesdays and Group 2 will attend everyday and A/B classes on Thursdays.

Students in A day classes will attend the first 30 minutes of class and then have a five minute passing period to switch to their B day class. Distance only students, who are unable to attend in-person classes on campus due to COVID-19 related health concerns, may receive teacher support for asynchronous work via email, phone, and/or Zoom meetings from 1:55-2:55 PM on Tuesdays and Thursdays.

Teachers, who teach remotely due to Covid-19 related health concerns, will provide Zoom class support and instruction for each of their class periods on Tuesdays and Thursdays. Adult supervision will be provided in these teachers' classrooms. Students will report to their classrooms and they will connect with their regular teacher via Zoom.

In the hybrid schedule, the student and teacher workday will be on Fridays. Students are expected to review and complete any remaining asynchronous assignments for the week and they may seek help in the teacher-led Zoom tutorials provided by department. This change is intended to support student completion of asynchronous work before the weekend. As a result, the schoolwide Distance Learning **one week grace period for submission of late work is being eliminated**. Asynchronous due dates and deadlines will return to department and course level practices. The **grading policy** will remain the same; teachers will assign **As, Bs, Cs, and NMs**.

Students wanting or needing additional in-person academic support may sign up for an in-person academic support cohort offered on Fridays. Internet Cafe will continue to be offered on Monday and Wednesday for those students who want or need to come on campus to use the school's WIFI to attend their Monday and Wednesday Zoom classes. Students may also participate in an on-campus ASPIRE program cohort after Zoom and in-person classes and tutorials.

Option B: Hybrid Teacher Schedule on the Next Page

Option B: Hybrid Teacher Schedule

Option B: Hybrid (Distance Learning with In-Person Learning)- Teacher Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:30	Teacher Prep: <ul style="list-style-type: none"> • Planning, grading, and providing feedback to students about work. • Contact students/families and document in Dropout Detective, as needed. • Teacher Office Hours/ Review Sessions • IEP/504/SIT Meetings** 				
8:30-9:35	Zoom Classes Period 1/1A	IN PERSON Period 1 - Group 1 OR 1A (8:30-9:00) 1B (9:05-9:35)	Zoom Classes Period 1/1B	IN PERSON Period 1 - Group 2 OR 1A (8:30-9:00) 1B (9:05-9:35)	English/HF/Perf Arts ZOOM Tutorial or Teacher Prep
9:35-9:50	Break				
9:50-10:55	Zoom Classes Period 2/2A	IN PERSON Period 2 - Group 1 OR 2A (9:50-10:20) 2B (10:25-10:55)	Zoom Classes Period 2/2B	IN PERSON Period 2 - Group 2 OR 2A (9:50-10:20) 2B (10:25-10:55)	Math / Fam & Con. Sci ZOOM Tutorial or Teacher Prep
10:55-11:10	Break				
11:10-12:15	Zoom Classes Period 3/3A	IN PERSON Period 3 - Group 1 OR 3A (11:10-11:40) 3B (11:55-12:15)	Zoom Classes Period 3/3B	IN PERSON Period 3 - Group 2 OR 3A (11:10-11:40) 3B (11:55-12:15)	Science /PE/Art ZOOM Tutorial or Teacher Prep
12:15-12:50	Lunch Break				
12:50-1:55	Zoom Classes Period 4/4A	IN PERSON Period 4 - Group 1 OR 4A (12:50-1:20) 4B (1:25-1:55)	Zoom Classes Period 4/4B	IN PERSON Period 4 - Group 2 OR 4A (12:50-1:20) 4B (1:25-1:55)	Social Studies Bus/Tech/LOTE ZOOM Tutorial or Teacher Prep
1:55-2:55	Teacher Prep	Teacher Prep and/or Supporting DL Only Students	Teacher Prep Or Staff Meeting(s) 2:05	Teacher Prep and/or Supporting DL Only Students	Teacher Prep

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
Helix Charter High School
AND THE
Helix Classified Association (HCA)**

**2021.02.01 HCA-HCHS COVID-19 Safety Plan (CSP)
February 1, 2021**

The Memorandum of Understanding (“MOU”) between Helix Charter High School (“HCHS”) and the Helix Classified Association (“HCA”) dated February 1st, 2021 regarding the COVID-19 Safety Plan (“CSP”).

The parties acknowledge the following:

1. Local Educational Agencies (“LEAs”) have been directed by the State of California to take immediate action to ensure that their policies and procedures conform to the new regulations and guidance that Cal/OSHA has provided since the beginning of the COVID-19 pandemic. In addition, LEAs have been directed to prepare, implement and maintain a written CSP in a form readily understandable for employees. The CSP shall include a COVID-19 Prevention Program (“CPP”) and a California Department of Public Health (“CDPH”) COVID-19 School Guidance checklist.
2. To conform to these guidelines, HCHS has prepared the attached CPP and CDPH COVID-19 School Guidance checklist, which together shall form the CSP.
3. HCHS and HCA met on February 1st, 2021 to discuss HCHS’s proposed CSP. During this meeting HCHS consulted with HCA on all aspects of the CPP (attached - Exhibit A) and COVID-19 School Guidance checklist (attached - Exhibit B). Nothing in this MOU is intended as a waiver of the rights of HCA or the HCHS to bargain any items in compliance with the Educational Employment Relations Act (EERA).
4. Necessary work related COVID-19 testing will be conducted during work hours and at no cost to the employee.
5. Recognizing that working conditions during the COVID-19 pandemic are dynamic, HCA reserves the right to bargain modifications to the CSP as necessary to promote the health and safety of its bargaining unit members.
6. This MOU is also not intended to supplant the provisions of the attached MOU between HCHS and HCA regarding COVID-19 Coronavirus for the 2020-2021 School Year, dated 08/03/2020, nor the Learning Continuity Plan, dated 01/29/2021, as both are amended from time to time. Instead, the CSP and this MOU are intended to work together to promote and support school reopening as outlined in the Learning Continuity Plan dated 01/29/2021.

FOR THE SCHOOL



Kevin Osborn
HCHS, Executive Director
Helix Charter High School

DATE 2/1/2021

FOR THE HCA



Rick Stack
President, HCA
Helix Classified Association

DATE 2/1/2021

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
Helix Charter High School
AND THE
Helix Teacher Association (HTA)**

**2021.01.29 HTA-HCHS COVID-19 Safety Plan (CSP)
January 29, 2021**

The Memorandum of Understanding (“MOU”) between Helix Charter High School (“HCHS”) and the Helix Teacher Association (“HTA”) dated January 29, 2021 regarding the COVID-19 Safety Plan (“CSP”).

The parties acknowledge the following:

1. Local Educational Agencies (“LEAs”) have been directed by the State of California to take immediate action to ensure that their policies and procedures conform to the new regulations and guidance that Cal/OSHA has provided since the beginning of the COVID-19 pandemic. In addition, LEAs have been directed to prepare, implement and maintain a written CSP in a form readily understandable for employees. The CSP shall include a COVID-19 Prevention Program (“CPP”) and a California Department of Public Health (“CDPH”) COVID-19 School Guidance checklist.
2. To conform to these guidelines, HCHS has prepared the attached CPP and CDPH COVID-19 School Guidance checklist, which together shall form the CSP.
3. HCHS and HTA met on January 29, 2021 to discuss HCHS’s proposed CSP. During this meeting HCHS consulted with HTA on all aspects of the CPP (attached - Exhibit A) and COVID-19 School Guidance checklist (attached - Exhibit B). Nothing in this MOU is intended as a waiver of the rights of HTA or the HCHS to bargain any items in compliance with the Educational Employment Relations Act (EERA).
4. Necessary work related COVID-19 testing will be conducted during work hours and at no cost to the employee.
5. Recognizing that working conditions during the COVID-19 pandemic are dynamic, HTA reserves the right to bargain modifications to the CSP as necessary to promote the health and safety of its bargaining unit members.
6. This MOU is also not intended to supplant the provisions of the attached MOU (attached - Exhibit C) between HCHS and HTA regarding COVID-19 Coronavirus for the 2020-2021 School Year, dated 08/17/2020, nor the Learning Continuity Plan(attached - Exhibit D), dated 01/29/2021, and as both as amended from time to time. Instead, the CSP and this MOU are intended to work together to promote and support reopening as outlined in the MOU dated 01/29/2021.

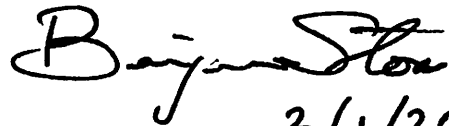
FOR THE SCHOOL



DATE 2/1/2021
Kevin Osborn

HCHS, Executive Director
Helix Charter High School

FOR THE HTA



DATE 2/1/2021

Ben Stone
President, HTA Helix Charter
Helix Teacher Association