COVID-19 Safety Plan
Journey Academy

This Safety Plan is designed to document the preventative steps being taken to reduce the spread of COVID-19 at Journey Academy

Updated: August 11, 2021

Authority and Responsibility

Journey Academy Senior Director has overall authority and responsibility for implementing the provisions of this CSP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CSP 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.

1. Stable Group Structures (Site Specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

Journey Academy has resumed full time, in-person learning on a regular 6-period daily bell schedule. Should Journey need to return to a hybrid schedule due to a change in local and state public health guidelines, a sample schedule is attached and the CSP will be revised (See Appendix A: Journey Hybrid Schedule). Class sizes are typically kept at 12 or fewer students, and students may participate in up to 6 stable groups, as well as a weekly group therapy or other individual services as mandated by their IEP.

2. Visitors/Volunteers/Vendors

Journey Academy’s plans to handle visitors on campus.

Essential visitors/vendors will check in at the welcome table in the administrative building prior to entering the building.

At check-in, essential visitors/volunteers/vendors will:

- Self-assess for any COVID-19 symptoms (see Appendix E: Journey Visitor Screening)
- Use a contactless thermometer to take their temperature
- Wash or sanitize hands
- Sign the check-in log

Essential visitors/volunteers/vendors must adhere to Journey safety guidelines at all times while on campus, including wearing facial coverings and maintaining social distancing practices.

At this time, Journey is limiting non-essential visitors, volunteers, or vendors. Virtual meetings and visits will be held in place of in-person meetings and visits as much as is reasonably possible, including but not limited to campus tours, IEP meetings, conferences, and staff training. For any special events or activities (i.e. open house, graduation, school celebrations, etc.) in which parents, guardians, or other visitors are invited to campus, Journey will ensure proper mitigation measures are in place and may ask for proof of vaccination and/or proof of a negative COVID-19 test prior to entry. If an in person meeting is required, meeting participants are required to adhere to all safety protocols.

### 3. Entrance (Site Specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts- ie: staggered arrival times, separate entrances etc. Please provide a map for reference

See Appendix B: School Site Map.

All parents/guardians must complete a health pre-screening for their student(s) via the ParentSquare app prior to their student arriving on campus.

All vehicles will enter campus through the main entrance on Gravenstein Highway, and drop off students in front of the main building at the roundabout. Staff will be present to supervise the duration of morning drop off. Students and parents/guardians are not permitted to spend time mingling on campus before school.

Transportation by bus: All students arriving by bus will be required to wear masks for the duration of their bus ride. Physical distancing is utilized to the maximum extent possible within each bus. Drop off will occur at the roundabout, where students will be greeted by staff and walked to the front of the administrative building.

Transportation by parent/guardian: Parents/Guardians must remain in their vehicle at all times. Students will be dropped off at the roundabout once greeted by a staff member, and walked to the front of the administrative building. Parents/Guardians are not permitted to leave their vehicle to walk their students on campus, and are instructed to exit campus once their student departs.
Residential Youth: Students residing within Journey’s residential program on campus will be walked to campus by staff members directly to the front of the administrative building.

Health Screening: Upon student arrival, all students will receive a health screening by staff members at the table in front of the Care Room in the administrative building. The health screening will include a symptom check and temperature check with a contactless thermometer. If multiple students arrive at the same time, they will form a line maintaining six feet apart from one another (as indicated by ground markings) to receive their health screening. After students complete their health screening, they will wash/sanitize their hands and walk directly to their first period class.

Staggered Arrival Times: Journey will stagger student arrival times as follows:
- Community Youth Arrival: starting at 8:15am
- Residential youth: one house arrives at 8:25am by way of the walkway beside the bus stop, the other house arrives at 8:25am by way of the walkway from the back field

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4. Movement within the school (Site Specific)
How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts- Please include a site map with the assigned routes and bathrooms, divided play areas, staggered breaks etc.

See Appendix B: School Site Map.

Journey’s campus has no indoor hallways, and all classrooms have an outside exit. Students walk to each class via the outdoor walkways. Students are restricted from entering the administrative office, and will only have limited access to the gymnasium as is necessary.

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5. Safe Egress from Campus (Site Specific)
How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts-ie: staggered departure, separate exits etc. Please include a site map for reference.

See Appendix B: School Site Map.

Students will be dismissed from their classroom/lunch area to their designated area to wait for pickup. Staff members will monitor student groups and assist students by making contact with waiting vehicles. All busses/vehicles picking up students from campus will wait in the roundabout. All parents, bus drivers and students will be advised that they must wear masks and maintain social distancing practices while waiting.
Residential students will be dismissed from their classroom/lunch area when residential staff arrive, and will walk home through their designated exit (one house exiting by the bus stop and the other through the back field).

Faculty and staff will remain present to provide supervision until all youth are off campus.

**6. Face Coverings/Other PPE**

*How Journey’s face covering requirements will be satisfied and enforced for staff and students*

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. Anyone entering campus is required to wear a face covering. Journey has an ample supply of face masks, and will provide masks for anyone without a face mask on campus. Face Shields will additionally be provided to staff as needed and upon request. Training is provided to staff in the proper use of face coverings.

In compliance with CDPH guidelines, students refusing to wear face coverings while on campus who are not exempt will be excluded from entering campus and will be offered access to all classes and services in accordance with their Individualized Education Plan (IEP) via distance learning from their home.

The following additional PPE are also available on campus as needed: gloves, disinfectant wipes, disposable face masks, face shields, sanitizing wipes, sneeze guards/plexiglass, contactless thermometer, hand sanitizer.

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 at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- 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.
- Children younger than 2 years old
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Mask Requirements at Journey Academy:

- Masks must be well-fitting (no gaps)
- Masks must have no valves
- Masks must be at least 2 ply fabric (cloth or surgical type)
Bandanas are not permissible
Masks must be worn to cover the mouth and nose area

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### 7. Health Screening/Symptom Monitoring/Sick Protocol

**How individuals will be screened and monitored for symptoms-how ill staff/students will be handled**

#### Employee Screening:
Employees are provided with a list of COVID-19 symptoms (see Appendix D), and instructed to stay home and report their absence to their supervisor if they are having any of these symptoms. All employees are required to conduct daily health pre-screening prior to reporting to work, which includes the following:

- A temperature check
- Reporting of any symptoms of COVID-19
- Reporting of any household members experiencing symptoms of COVID-19
- Reporting of any possible COVID-19 exposure to the employee

Employees will document the daily health pre-screening via the ParentSquare app. In the event that an employee does not complete a daily health pre-screening prior to arriving to work, their temperature will be taken using a non-contact thermometer, with both the screener and employee wearing face coverings, and the employee will be required to complete a self-screening electronically on the ParentSquare app or at the sign in station prior to beginning their shift. Employees will wash/sanitize their hands prior to beginning work.

#### Student Screening:
Parents/Guardians are provided with a list of COVID-19 symptoms (see Appendix D). All parents/guardians must complete a daily health pre-screening at home for their student via the ParentSquare app prior to their student arriving on campus, which includes the following:

- A temperature check
- Reporting of any symptoms of COVID-19
- Reporting of any household members experiencing symptoms of COVID-19
- Reporting of any possible COVID-19 exposure to the employee

Upon student arrival to campus, all students will receive a health screening by staff members at the table in front of the administrative building. The health screening will include a symptom check and temperature check with a contactless thermometer. Any students exhibiting COVID-19 symptoms will be taken immediately to the Care Room (see Section 13. Handling COVID-19/Symptomatic individual for further information).

#### Visitors:
Essential visitors will check in at the welcome table in the administrative building prior to entering the building. Essential visitors are provided with a list of COVID-19 symptoms (see Appendix D).
Appendix D). At check-in, essential visitors/volunteers/vendors will complete a health screening (see Appendix E: Journey Visitor Screening), including:

- A temperature check with a contactless thermometer
- Reporting of any symptoms of COVID-19
- Reporting of any household members experiencing symptoms of COVID-19
- Reporting of any possible COVID-19 exposure to the visitor

Visitors will then wash/sanitize their hands and sign in using the check-in log before entering the building.

**Symptom Monitoring:** Students are monitored throughout the school day for the presence of COVID-19 symptoms. Staff self-monitor throughout the school day for the presence of COVID-19 symptoms. Any student experiencing COVID-19 symptoms on campus will be immediately taken to the Care Room, where they will remain isolated under the supervision of a staff member until they are picked up by a parent/guardian within 30 minutes.

See Appendix C: Scenario-based COVID-19 Guidance for more detailed responses to symptomatic staff or students.

### 8. Routine Testing

*Journey Academy’s plan for routine and asymptomatic testing of staff and students*

Journey offers weekly free, on-site routine/asymptomatic COVID-19 testing to unvaccinated staff. Additionally, following an occurrence of COVID-19 exposure on campus, Journey will conduct testing of close contacts remaining on campus every 3-5 days following exposure for 14 days.

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. If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.

When testing is not required, employees can access COVID-19 testing through their primary care provider or Sonoma County Public Health via:


### 9. Physical Distancing (Site Specific)

*How space and routines will be arranged to allow for physical distancing of students/staff in areas around the campus (classrooms, hallways, bathrooms, playground, staff break room etc.)*

CDPH’s current guidance indicates that students and staff can return to full time in-person
instruction without minimum physical distancing requirements as long as other mitigation strategies are in place, such as masking. Journey does not currently mandate minimum physical distancing requirements, though students should continue to maintain at least three feet of physical distancing while actively eating/drinking, or in any circumstance when individuals are not wearing a facial covering.

10. 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—Please include a map for reference.

In order to implement effective hand sanitizing procedures, we:

- Evaluate all hand washing facilities to ensure they are clean, properly maintained, and regularly stocked with sufficient supplies.
- In our evaluation of existing hand washing stations in our restrooms, we determined an additional self-standing hand washing station will be installed outside to ensure ample opportunities for hand washing to all students and staff.
- Encourage and allow time for employees to wash their hands for at least 20 seconds each time.
- Display signs in all restrooms and handwashing stations containing proper handwashing techniques.
- Provide effective hand sanitizer, which contains at least 60% alcohol, and prohibit the use of sanitizers containing methanol.

Students and staff are required to wash their hands (or use hand sanitizer when handwashing is not available in a classroom) at the following times throughout the school day:

- Upon arrival to school
- Before and after eating
- After sneezing, coughing, or nose blowing,
- After physical activity

Drinking Fountains: Drinking fountains are currently turned off and not available for use at this time. Journey’s bottle filling station is currently in use with staff supervision. Hand sanitizer is available for student use after filling their water bottle.

11. Routine cleaning and disinfection
How shared surfaces will be regularly cleaned and disinfected, including plans/schedules for the unique areas around campus. (classrooms, bathrooms, cafeteria, offices, hallways etc.)

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

Cleaning supplies and disinfectants are readily available to all Staff and Faculty. Staff and Faculty are trained and equipped to clean and disinfect frequently touched surfaces such as desk surfaces, chairs, etc on a daily basis, and between group and cohort use. Cleaning practices will
be clearly posted at the desks of Staff and Faculty in classrooms.

Our third party cleaning service comes to deep clean and disinfect high risk areas twice weekly which includes classrooms, restrooms, door handles, etc.

Cleaning schedule will be as follows:

- Staff and Faculty clean frequently touched surfaces, laptops, tablets and keyboards at breaks, and between classes and disinfects at the end of the day.
- Cleaning service will be deep cleaning and disinfecting twice weekly, including classrooms, restrooms, door handles, etc.

Bus Companies contracted by local school districts to transport students to and from school are responsible for daily cleaning.

### 12. Plan for shared items

*How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable.*

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:

- Provide PPE equipment such as gloves, goggles, face shields, etc. when needed
- Ensure instructional materials and supplies are provided to each individual student and a space to keep all materials to minimize the need for sharing supplies
- For any supplies or equipment that must be shared, this will be limited to use by one small cohort at a time and will be properly cleaned and disinfected between each use.
- Ensure students are each assigned their own electronic device and technology equipment (including headphones) in the classroom and/or for distance learning to prevent sharing of electronic devices
- Avoid any sharing of other supplies, including books, games, or learning tools. If sharing is required, supplies will be properly cleaned and disinfected between each use.

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

### 13. Handling COVID-19/Symptomatic individual (Site Specific)

*How the affected individual will be removed from the group and isolated in a designated space until pick up.*

**Isolation Room:** Journey’s Care Room (formerly known as the Music Room) will be utilized for the immediate isolation of students experiencing COVID-19 symptoms. The Care Room has two
exits, one interior door leading to the administrative building (to remain closed at all times and can not be opened from inside the Care Room), and one door leading to the exterior of the building. Individuals will enter and exit the Care Room through the exterior door. This room is properly ventilated, including opened windows when in use. Students who develop COVID-19 symptoms on campus will be immediately taken to the Care Room, where they will remain in the supervision of staff members provided with full PPE. A student’s healthcare provider or hospital should be contacted immediately if a student is in need of medical attention.

Parents/Guardians/emergency contact will be notified immediately that their student is ill, and should pick up their student from campus within 30 minutes. The ill student will be escorted out of the Care Room through the exterior door to the parent/guardian’s vehicle, and will not enter the administrative building or any other campus buildings.

**Symptomatic Staff:** Staff members who develop COVID-19 symptoms while at school should immediately notify their supervisor and leave campus to isolate at home.

**PPE:** Several staff on campus will be N95 fit tested. Staff assisting or supervising symptomatic students are provided with full Personal Protective Equipment, including N95 mask, face shield, and gloves.

**Cleaning/Disinfection:** Following the departure of a symptomatic student/staff, the following cleaning/disinfection procedures will occur:

- After departure from the classroom, all affected areas used by the symptomatic student during that school day, including the Care Room, classrooms, etc., will be opened and ventilated with outside air. These areas will be restricted to cleaning personnel and/or selected staff only until they are properly deep cleaned and thoroughly disinfected by our third party cleaning service.
- If possible during that school day, the Care Room should be thoroughly disinfected. If this is not possible during the school day, the Care Room will not be in use for the remainder of the school day, and will be properly disinfected at the end of the school day. In the event an additional student develops symptoms that same school day and is in need of isolation, the tent in the Gymnasium will be used as a secondary Care Room.
- Any other areas on campus that have been used by the symptomatic individual will be closed until proper cleaning and disinfection has taken place.

**Instructions for Ill Staff or Parents/Guardians of Ill student:**

- Students who have been sent home due to symptoms of COVID-19 will continue to have access to instruction and services through our distance learning model.
- Parents/Guardians will be instructed to contact their healthcare provider to schedule COVID-19 testing.
- If the student/staff receives a positive COVID-19 test, they will quarantine at home until the following criteria have been met:

Journey Academy Site COVID-19 Safety Plan p. 9
- At least 10 days of isolation at home from symptom onset date (or 10 days of isolation beginning the date of positive test if asymptomatic), and
- No fever for at least 24 hours without use of fever reducing medications
- Symptoms have improved
- If the student/staff receive a negative COVID-19 test, they may return to school/work after 24 hours have passed without fever and symptoms.

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. This will be accomplished by:
  - Employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation.
  - Providing employees at the time of exclusion with information on available benefits.

### 14. Plans for after an Exposure Event (may be site specific)

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

Following exposure to a confirmed case of COVID-19 on campus, the following steps will take place:

**Cleaning/Disinfection:** Following the departure of a symptomatic student/staff, the following cleaning/disinfection procedures will occur:

- After departure from the classroom, all affected areas used by the symptomatic student during that school day, including the Care Room, classrooms, etc., will be opened and ventilated with outside air. These areas will be restricted to cleaning personnel and/or selected staff only until they are properly deep cleaned and thoroughly disinfected by our third party cleaning service.
- If possible during that school day, the Care Room should be thoroughly disinfected. If this is not possible during the school day, the Care Room will not be in use for the remainder of the school day, and will be properly disinfected at the end of the school day. In the event an additional student develops symptoms that same school day and is in need of isolation, the tent in the Gymnasium will be used as a secondary Care Room.
- Any other areas on campus that have been used by the symptomatic individual will be closed until proper cleaning and disinfection has taken place.
Case Reporting: Sonoma County Public Health will be notified of the positive case using the “Site Information Gathering Tool” via phone at (707) 565-4566 or via email at: phnurse@sonoma-county.org. The following information will be included:

- Name of positive case
- DOB
- Phone number
- Address
- Date of symptom onset
- Date of positive test
- Last days onsite (starting from 2 days before symptom onset or 2 days before date of positive test collection if asymptomatic
- School site location

Contact Training: Specific Journey staff have been pre-identified and trained as contact tracers in the event of a COVID-19 positive case on campus.

Contact Identification: Journey will notify all staff and families of children who were close contacts to the COVID-19 positive case using the “Close Contact Advisory” template (see Appendix G: Journey COVID-19 Parent Notification Letters). The remainder of staff and families of children who were on campus but not close contacts to the COVID-19 positive case will be notified using the “General Exposure Advisory” template (see Appendix G: Journey COVID-19 Parent Notification Letters).

For detailed information regarding on site protocols for student and staff exposure testing, outbreak response plan, return to school criteria for COVID-19 positive cases and close contacts, please refer to Sonoma County Department of Health Services most updated school guidance in Appendix C: Scenario-based COVID-19 Guidance.

15. Communication Plans
How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPPA.

Our goal is to ensure that we have effective two-way communication with our employees, in a form (See Appendix F: JA Employee Notification- Testing and Exclusion) they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how: Employees should immediately report COVID-19 symptoms and possible hazards to their supervisor.
- 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

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. If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.

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.

Journey will provide written communication to parents/guardians and staff of exposure COVID-19 or confirmed case(s) of COVID-19, ensuring confidentiality is maintained for the individual(s) in accordance with FERPA/HIPAA, state law, and the Individuals with Disabilities Act. See Appendix G: Journey COVID-19 Parent Notification Letters for samples of written communication to parents/guardians and staff.

16. Staff Training

How staff will be trained on the application and enforcement of the plan

We will provide effective training and instruction to staff through virtual and/or in person meetings. Staff will also receive a copy of the Journey Academy Site COVID-19 Safety Plan and Journey Academy COVID-19 Prevention Program. As local and state COVID-19 guidelines change, staff will be provided with ongoing updates via email as well as through announcements in weekly staff meetings (currently held virtually).

Staff training and instruction includes the following:

- 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 three-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.

17. Family Education

*How students and their families will be educated on the application and enforcement of the plan*

Journey provides education to students and their parents/guardians on our COVID-19 Safety Plan through the following:

- Hosting a webinar to students/parents/guardians to review our hybrid model and COVID-19 Safety Plan, including a question and answer session.
- Posting our COVID-19 Safety Plan and accompanying documents to our school website
- Emailing our COVID-19 Safety Plan, brief summarizing documents of key components, and hybrid schedule to all parents/guardians
- Providing ongoing communication to students/parents/guardians regarding any updates in local/state guidelines or to our COVID-19 Safety Plan via emails, ParentSquare, and additional webinars (as needed).

18. Engineering Controls (site specific)

*How each specific school site plans to optimize ventilation, air filtration for indoor spaces.*

We implement the following measures: In high traffic areas for situations where we cannot maintain at least three-six feet between individuals, solid, cleanable, plexiglass partitions have been installed. This includes the administrative office, and around all teacher and staff desks. Additional plexiglass partitions are available for use as needed.

We maximize, to the extent feasible, the air quantity of our facilities with mechanical or natural ventilation utilizing outside air, with the exception of poor outside air quality or excessive hot or cold temperatures. Campus ventilation systems have been checked for proper operation, and HVAC filters have been replaced with a minimum efficiency reporting valley (MERV) of at least 13. Journey will continue to monitor and maintain the HVAC systems through regular maintenance and minimum recommended filter replacement cycle. All classrooms and school buildings will keep open windows and/or doors when possible and as appropriate to increase ventilation through fresh air flow.

In the event proper ventilation is not possible due to poor outside air quality, such as during fires, Journey will consider transitioning to online distance learning.

19. Consultation

*For schools not previously open, please indicate the organizations involved and consulted with*
The Journey COVID-19 Safety Plan was developed through consultation with and in collaboration with teachers and staff in staff meetings, professional development, and via emails. In addition, Journey facilitated the involvement of the broader TLC community through consultation with TLC CEO, Senior Directors, Directors, and Journey facility managers.

Journey facilitated parent/guardian involvement in the development of the COVID-19 Safety Plan through online parent surveys, emails, and a webinar. Journey Academy encourages staff and families to bring up any of their concerns regarding this CSP or the implementation of this CSP, without fear of reprisals.
### Appendix A: Journey Hybrid Schedule

| Journey Academy Hybrid Class Schedule 20-21 4th Q | Monday-Thursday: In person  
 Friday: all distance learning |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Class Time</strong></td>
<td>English 11/12</td>
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<tr>
<td>1st Period</td>
<td>World History</td>
</tr>
<tr>
<td>8:35am- 9:35am</td>
<td>Pre Alg / Algebra 1</td>
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<tr>
<td>*** (60min)</td>
<td>Life Science</td>
</tr>
<tr>
<td>9:35-9:45am</td>
<td>CLEANING(snack provided)</td>
</tr>
<tr>
<td>2nd Period</td>
<td>English 9/10</td>
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<tr>
<td>9:45-10:45am</td>
<td>US History</td>
</tr>
<tr>
<td>*** (60min)</td>
<td>Geometry</td>
</tr>
<tr>
<td>10:45 AM</td>
<td>Physical Science</td>
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<tr>
<td>Social Break</td>
<td>SOCIAL SKILLS Break 10:45-11:00</td>
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<tr>
<td></td>
<td>Art</td>
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<td>CTE/Business Skills</td>
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<td></td>
<td>Health &amp; Wellness</td>
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<td></td>
<td>Music Composition</td>
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<tr>
<td>3rd Period</td>
<td>Lunch Break 12:00-12:30pm</td>
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<tr>
<td>11:00am-12:00pm</td>
<td>Group A Community Group Tuesday 12:30-1:45pm</td>
</tr>
<tr>
<td>*** (60min)</td>
<td>Group B Community Group Thursday 12:30-1:45pm</td>
</tr>
<tr>
<td>M/W Transport</td>
<td>Community Students transported home: 12:30(Monday/Wednesday)</td>
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<tr>
<td>T/Th Transport</td>
<td>Community Students transported home after their on campus group: 1:45(Group A-Tuesday/Group B-Thursday)</td>
</tr>
</tbody>
</table>
| 4th Period                                      | Asynchronous Work Time- Complete remaining classwork requierements for the day  
 Time for School Staff to provide additional support to students/families  
 Service Providers including Clinicians are okay to provide services |
| 12:30pm-2:45                                    | ***(135 min) |
| **FRIDAY- 11am - 12pm ILS Classmeetings(Mandatory)** | ![Image](image.jpg) |
Appendix B: School Site Map
## Appendix C: Scenario-based COVID-19 Guidance

### Scenario-based COVID-19 Guidance
for Schools, Childcare, and Youth Programs

**Updated August 2021**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child or staff has symptoms of COVID-19</td>
<td>Send home and recommend testing ASAP</td>
<td>Reinforce importance of hand hygiene and facial coverings</td>
</tr>
<tr>
<td>Cohort remains OPEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Someone has a negative PCR result after symptoms of COVID-19</td>
<td>To determine when they can return to campus, follow your site’s policy for non-COVID illnesses, e.g.:</td>
<td>If symptomatic and received negative antigen result, recommend confirming results by PCR before allowing to return</td>
</tr>
<tr>
<td></td>
<td>- No fever for 24 hours without use of fever-reducing medication</td>
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<tr>
<td></td>
<td>- No vomiting or diarrhea for 24 hours</td>
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<td></td>
<td>- Any other criteria determined by the site</td>
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</tr>
<tr>
<td>A symptomatic person declines to get tested</td>
<td>Must provide proof of alternate diagnosis from their healthcare provider and meet site’s illness policy criteria before returning OR they should complete 10 days of isolation (beginning the day after symptom onset) and meet Isolation Release Criteria (below) prior to returning</td>
<td>Encourage testing to confirm COVID-19 status, so that they may be exempt from future quarantine if exposed during the following 90 days¹</td>
</tr>
<tr>
<td>Child or staff has confirmed positive for COVID-19, with or without symptoms</td>
<td>• Keep home with instructions to isolate for at least 10 days, beginning the day after the first symptoms occurred, or the day following their positive test if they have no symptoms</td>
<td>Report confirmed COVID-19 case to Public Health: Send completed “Case Info Gathering Tool” form to: <a href="mailto:SCoC.Schools@sonoma-county.org">SCoC.Schools@sonoma-county.org</a></td>
</tr>
<tr>
<td></td>
<td>• They may return on Day 11 or later, when they meet the Isolation Release Criteria:</td>
<td>Notify Close Contacts about the exposure, using the “Close Contact Advisory” template. Be sure to include details about when they should get tested, and when they may return on site</td>
</tr>
<tr>
<td></td>
<td>- Symptoms have improved</td>
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</tr>
<tr>
<td></td>
<td>- They have been fever-free for at least 24 hours, without using medication (such as Tylenol or Motrin)</td>
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</tr>
<tr>
<td></td>
<td>• If the COVID-19 case was present on site within the last 24 hours, clean and disinfect spaces occupied by that person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identify any individuals who may have been close contacts² to the COVID-19 case on site during their infectious period, including students, staff, or visitors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Follow the current close contact guidelines (next page) to determine who needs to quarantine, for how long, when they should get tested³, and when they can return on site⁴</td>
<td></td>
</tr>
</tbody>
</table>

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¹ After testing positive for COVID-19, it is not advised for individuals to test again for the following 90 days. It is possible that they may continue to test positive as their bodies shed dead viral fragments, and some tests may pick up on this genetic material.


³ In certain circumstances, it is strongly advised that close contacts to do an initial test immediately after exposure to prevent further spread within the group, especially if there are 3 or more positive cases identified. If negative, testing should be repeated later in the quarantine period, based on current quarantine guidelines and recommendations. A negative result on an early test does not guarantee that they will not develop COVID-19 later in their quarantine period.

⁴ They must have developed no symptoms and test negative on the proper day to be released early from quarantine. Close contacts who are tested too soon (or not at all) after an exposure will not be released early from quarantine. They should continue to monitor for symptoms for the full 14 day period. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed before returning on site.

Adapted from San Francisco Department of Public Health

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Journey Academy Site COVID-19 Safety Plan p. 17
Quarantine Guidelines
for children and staff in schools, childcare, and other youth settings

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| Child or staff has symptoms of COVID-19 and was tested, but is still waiting for the test result | Stay home until the person has received their test result and a determination can be made as to how to proceed.  
Their cohort can remain OPEN |
| A fully-vaccinated person (student or staff) was in close contact with a confirmed COVID-19 case | No quarantine required - may continue returning to school and/or work  
Recommend testing 3-5 days after last exposure, or ASAP if symptoms develop  
Monitor for symptoms for 14 days following last exposure |
| A Pre-K student or unvaccinated staff member was determined to be a close contact to a confirmed COVID-19 case | They must quarantine at home for 10-14 days  
If they remain asymptomatic:  
- May discontinue quarantine after Day 10 if tested negative on/after Day 8  
- May discontinue quarantine after Day 14 if declined testing  
Monitor for symptoms through Day 14  
- Begin Isolation and get tested ASAP if symptoms develop |
| Mask on Mask exposure:                                                   | They qualify for Modified Quarantine  
- They must quarantine from extra-curricular activities for 10 days, including sports and other activities in the community  
- They may continue returning to school for in-person instruction if:  
  - They remain asymptomatic, monitor for symptoms for 14 days  
  - They test 2x weekly (PCR or antigen), or ASAP if symptoms develop  
  - They continue to appropriately mask and use proper hand hygiene |
| K-12 Student (not vaccinated) was a close contact to a COVID-19 case, Both the case and contact were wearing masks during the exposure | They do NOT qualify for Modified Quarantine  
They must quarantine at home for 7-10 days  
If they remain asymptomatic:  
- May discontinue quarantine after Day 7, if tested negative on/after Day 5  
- May discontinue quarantine after Day 10, if declined testing on/after proper day  
Monitor for symptoms through Day 14  
- Begin Isolation and get tested ASAP if symptoms develop |

Adapted from San Francisco Department of Public Health
# Frequently Asked Questions

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Recommendation</th>
</tr>
</thead>
</table>
| A student at our school has a sibling who has been exposed to COVID-19 and is in quarantine. Can our student continue coming to school? | It is best for the exposed sibling to separate from others in the home (separate bedroom and bathroom), in case the sibling becomes infectious during their quarantine. The student who is not quarantining may continue coming to school.  
If their sibling begins developing symptoms, they should be tested ASAP. If the sibling is confirmed positive, and has been in close contact with your student within 2 days of when their symptoms started, your student should stay home and not return to school until after completing quarantine. |
| A student at our school has tested positive for COVID-19, and they were in multiple classes during their infectious period. Do all of the students in those classes need to quarantine? | Only the individuals who were in close contact to the COVID-19 case will be required to quarantine (if not vaccinated). This may not be the entire classroom if strict classroom seating charts have been maintained. The COVID Coordinator should work with the teachers to determine if they can confidently confirm who may have been a close contact. If this cannot be confidently confirmed, it may be best to consider the entire class as close contacts, as a precaution. |
| An athlete at our school tested positive during routine testing for their sports team. The day they got their result, they went and got re-tested at their primary care provider’s office, which has come back negative. Do they still need to continue isolation? | Generally, negative results cannot supersede a recent positive result - meaning, yes, they should continue isolation.  
For more details on this topic, please refer to our Testing Algorithm, found on our COVID-19 Testing Fact Sheet.  
Additionally, it is not recommended for people to re-test after receiving a positive result, for the next 90 days. |
| An athlete at our school tested positive for COVID-19, and was at practice all week. Does their entire team need to quarantine? | Not necessarily. For both classroom settings as well as sports settings, schools should consider the CDC’s definition of a “close contact” when determining who needs to quarantine.  
Different sports have different levels of risk depending on if they are played indoors and if they are moderate-to-high contact. In high-contact activities, such as a soccer scrimmage or basketball game, the entire team may have had direct contact and therefore are considered exposed. When investigating exposure, schools should consider if players congregated on sidelines, in locker rooms, and before/after practice. Any player(s) who meet the criteria to be considered a close contact should quarantine (modified or at home) unless fully-vaccinated and asymptomatic. |

*Adapted from San Francisco Department of Public Health*
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student at our daycare has tested positive for COVID-19, and they were present while infectious. Do all of the kids in their cohort need to quarantine?</td>
<td>In the daycare setting, proper mitigation measures (masking, distancing, ventilation) and strict classroom seating charts are not always maintained. Because of the nature of the setting, it is not common for the site to be able to confidently confirm who was and was not in close contact to the infectious case, unless the case is an infant who had minimal contact with others during the day. It may be best to quarantine the entire stable group, as a precaution.</td>
</tr>
<tr>
<td>A student at our school has a parent who is positive for COVID-19.</td>
<td>If the student has had close contact to their parent during the parent's infectious period, the student must quarantine. Please refer to current guidelines for specific duration and testing recommendations. If they are continually being exposed to the parent in the home (if the parent is providing care for the child, or is in direct or close contact with the child), then the child's quarantine &quot;clock&quot; does not begin until after their final exposure during the parent's infectious period.</td>
</tr>
<tr>
<td>When can they come back to school?</td>
<td></td>
</tr>
<tr>
<td>A student at our site has sniffles or sneezing (mild symptoms)</td>
<td>When addressing children onsite with mild symptoms, an informed decision about whether to send the child home should be made on a case-by-case basis. Schools should consider if the child in question has a documented health history of allergies, regularly experiences seasonal allergies and has symptoms that match their typical allergy symptoms, if their symptoms are resolved by taking their usual allergy medications, etc. However, if the child has any other COVID-19 symptoms in addition to the runny nose/allergy symptom, a possible recent exposure to COVID-19, or the runny nose fluid is not clear, then staying home, monitoring, and testing are recommended. If a child is sent home with symptoms (even mild ones), it is recommended they test right away for COVID-19. Those who do not test or receive an alternate diagnosis from a primary care provider will need to complete a minimum 10 day isolation as described in scenarios above. Those who test negative after symptom onset can return onsite when they meet the site's non-COVID illness criteria. Please note that other certain infectious diseases (like Norovirus) still need to be reported to Sonoma County Department of Public Health. Please report other infectious diseases to: <a href="mailto:PHNurse@sonoma-county.org">PHNurse@sonoma-county.org</a></td>
</tr>
<tr>
<td>Do we send them home?</td>
<td></td>
</tr>
<tr>
<td>Do they need to be tested?</td>
<td></td>
</tr>
<tr>
<td>When can they come back?</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D: COVID-19 Symptoms

The presence of any of the symptoms below generally suggests a student/staff has an infectious illness and should not attend school, regardless of whether the illness is COVID-19. For students/staff with chronic conditions, a positive screening should represent a change from their typical health status.

- Temperature of 100.4 degrees Fahrenheit or higher
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Shortness of breath or difficulty breathing (for students with asthma, a change from their baseline breathing)
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students should not attend school in-person if they or any of their household members identifies new development of any of the symptoms above. Employees should not report to work if they or their household members identify development of any of the above symptoms.
Appendix E: Journey Visitor Screening

PLEASE REVIEW BEFORE PROCEEDING ON CAMPUS

Journey Covid-19 Screening Questions

1) Have you been in direct contact with persons with “flu-like symptoms,” including fever, cough, difficulty breathing/shortness of breath, chills, repeated shaking with chills, muscle pain, sore throat or new loss of taste or smell?

2) At present, do you feel sick or feverish, or have a fever of 100.4 or above?

3) Do you have any of the above symptoms?

If you answer yes to any of the above, please do not enter the facility and alert our staff. Anyone that shows symptoms will be asked to remove themselves from the TLC campus.

Thank you for your assistance in keeping our youth and staff healthy!
Appendix F: JA Employee Notification- Testing and Exclusion

Information regarding Journey Academy COVID-19 Testing and Exclusion of COVID cases

Testing and symptom reporting:

- Employees should immediately report COVID-19 symptoms and possible hazards to their supervisor and HR.
- Employees can report symptoms and hazards without fear of reprisal.
- Please reach out to HR for information regarding accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- When testing is not required, employees can access COVID-19 testing through their primary care provider or Sonoma County Public Health via: https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/. TLC/Journey Academy will follow surveillance testing rules defined by Sonoma County’s color in the tier system to determine how often to test employees.
- 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. If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- TLC/Journey Academy is committed to providing a safe, healthy workplace that is transparent and open in communication. 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 will be available on our website at www.tlcjourneyacademy.org featuring our safety and reopenings plans for employees, students, parents and the general public to view.

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 10 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. This will be accomplished by: Employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation.
- Providing employees at the time of exclusion with information on available benefits.
- Allowing staff to work remotely, when appropriate, during their quarantine.
Appendix G: Journey COVID-19 Parent Notification Letters

"CLOSE CONTACT" EXPOSURE ADVISORY SAMPLE LETTER
Send to Staff and families of children in CLOSED cohorts (who are "close contacts" to positive COVID-19 case)

Date:

Dear parents, guardians and staff of classroom ____,

A person at Journey Academy has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days.

For more information on what it means to be quarantined, visit: www.socoemergency.org

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. **You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.**

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your
healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit:

**If no one in your household has symptoms of COVID-19**: We strongly recommend that you or your child be tested for COVID-19 **8-10 days** after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,

Journey Academy
Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at Journey Academy. At this time we do not believe that you or your child were exposed. We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

If your child or anyone in your home is experiencing any of these symptoms, please keep the household home and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe.

Sincerely,

Journey Academy

Journey Academy Site COVID-19 Safety Plan p. 26
"CONTACT OF A CONTACT" ADVISORY SAMPLE LETTER

When a student/staff member is quarantining due to exposure off campus and there is no on-campus exposure students/staff are only "contacts of a contact"

Date:

Dear Parents/Guardians and Staff of classroom ________:

We want students and staff to stay safe. A student or staff member in your child’s class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child’s classroom will stay open. **You or your child can still come to school.** We will update you if anything changes. Please keep checking your child for symptoms and stay home if anyone in your home is sick.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Please contact your healthcare provider for any other questions.

Thank you for helping to keep our school and community safe.

Sincerely,

Journey Academy