



Le Lycée Français de San Diego

COVID-19 SAFETY PLAN

Updated April 13, 2022

2021/2022

This guidance is modeled on the current:

- San Diego County Public Health Order
- CDPH K-12 School Guidance
- CDPH Child Care Guidance

*CSP CAN BE REVIEWED AT ANY TIME IF NEW REGULATIONS GET RELEASED BY LOCAL AUTHORITIES.
Our most updated CSP can be found on our [website](#).*

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1. Summary of changes

Measures	Preschool	K-8	Probability of changes
Masks outdoors	Optional for all		low
Masks indoors	Strongly recommended (mandatory for visitors*)		medium
Enhanced ventilation/filters	Yes		none
Extra daily cleaning crew	Yes		none
Parents access to building	No (except by request)	No (except for adult classes)	medium
Indoors stable groups during regular school time	Yes	Yes**	medium
Outdoors stable groups	No		low
After-School Activities indoors & outdoors	Yes		low
In-person community events	Case by case basis		medium
Field trips	Yes, with masks required in the transportation if different classes participate.		medium
Social Distancing in class	No		low
Dual Learning Option	No		none
Hot Lunch Service (no box)	Yes		low
24hrs out-of-school + testing when symptomatic	Yes	Yes	high
Close contact and class quarantine	Class remains open with group testing on day 5	Group tracing (class remains open with group testing on day 3, 4 or 5)	medium

* A visitor is someone who is not part of our community (staff, families) and not a substitute teacher.

** Except in the auditorium for Music/P.E. classes and rainy days.

2. Summary of Covid-19 Action & Communication Plan

Student-Employee	Action Plan	Communication Plan
COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> • School will send home and communicate with parents/guardians. • Recommend testing. • School/classroom remain open. 	<ul style="list-style-type: none"> • No action required
Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Follow the current Decision Tree guidelines. 	<ul style="list-style-type: none"> • Stable group notification when Covid case was on campus. Otherwise, consider notification.
Confirmed COVID-19 case infection at school	<ul style="list-style-type: none"> • Isolate case. • Identify contacts. • Recommend testing of contacts. • Disinfection and cleaning of classroom & spaces where case spent significant time. 	<ul style="list-style-type: none"> • Stable group notification when Covid case was on campus. Otherwise, consider notification.
Tests negative after Symptoms	<ul style="list-style-type: none"> • May return to school 24 hours after symptoms improved and no fever. • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed

3. Preventive Safety Measures: a layered approach to make our school safe

3.1. Face coverings

- ❖ Masks are **mandatory outdoors during community and special events**. Otherwise they are **optional outdoors** for all students, employees, contracted providers, volunteers and visitors.
- ❖ Following the new face covering guidance and recommendations from [the CDC](#), the [State of California \(CDPH\)](#) and [the County of San Diego](#), **Le Lycée Français de San Diego will move indoor masking guidance from required to strongly recommended for all individuals (all students and employees from Preschool to grade 8), starting Monday, March 14, 2022.**
- ❖ Volunteers and visitors **are still required to mask indoors**, unless they are alone in a room. A visitor is someone who is not part of our community (staff, families) and not a substitute teacher.
- ❖ Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Any specific medical condition should be shared by email with the principal, prior to coming on-campus.
- ❖ If a student forgot to bring a mask, the school will provide one using its Office supply.
- ❖ Parents can send an official request to the teacher in order to make sure their child keeps his/her mask (under official guidelines requirements).
- ❖ An employee who doesn't want to follow the mask policy will be reminded of the policy and how it relates to protecting the in-person instruction and preventing necessary absences. Not complying with this policy will start a disciplinary process that may include termination of employment.
- ❖ An employee or a student who would like to keep a mask should be able to do so without any direct or indirect judgment or comment from anyone. Not complying

with this rule would result in starting our harassment or bullying prevention protocol.

- ❖ Teachers will explain the changes of policy to their students. If any student is missing, teachers should explain the rules when they come back.
- ❖ A general communication will be sent to present the policy prior back-to-school and will be sent as reminder on a regular basis to the community.
- ❖ A specific communication will be sent to present our mask policy to any contracted providers, substitutes and non-regular visitors.

3.2. Physical Distancing

Recent evidence indicates that in-person instruction can occur safely with the recommendation to maintain a physical distance of at least 3 feet. This is consistent with [CDC K-12 School Guidance](#).

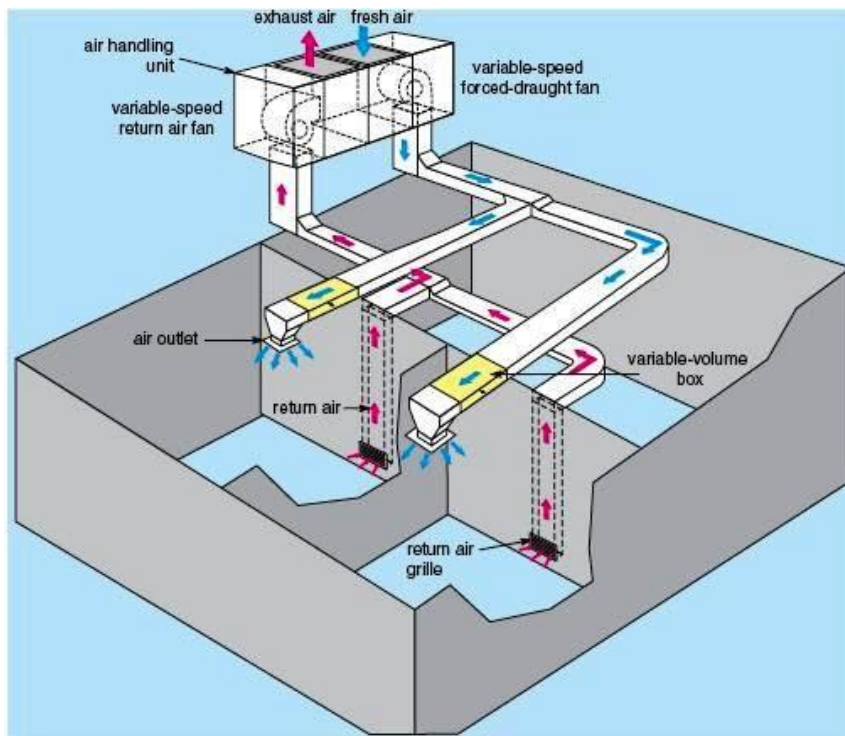
- ❖ **Outdoors, K-12 students may play with others who are not in the same class.** Balls and other recess equipment may be used and shared. Preschool students will play with the same age group only.
- ❖ **Indoors, no stable groups may use the same space at the same time, except in the auditorium when 6ft distance is possible and doors are opened.** A stable group is a group of students and adults from the same specific grade or after-school activity.
- ❖ Employees, students, parents, contracted providers, substitutes, volunteers and visitors, who are not part of a stable group must maintain a physical distance of at least 6ft with any student of this stable group as much as feasible.

3.3. Ventilation

For indoor spaces, ventilation is optimized by following [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools](#).

Our Facility Manager is in charge of reviewing and determining how this guidance is implemented.

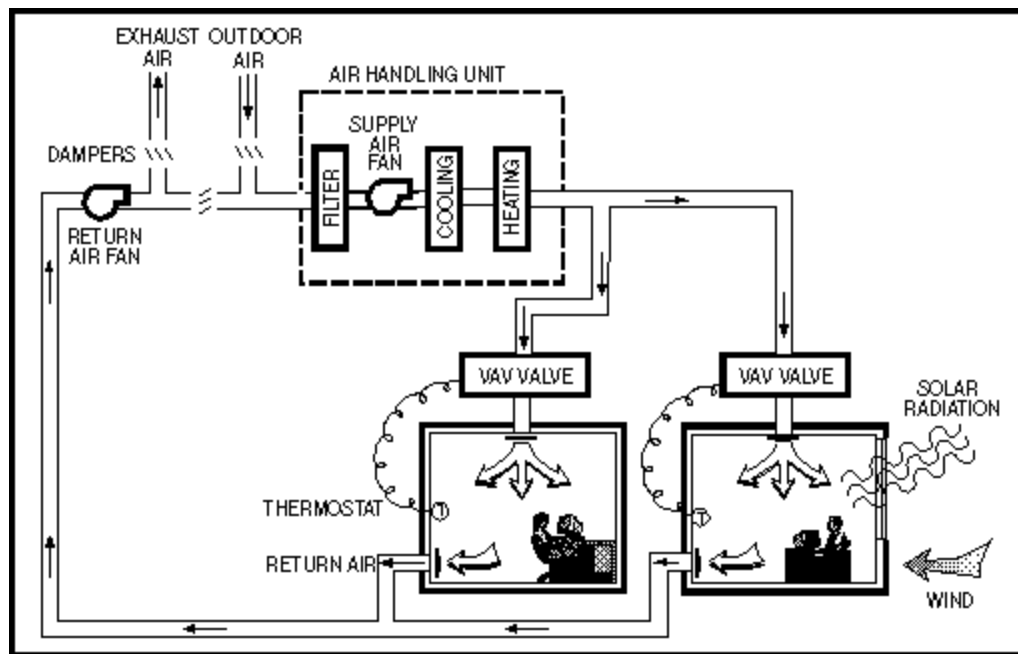
Below is explained how the filtration provided by mechanical ventilation systems to MERV 13 will work with our equipment.



Filter type MERV (Minimum Efficiency Reporting Value). Each unit will be equipped with filters type **MERV13** and will be replaced on a regular maintenance schedule.

Standard 52.5 Minimum Efficiency Reporting Value	Dust Spot Efficiency	Arrestance	Typical Controlled Contaminant	Typical Applications and Limitations	Typical Air Filter/Cleaner Type
20	n/a	n/a	< 0.30 pm particle size	Cleanrooms	>99.999% eff. On .10-.20 pm Particles
19	n/a	n/a	Virus (unattached)	Radioactive Materials	Particles
18	n/a	n/a	Carbon Dust	Pharmaceutical Man.	Particulates
17	n/a	n/a	All Combustion smoke	Carcinogenic Materials	>99.97% eff. On .30 pm Particles
16	n/a	n/a	30-1.0 pm Particle Size	General Surgery	Bag Filter- Nonsupported
15	>95%	n/a	All Bacteria	Hospital Inpatient Care	microfine fiberglass or synthetic media, 12-36 in. deep, 6-12 pockets
14	90-95%	>98%	Most Tobacco Smoke	Smoking Lounges	Box Filter- Rigid Style Cartridge Filters 6 to 12" deep may use lofted or paper media
13	89-90%	>98%	Proplet Nuclei (Sneeze)	Superior Commercial Buildings	
12	70-75%	>95%	1.0-3.0 pm Particle Size Legionella	Superior Residential	Bag Filter- Nonsupported microfine fiberglass or synthetic media, 12-36 in. deep, 6-12 pockets
11	60-65%	>95%	Humidifier Dust Lead Dust	Better Commercial Buildings	

Airflow return will go to the MERV13 filter then the coils (Cooling - Heating). Outdoor air supply will be opened to 100% to allow the maximum outside airflow possible.



<https://vertexeng.com/insights/hvac-system-considerations-in-the-covid-19-era-part-1-cdc-and-ashrae-guidelines/>

❖ Coil treatment

Each unit coils will be treated with a cleaner & disinfectant. This product is an EPA registered product. This product exhibits virucidal activity against Coronavirus, SARS associated Coronavirus according to the manufacturer specs sheet. The coils will be maintained during a regular maintenance program.

3.4. Cleaning and disinfection

Portable hand washing stations at auditorium entrance Students will be required to wash their hands before and after recess and lunchtime and anytime they use the restroom. Staff will model proper handwashing technique and will reinforce handwashing throughout the day.

❖ Cleaning schedule

- **Night shift:** the cleaning crew (outside company) will do cleaning and sanitizing work based on the following schedule below. A daily chart will be posted to identify the work done.

Cleaning & sanitizing by janitor (all rooms & corridors)
<ul style="list-style-type: none">● Vacuum rugs● Sweep/broom floor● Empty all trash● Sanitize & clean sink & wash board● Sanitize all door knobs and handles● Sanitize toilet buttons & handles● Sanitize light switches● Sanitize refrigerator handles/doors● Sanitize all small equipment on counter● Clean all dishes left in sink● Sanitize tables & chairs● Sanitize drinking fountains● Sanitize trash can tops (if any)● Properly arrange furniture & chairs● Mop Floors (vacuum if carpet)● Water bottle filler● Bathrooms● Outside lunch area (tables & chairs)● Playground

➤ **Day shift:**

The cleaning and sanitizing will be done by the staff with the help of our cleaning crew company. This company will provide 1 person Monday to Friday from 10am to 2pm to help sanitize restrooms and the playgrounds.

Cleaning by teachers	Cleaning by assistants (for preschool classes)
<ul style="list-style-type: none"> - classroom tables and chairs - lunch table by staff on duty - PE material 	<ul style="list-style-type: none"> -class material -class toys -cots/mattresses

Front office/lobby	Cleaning/sanitizing by
<ul style="list-style-type: none"> - Adult bathrooms - sanitizing pens. <p>At end of day, prepare the table for following day:</p> <ul style="list-style-type: none"> - pens are sanitized and ready. 	<ul style="list-style-type: none"> - Each person using the bathroom must sanitize the toilet (seat, handle), soap dispenser, counter and sink faucet. - Sanitize the handle on your way out and throw the towel in the outside trash. - Adult bathrooms to be cleaned & sanitized by the cleaning crew in the middle of the day

❖ **Cleaning Tools:** These cleaning tools are used throughout the building:

- **Cleaning Spray** is a spray bottle that consists of soap and water. This spray will remove germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting Spray** is a spray bottle used to kill germs on surfaces.

- **Spray Bottles Location:** are properly labelled and out of reach of children on shelves 5' feet high located at each sink.
 - **Hand Sanitizer** will be available for grades Kindergarten and above inside each classroom, outside and in the auditorium. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol (not recommended for students with dry skin or rashes) can be used if soap and water are not readily available.
 - **Disinfecting Wipes** contain active ingredients such as dimethyl ethylbenzyl and benzyl ammonium chlorides that kill cold, flu, e.coli, salmonella, strep, MRSA and staph viruses.
 - **Soap:** soap and water is available through the wash station outside the building and inside the building.
 - **Building Signs** to be aware of and where to find them
- ❖ **Disinfection** will be scheduled in the next 24 hours if a Covid-19 case is reported in a specific classroom, and all the rooms used during exposure by the individual who has been tested positive.

3.5. Access to building

Official guidance mentions:

- ❖ **Schools should limit nonessential visitors**, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas where there is moderate to high COVID-19 community transmission.
- ❖ Schools should not limit access for direct service providers but can ensure compliance with school visitor policies.
- ❖ Schools should continue to emphasize the importance of staying home when sick. Anyone, including visitors, who has symptoms of infectious illness such as flu or COVID-19 should stay home and seek testing and care

Following these recommendations:

- ❖ **Parents/guardians cannot access the building to pick-up or drop off their children.**
- ❖ Preschool parents may request the Preschool Director to visit their child's classroom, according to SDSS regulations.
- ❖ Only fully vaccinated PTR members, volunteer teachers (who went through teachers screening) and adults attending classes may access the building after prior notification. For PTR or teaching/learning purposes only.
- ❖ All other visitors and volunteers are allowed to come in the front office only, if they answer "no" all these questions:

=> **HAVE YOU BEEN IN CLOSE CONTACT WITH A COVID-19 CASE IN THE LAST 2 WEEKS?**

=> **DO YOU EXPERIENCE ANY OF THESE SYMPTOMS?**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- ❖ In-person tours can be scheduled when children are present but cannot include in-class visits.
- ❖ Specific presentations by parents and volunteers are not allowed indoors when children are present.

3.6. Use of common spaces

- ❖ **Teachers Lounge:** can be used by all employees.
- ❖ ***Auditorium:** outside of P.E. and Art classes may be used by one stable group at a time, unless during rainy days when 2 stable groups may use the space during recess, with a separation between the 2 groups of at least 3ft, per CDC guidelines.
- ❖ **Kitchen:** may be used by one stable group at a time. Coffee machine, fridge and microwave may be used after washing hands and cleaning the handles.
- ❖ **Motricity Room:** may be used by one stable group at a time.
- ❖ **Science Lab:** may be used by Middle School students only, unless no other students are present.
- ❖ **Library:** may be used by one stable group at a time.

3.7. Hand Hygiene

- ❖ All staff will get training before back-to-school to review this hand hygiene protocol.
- ❖ All students will get taught how and when to wash hands efficiently on the first day of school by their lead teachers, including: avoiding contact with one's eyes, nose, and mouth; and covering coughs and sneezes.
- ❖ Teachers are responsible for making sure their students are washing hands on the mandatory settings listed below.
- ❖ Hand washing is mandatory for all:
 - Before and after eating
 - After using the toilets
 - After handling garbage or removing gloves
- ❖ Hand hygiene supplies are handled by the Office Manager who will maintain an inventory and make sure no material is missing.
- ❖ Any missing items in the playground or common spaces should be mentioned to the Office Manager by the adult who noticed it.

3.8. Communication & transparency with the community

Communications to the community regarding our Covid Safety Plan will be scheduled:

- ❖ Before back-to-school by sharing the whole document.
- ❖ Before back-to-school by presenting on a pre-recorded video the key points of the document.
- ❖ Before back-to-school to all employees for training.
- ❖ As a regular reminder, attached to the Principal regular emails.
- ❖ Anytime there is a change made by local authorities on the Decision Tree, the K-12 CDPH and childcare guidelines.
- ❖ Anytime there is a change in the school's protocol.

3.9. Planning ahead and trigger response

In order to be proactive to a change of local circumstances, this is the action plan that could trigger an efficient response to adapt quickly to potential scenarios:

- 1. If the local (San Diego) Covid-19 case rate doesn't change significantly AND if the school doesn't have an outbreak:** no major change in the CSP and regular weekly assessment by the Admin Team will still be conducted.
- 2. If the local (San Diego) Covid-19 case rate is declining significantly AND if the school doesn't have an outbreak:** lifting restrictions in the CSP will be considered by the Admin Team and local experts.
- 3. If the local (San Diego) Covid-19 case rate is rising significantly OR if there is at least one outbreak** at school:** a meeting will be scheduled urgently with the Admin Team and local experts to evaluate the situation and explore more mitigation strategies, if deemed necessary.

** an outbreak is defined as having at least 3 students positive over 14 days in the same stable group, from a different household

Additional mitigation strategies that could be considered for our “Scenario 3”:

- ❖ Outdoor/indoor mask mandate for everyone.
- ❖ Maintain stable groups outdoors as well.
- ❖ Impose stricter quarantine periods for fully vaccinated individuals when exposure happens in a household setting.
- ❖ Travel testing and/or quarantine mandate.
- ❖ Limit the use of the auditorium
- ❖ Canceling After-School Activities.
- ❖ Planning regular testing for our students.

4. Symptoms and Cases Screening Procedures

4.1. Symptoms screening: following the Decision Tree

The school will strictly follow the [SDCOE Decision Tree](#) regarding symptoms screening.

- ❖ To ensure that parents, students and employees know how to follow this Decision Tree, monthly communications and reminders will be sent to the community. Training for all employees will also be conducted before Back-to-School.
- ❖ A communication will be sent to parents before back-to-school to promote daily screening at home for fever and symptoms.
- ❖ If your family is considering travel at this time, or planning a trip, please review this important [travel advisory from CDPH](#). Quarantine and testing will be decided on a case-by-case basis considering the current [CDC travel guidelines](#).
- ❖ If a student has one symptom related to Covid at home:
 - Parents/Guardians must let the school know by email (administration@lfsd.org).
 - The school Office will acknowledge the email reminding the steps to follow from the Decision tree and the potential dates of return. The Office will copy this email to any employee who is in charge of the student.
 - The school Office will update a private file to track any symptoms, close contact or confirmed case.

4.2. Case reporting, contact tracing and investigation

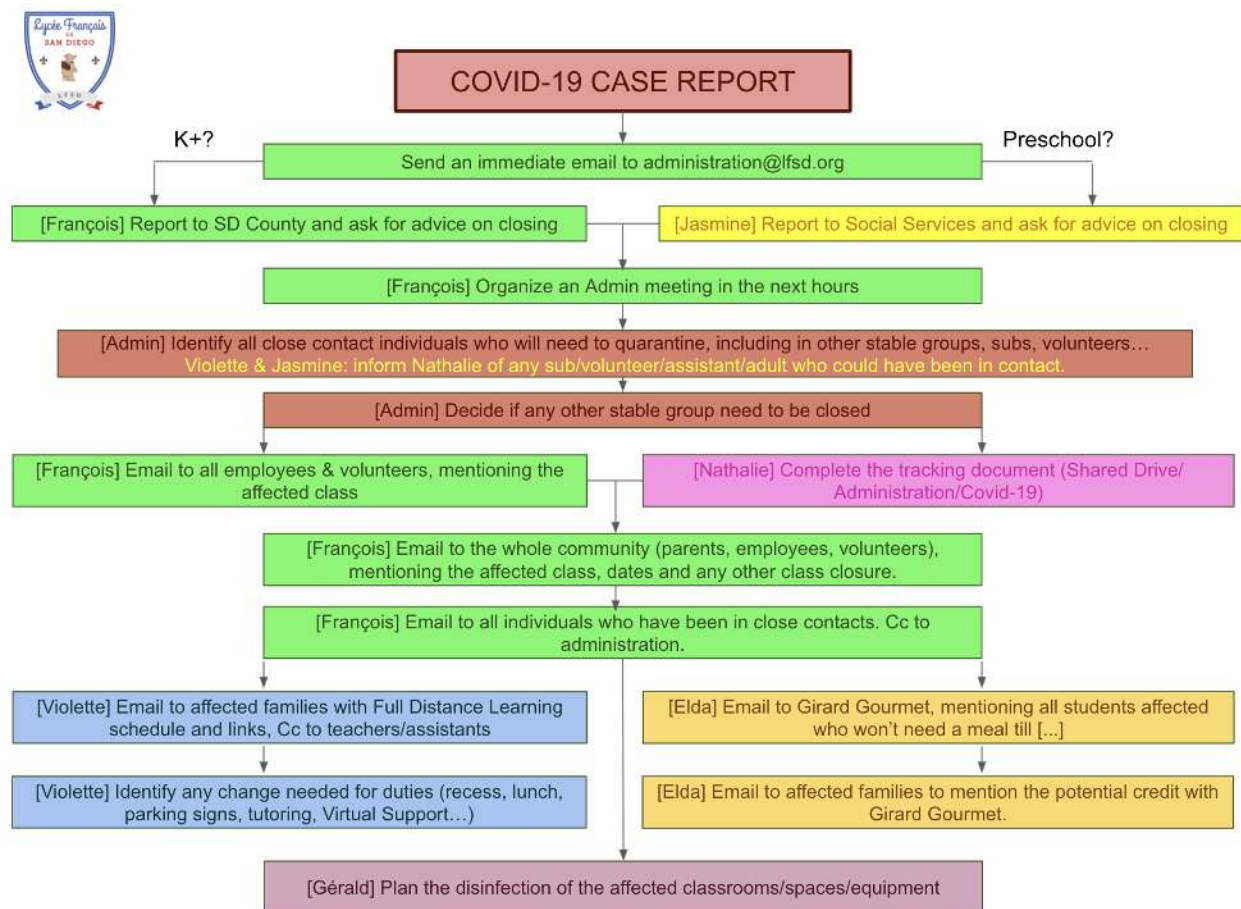
Per Assembly Bill 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department. The Principal

is the Covid-19 liaison officer in charge of reporting a case to the County and the preschool Director to the SDSS.

After a case has been reported, the Covid-19 liaison officer will gather information including:

- ❖ The date of symptoms onset (if any).
- ❖ The nature of the symptoms (if any).
- ❖ The date of the test.
- ❖ The information on potential close contacts.

Consequently, this process will follow:



The Principal will then follow-up with the affected parents/guardians/employees to let them know how to isolate at home and when they may come back on-campus. The returned date will be updated and communicated depending on the patient's condition. A student cannot return on campus without prior approval by the school by email. The length of the isolation or the quarantine is decided by the school only, not the parents.

4.3. Quarantine: when is it required?

The school will follow the [SDCOE Decision Tree](#) regarding quarantine options.

❖ Who needs to quarantine?

- **Preschool:** following the [new local guidelines from March 1st](#), LFSD permits "asymptomatic exposed children to continue to attend childcare, regardless of vaccination status". Testing is required for all on day 5.
- **K-8:** LFSD uses the **Group Tracing** option, described in the SD County Decision Tree. Close contact students may remain on campus if they are asymptomatic and accept to be tested on day 3, 4 or 5 after the potential exposure. The school doesn't provide tests, it is the parents' responsibility to make sure they have one. Only positive results must be reported to school.
- People who have tested positive for Covid-19 within the past three months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

❖ What counts as close contact?

- Being within 6 feet of someone who has Covid-19 for a total of 15 minutes or more over a 24-hour period.
- Providing care at home to someone who is sick with Covid-19.
- Having direct physical contact with the person (hugged or kissed them).

- Sharing eating or drinking utensils.
- Being sneezed on, coughed on, or somehow getting respiratory droplets on you from someone with Covid-19.
- ❖ If a student needs to quarantine after an exposure outside the school setting, homework and activities will be sent on a regular basis in the next 48 hours after the school receives notification.
- ❖ **For family exposure, the quarantine period starts 10 days after the end of the isolation period of the family member.** As stated in the San Diego County Decision Tree: *"The number of days required for quarantine is counted from the day after the person's last close contact with a person who has COVID-19. People are contagious from 2 days before symptoms begin or positive test result, whichever is earlier, until 10 days after. "*
- ❖ **Appropriate test types to shorten a quarantine:**
 - Lab-based PCR or antigen.
 - K+ only: 2 at-home antigen tests (see Decision Tree for more details).
 - Rapid molecular tests (PCR-like).
 - At-home tests.
- ❖ **Inappropriate test type for symptomatic individuals:**
 - At-home and antigen tests (Preschool).

4.4. Isolation

SDCOE and the County of San Diego have incorporated this guidance and clarifying information provided by the CDPH in their [COVID-19 Decision Trees](#).

- ❖ **If a student develops symptoms at school**
 - He/she will be isolated in one chair in front of the office, at 6 feet distance from anyone.

- The Office will call the parents/guardians to request a pick-up as soon as possible.
 - The Office will send a follow-up email to the parents/guardians, copied to the student's teachers and administration@lfsd.org to explain the next steps and possible return date(s) (according to the current Decision Tree).
 - The student may return to school only when the Office sends an email to confirm that the student is cleared (copied to the student's teachers and administration@lfsd.org).
- ❖ **If an adult develop symptoms at school**
- He/she will be sent home right away. The Academic Director or any other available employee will take charge of the students.
 - The adult may return to work only when the supervisor sends an email to confirm that the student is cleared.

4.5. Testing

Following the State Order from August 12, 2021, **weekly testing will be required for all employees who are not fully vaccinated**. Test results must be sent to the principal once a week by email.

4.6. Vaccination Verification

- ❖ The school gives parents the option of providing proof of full vaccination for their child at enrollment or during the year to reduce the likelihood of missing school unnecessarily. Proof of vaccination for students must be sent to admissions@lfsd.org for verification.
- ❖ The school gives employees the opportunity to provide their vaccination status to permit the employee to not physically distance while eating/drinking and not wear a mask indoors when children are not present. (Note: the CDC, CDPH, and County of San Diego all recommend that fully vaccinated people wear masks

indoors until community transmission rates return to low levels.). Proof of vaccination for employees must be sent to the Principal by email (principal@lfsd.org) for verification.

- ❖ Distance Learning is offered only when the whole class is under quarantine. If a student is fully vaccinated in a quarantined class, he/she will have to follow the same quarantine period as the class. The school doesn't have the human resources to provide two learning environments at the same time.
- ❖ A student under quarantine while his/her class is not will receive class work and assignment from the teachers on a regular basis. Google Classroom will be used for higher grades.

5. Other school operations

5.1. Lunch service

Current regulations allow students to eat outdoors or indoors. In order to mitigate the risks, **only outdoor seating will be available for students at LFSD (except TPS).**

- ❖ Sharing eating or drinking utensils is prohibited for all (see definition of close contact, section 3.3).
- ❖ Hot food will be served outdoors as well for students registered with Girard Gourmet.
- ❖ Students will eat outdoors on tables with other students of their stable group only.
- ❖ Each stable group will be separated by a minimum distance of 6 feet.
- ❖ Students within the same stable group don't need to be at 6ft distance to each other.
- ❖ Fully vaccinated employees may eat indoors, with physical distancing, only when children are not present in the room.

5.2. In-person events and meetings

Until further notice:

- ❖ In-person events involving parents/guardians may be done indoors, following the currency CDPH guidance for face coverings.
- ❖ Outdoors events may be decided on a case-by-case basis, in coordination with the PTR event coordinator.
- ❖ On-site meetings between parents/guardians and teachers/administrators may be scheduled for fully vaccinated individuals. Zoom meetings should always be offered as an alternative.

5.3. Singing and choir

Singing lessons and choir will be conducted either:

- ❖ Outdoors, with physical distancing, without masks.

- ❖ Indoors with masks.