



22.23 California COVID Health & Safety Protocols

And applications to daily school routines

Questions? Contact Christopher Castro (573) 480-4288

HOW TO USE THIS DOCUMENT

The purpose of this document is to outline the protocols our region is implementing to ensure the health and safety of our Rocketeers and staff on our campuses. All Health & Safety protocols in this document are informed by CDC and [local operating guidelines](#). Within this document you will find:






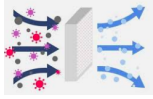
- How our region is implementing **Rocketship Public School's Core Principles** (our main Layers of Protection)
- Details of **Schoolwide Systems and Practices** -- the practices our region is putting in place in our school's daily operations
- Specifics of **Staff-Only Health & Safety Protocols** that apply only to our staff members (but not students)

As CDC and local guidance changes and as we learn "best practices" to share widely across our region and across Rocketship Public Schools this document will be updated to reflect those changes.

*****CHANGE REQUEST***** If a school or regional leader would like to adjust these guidelines at their site(s), all proposed deviations from this document should be submitted to the Head Regional Director of Operations (ccastro@rsed.org) with a description of the proposed change (guideline deviation), the stakeholders (i.e. students, parents, and/or staff) the policy impacts, and the reason the leader believes the change is essential. Regional leaders will review the requested changes weekly to ensure the region stays aligned in our COVID protocols and communication.

CORE PRINCIPLES & HOW TO IMPLEMENT THEM

In this section, each region will describe how they will implement each of [Rocketship Public Schools' "Core Principles" for layers of protection](#). However, there is space to adjust based on local regulations, norms, and operating conditions.

	Masking		COVID Testing
	Contact Tracing & Quarantine		Handwashing and Hand Sanitizing
	Vaccination		Clean Air

Masking

Wearing a well-fitted mask is one of the best ways to limit the transmission of viral particles. Masks protect both the wearer and the people around them. **Masks will be optional for the start of the 2022-2023 school year.** Masks are required for anyone returning to campus within their 10 day quarantine after testing positive. We do however highly recommend wearing one in the case that a student, staff member, or visitor has symptoms of any kind. Rocketship California may choose to require masks if there is a change in transmission rates but will give students and staff notice and provide masks ahead of that decision. KN95 disposable face masks for adults and children must be made easily available.

Contact Tracing & Quarantine

One of our key strategies for reducing COVID transmission risk is monitoring COVID diagnoses, symptoms, and exposure, and having the impacted people stay home until they are “cleared” to return. Staying home when sick can lower the risk of spreading infectious diseases, including COVID-19, to other people. Our clear protocols around what to do in these situations -- including how to conduct contact tracing by identifying “close contacts” of confirmed cases -- can be found in our [COVID-19 Diagnosis, Symptoms, or Exposure document](#). This process will be

led by the campus COVID Lead, but is available for any staff to review. [Please refer to the Policy hub for contact tracing and testing.](#)

Key elements of these protocols include:

- **Anyone testing positive** must follow the following steps:
 - [Stay home](#) for at least 5 days after start of symptoms (or after date of first positive test if no symptoms).
 - Isolation can end after Day 5 if symptoms are not present or are resolving and a rapid test on Day 6+ tests negative.
 - If unable to test, choosing not to test, or testing positive on Day 6+, isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications.
 - If fever is present, isolation should be continued until 24 hours after fever resolves.
 - If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments.
 - Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
- **Anyone with a symptom** can return to campus with a negative test or 10-day quarantine. They must be fever-free to return.
 - As a region we will be providing each campus with Rapid Tests. Any student or staff member who develops symptoms on campus will be able to take the Rapid Test on site.
- **Vaccinated individuals do not need to quarantine when exposed to a positive case.**
- **Anyone, regardless of vaccination status, exposed to a positive case** must test within 3-5 days after last exposure.
 - Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information).
 - Strongly encouraged to get vaccinated or boosted.
 - If symptoms develop, test and stay home (see earlier section on symptomatic persons), AND
 - If test result is positive, follow isolation recommendations above

School-based **COVID Leads** will lead the contact tracing, quarantine and communication efforts if there is ever a diagnosis, symptoms or exposure on their campus. COVID Leads participate in weekly training and are each campus' point of contact for COVID questions and support.

Campus	COVID Lead	Email	Phone Number
RMS	Vishal Patel		
RSSP	Laura Gonzalez	lgonzalez@rsed.org	408-307-2164
RLS	Lupe Carreno	lcarreno@rsed.org	408-674-0412
RSA	Brandon Porter	bporter@rsed.org	973-305-0699
RDP	April Womack	awomack@rsed.org	408-508-8783
ROMO	Joe Caradonna	jcaradonna@rsed.org	408-482-2740
RSK	Candice De La Rosa	cdelearosa@rsed.org	408-613-0119
RBM	Anthony Hernandez		
RFZ	Monique Gomez	mgomez@rsed.org	
RRWC	Anna Ochoa	aochoa@rsed.org	408-613-7998
RRS	Gabriela Barajas	gbarajas@rsed.org	
RFA	Monica Navarro	mnavarro@rsed.org	
RDL	Amber Urias	aurias@rsed.org	925-200-6478

Staff Vaccination

Vaccination is a key part of mitigating the risk of COVID-19, as it protects individuals from becoming sick, reduces the burden of needing to quarantine after exposure, and prevents those individuals from unknowingly bringing COVID-19 into the school environment. Rocketship Public Schools California requires that all eligible staff get vaccinated against COVID-19 and remain up-to-date to protect oneself and reduce transmission of the virus.

Staff & Student COVID Testing

On-campus testing allows us to identify cases, ideally before they infect others in the school community. Rocketship offers antigen (rapid) testing for students and staff who show symptoms during the school day as a way to “clear” themselves to continue being on campus with a minor symptom. Rocketship will also leverage school-wide rapid testing after school-breaks to prevent spread from summer, Thanksgiving, winter, February, and spring break).

- Unvaccinated Rocketship staff must participate in a weekly on-campus COVID testing, overseen by the school COVID Lead.
 - Vaccinated staff may participate as well, though it is not required.
- Rapid Tests will be available to staff and students (*with parent permission**) who show symptoms while they are on campus.
 - If it is negative they can return to work/class.
 - Even if a test is negative, a student should be excluded or sent home if they have one or more of the [following symptoms](#), or if they are visibly unwell enough to be at school:
 - Fever of 100.4° F or higher
 - Green snot
 - Persistent cough or difficulty breathing
 - Vomiting or diarrhea
 - If it is positive, they must follow our quarantine guidelines.

**If a student doesn't have a testing waiver signed by their parent on file, then the student will be sent home immediately. The student can return to school when one of the following conditions is met:*

- *They have a negative test (provided by the school or another testing site), OR*
- *A healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma), OR*
- *A healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR*
- *At least 10 days have passed since symptom onset.*

Rapid Test Administration

- Collect [Rapid Test consent forms](#) from parents
 - NOTE: The consent forms expire on 6/30/23, so for returning students you do not need to get a new consent form in SY22-23. Only new students will need consent forms.
- Rapid tests can not be given without consent from the parents (track in [Contact Tracing](#) doc)
- They are self-administered while monitored by the COVID Lead (or a trained delegate)
- There will be a video provided so that students can watch before administering the test.
- COVID Leads/BOMs will need to maintain an inventory of 5 fill boxes (200 tests) of rapid COVID available tests on campus.

Handwashing & Hand sanitizing

Hand hygiene can prevent the spread of infectious diseases, including COVID-19. Within Rocketship schools, all individuals must wash their hands with soap and water for at least 20 seconds or use hand sanitizer if washing is not available. Students and staff need to clean their hands regularly throughout the day.

	Hand Washing	Hand Sanitizing
Arrival	n/a	When entering campus
Breakfast	n/a	- When entering the classroom - After eating breakfast
Throughout the day	- After using the restroom - When hands are visibly dirty	- As needed
Lunch	n/a	After lunch
Recess/PE	n/a	Before and after playing on the playground or with shared equipment
Dismissal	n/a	When exiting campus

Clean Air

The risk of getting COVID-19 is greater in indoor settings with poor air quality. Effective ventilation and filtration can curb the spread of COVID-19 and other infectious diseases. It may also protect students and staff from exposure to wildfire smoke and other airborne allergens and pollutants. Ventilation strategies can reduce the concentration of COVID-19 viral particles in the air, making it less likely that someone will inhale them.

Mitigation	Action	Owner
Increase Filtration & Preventative Maintenance	<ol style="list-style-type: none"> 1. Upgraded filters to the highest MERV rating that our system will allow. <ol style="list-style-type: none"> a. MERV13 traps particles less than .1 microns (COVID19 is .125 microns, so MERV13 traps COVID19). Click here to see what MERV rating your campus AC filters have. 2. HVAC vendors will be onsite every other month to inspect and change filters as needed. 3. Increased preventative maintenance tasks to include cleaning and disinfecting the intakes and returns. 	Facilities Team Questions? Ask Charlene Martins
Increase Ventilation	<ol style="list-style-type: none"> 1. Ensure the HVAC fan system is running 24/7 whether the building is occupied or unoccupied so that air will be filtering constantly. 2. When possible, increase outdoor air ventilation when the external air quality is safe and or humidity levels are low externally and to the extent the system allows. 	Business Operations Manager
Air Purifiers	<ol style="list-style-type: none"> 1. Purchase and run air purifiers in all spaces with more than 1 occupant (must trap .1 microns). <ol style="list-style-type: none"> a. Up to 500 sq ft (Office) b. Up to 840 sq ft (Classroom) c. Up to 2,400 sq ft (Learning Lab) 2. Check filters monthly, replace when dirty and/or when the air purifier alerts you. 	Business Operations Manager

SCHOOLWIDE SYSTEMS & PRACTICES

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Isolation Room (Care Center)

Each school has a defined area for students with symptoms to wait for parents or guardians to pick them up. Ideally, this space will be close enough to the front office that a school leader can “keep an eye” on the student; while we want to limit potential virus transmission, we do not want a student who tested positive to feel “locked up” in a room away from other people for an extended period. After the positive student leaves the space the electrostatic sprayer should be used to disinfect the area. NOTE: With the growth of the campuses we know that designating a whole room for this 24/7 is not possible, but we do need to have a location for students to go when they are sick. Make sure that space is available as needed.

Launch and Landing

Launch and Landing will take place in person, wherever launch is there should be a focus on increased ventilation with air purifiers, doors and windows open, if possible. Parents are welcomed into the building for Launch during Arrival, we will have masks available for those who choose to wear them.

Bathrooms

Bathrooms will be open at all times to students and staff. School Leaders should determine the system for students to take bathroom breaks throughout the day, and make sure that they are being cleaned on a regular basis.

Rocketeer Meals (see [Staff Meals](#))

Whenever possible we recommend eating outdoors, but it is not required.

Physical Education & Recess

There will be no restrictions in recess or PE, but staff will need to ensure that hand sanitizer is being used after using the equipment and interacting with friends. This is best practice in general, as most students do not have bathroom breaks to wash their hands after this time.

Drinking Water

Water fountains may be open and used by student and staff. Routine cleaning is recommended.

Classroom Setup: Health & Safety

Each classroom should be set up with the following items. Systems should be in place to check in regularly and ensure they remain present and in good working condition.

- There is a wall-mounted hand sanitizer pump in each room.
- There is a minimum of 1 running air purifier (see: [Clean Air](#))
- The HVAC system is always “on” with the fan running at a minimum in order to circulate air and push it through out filters (see: [Clean Air](#))
- There is a labeled and easy to access cleaning cart in each classroom, stocked with:
 - Extra masks for kids and adults
 - Disinfecting spray
 - Paper Towels
 - Gloves
 - Extra hand sanitizer
 - Vomit powder

Field Trips

We encourage field trips for our students. If community transmission increases, consider outdoor opportunities for students to enjoy. Continue to offer masks and have plenty of hand sanitizer on hand. Buses can also have windows down if the weather allows. The COVID policies at school are still in effect at the field trip destination, even if the destination’s policies permit different behavior.

Rocketship Staff and Family Events

We encourage in-person family events. If community transmission increases, consider virtual options for those who would prefer it. During events, schools should have an ample supply of masks and hand sanitizer for folks who would like an additional layer of protection.

Building Visitors & Volunteers

Rocketship California prioritizes our parent community feeling welcome on our campuses and engaged in the daily operations of our schools. Schools must allow visitors into the building and should follow campus safety protocols for checking in with the front office. All parents are welcome on-campus outdoors. Parents who visit need to adhere to the COVID policies in place at their Rocketship school. Parents who

volunteer inside the building must show their vaccination card or get tested at the front desk and be cleared with a criminal background check. If a parent is not vaccinated they must take a rapid test before their visit.

- Level 1- Visitor
 - SAFETY: No documentation required just a photo ID
 - COVID: Adhere to any Rocketship masking policy in place (no vaccination card needed)
- Level 2 - Volunteer
 - SAFETY: Complete a HelpCounter Application
 - COVID:
 - Submit proof of vaccination -OR-
 - Provide a negative rapid antigen test result before leaving the office
- Level 3- Volunteers alone with students (chaperones)
 - SAFETY: Complete a LiveScan application
 - COVID:
 - Submit proof of vaccination

STAFF ONLY HEALTH & SAFETY PROTOCOLS

Staff Meals

Whenever possible we recommend eating outdoors, but it is not required.

Adult Warnings for not following COVID Protocols

We won't be perfect, but we do need to try our hardest to follow these procedures. It is important that we all hold each other accountable when we see slip ups happen. When on campus following the protocols are required to keep each other safe, if you do make a mistake you should expect to receive feedback in the following ways. For questions or support, reach out to your Human Resources Business Partner (HRBP).

1. **First warning.** Verbal in-the-moment feedback from COVID Lead, a School Leader, or your manager. E.g.: “Please always make sure to cover your nose with your mask”
 - a. The staff member needs to make sure to solve the problem. E.g. Do you need a different mask? Ask for a disposable one for the day.

2. **Second warning.** Formal email to staff member and manager to make sure the staff member really understands the change that needs to be made in order to keep us all safe.
3. **Third warning.** Further follow-up to ensure unsafe behavior does not continue on our campus. This could include further discussion of the issue, more individual training, a “pause” from being on campus, and/or other steps.