



Switzer Learning Center
REOPENING SCHOOL GUIDE
FOR PARENTS
During 2020-2021 COVID-19 Pandemic

This is a fluid document that may be adjusted as conditions and/or guidance from governing agencies change.

A MESSAGE FROM PRINCIPAL COFFEY

April 12, 2021

Dear Parents, Guardians & Families of Switzer Learning Center:

The good news is that things are getting better. Thank you for the ongoing support you have provided to all of our students in this unique and challenging time.

Spring of 2021 is upon us, and the breaking wave of the reopening campus process is within our sight. Due to complications from the multiple districts we serve, the different transportation modes employed, social distancing mandates on transportation, vaccine phases, as well as individual family concerns and needs, the reopening process will naturally be varied for different students, with relative complexities to navigate. However, we remain confident that by working collaboratively with our families, our students and our team, we will be able to overcome the challenges inherent in this transition back to on-campus learning.

Of course, campus life will be different than before. For the foreseeable future, we can expect daily temperature checks for all persons coming to campus, social distancing standards, face mask usage requirements, routine sanitization procedures, and other practices designed to maintain safety as we are dealing with existing pandemic concerns. We are asking everyone to help maintain a healthy campus environment by cooperating with these protocols. Thank you in advance for your assistance with these endeavors.

Challenges provide an opportunity for a person to grow stronger and more capable. Let's do all we can to help each student get the most benefit from this process we are going through together.

Sincerely,

Colm Coffey

Colm Coffey
Principal

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WHAT YOU NEED TO KNOW

Please make the time to carefully review the information in this guidebook and discuss it with your children.



During the current COVID-19 pandemic, the team at Switzer Learning Center is focused on protecting the health and safety of our students, staff and families, while providing exemplary education. The education program at Switzer Learning Center looks much different this year due to health and safety measures required by COVID-19.

Our campus reopening plan focuses on assuring the health and safety of our students, staff, and their families, providing comprehensive education, and delivering support services that our students need to thrive.

**When
do we get to
come back?!**

Counties, districts, and schools across California all have different timelines and approaches for reopening due to local variations in the virus spread, rate of infection, local needs, and current resources. Switzer Learning Center's guidelines are based on recommendations from the Los Angeles County Department of Public Health (LAPH), California Department of Education (CDE), and the Centers for Disease Control and Prevention (CDC).

Following these guidelines, students now have the option to return to in-person learning beginning the week of April 19, 2021. Students returning to in-person learning will attend class in-person at least 2 days per week, while continuing their participation in distance learning for remaining weekdays. If preferred, families are welcome to continue participating in 100% distance learning program for the remainder of the 2020-2021 school year, ending June 18, 2021, opting out of in-person learning.

All schools in Los Angeles County must fully implement the following safety protocols and any subsequent updates to them:

[Los Angeles Department of Public Health Reopening Protocols for K-12 Schools](#)

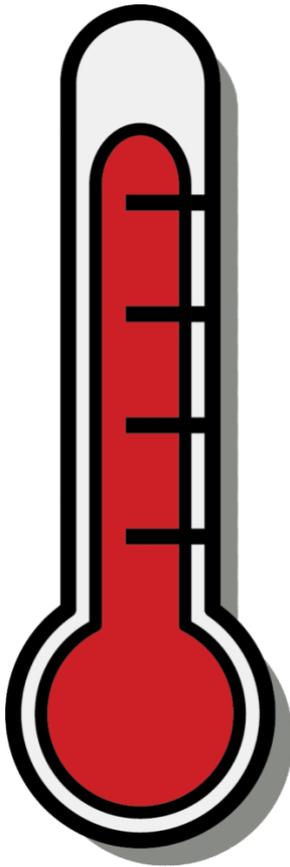
WHAT TO EXPECT COVID-19 Screenings

What Students and Visitors Can Expect When Arriving on Campus

Before entering campus, all students, staff, and visitors are required to complete a COVID-19 health screening (which may be done remotely) and to wash their hands at the kiosk in the front of the campus gate. Everyone entering campus must wear a face mask and screening wristband.

During the health screening, everyone will be tested with a non-invasive, contactless, infrared thermometer that indicates whether the person has a fever, which is defined as a temperature of 100.4 degrees Fahrenheit or higher. In addition, they will be asked if they are currently experiencing - or have been in contact with another person who presents - any of the following COVID-19 symptoms not caused by another condition:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea
- Repeated shaking with chills
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face



If your student or anyone in the household is positive for COVID-19+ or is showing possible symptoms, please stay home, and contact the school by calling (310) 328-3611 or send an email to school@switzercenter.org as soon as possible.



Fever



Cough



Headache



Sore Throat



Shortness of
Breath

HOME HEALTH SCREENINGS

Parents/Guardians Are the First Line of COVID-19 Check and Defense

Parents should conduct a symptom check before your student leaves for school every morning:

- Check to ensure temperature is below 100.4 degrees Fahrenheit,
- Observe for the COVID-19 symptoms outlined by public health officials,
- Keep your student at home if he/she has symptoms consistent with COVID-19, or if he/she has had close contact with a person diagnosed with COVID-19. Absences due to illness, quarantine after exposure, and COVID-19 illness isolation or symptoms are excused.

Ensure your student wears a clean cloth face covering every day. Provide a second face covering if you anticipate the first one may get soiled and need to be changed during the school day. No scarves or bandanas please. Covering must stay up and cover the nose and mouth.

If your student or anyone in your household is positive for COVID-19, has been in close contact with someone diagnosed with COVID-19, or is showing possible symptoms, please have your student stay home. Please inform the school by calling (310) 328-3611 or send an email to school@switzercenter.org as soon as possible.

If you believe that someone in your home has been exposed to or has symptoms of COVID-19, obtain COVID-19 testing from your healthcare provider, a retail health care center, or go to a County of Los Angeles testing site.

Students who have symptoms or may have been exposed or are positive for COVID 19 must follow all isolation and quarantine policies.

WHAT TO EXPECT Visual Changes on Campus

Changes on Campus

When students return to in-person learning for the 2020-2021 school year, the campus will look and school will operate much differently than prior years due to new health and safety measures.



WHAT TO EXPECT

Procedure Changes on Campus

Procedure Changes:

Students, staff, and visitors will experience the following procedural changes that have been implemented to meet health and safety requirements necessary to ensure the safety of anyone who enters campus:

- Students, staff members, and anyone on school property are required to wear appropriate face covering that covers the nose and mouth at all times unless eating or drinking. Accommodations may be made for students with disabilities who cannot use or tolerate face coverings.
- Health screenings are required of everyone before they enter the campus.
- Group activities are restricted (i.e., assemblies, award ceremonies, group sports, and community-based instruction).
- Parents & visitors with essential business only must have an appointment to come on campus and must preregister and comply with all health screenings, policies, and procedures for safety.
- Staff and students are expected to wash/sanitize their hands regularly. Every classroom and work area is equipped with a hand washing station and/or hand sanitizer.
- Sharing of supplies is eliminated as much as possible and students instructed to take home personal items for daily cleaning.
- Per Department of Public Health recommendations, students will spend up to 50% of their day learning in an outside environment (weather permitting), therefore should dress accordingly.

Finally, all staff members have completed a series of COVID-19 trainings and can answer questions about these requirements.



Visitors on Campus

All parents are encouraged to conduct business with school staff remotely.

Parents needing support with technology or educational materials are welcome to schedule an appointment by contacting the school office or coordinating directly with your student's teacher.

IEP meetings and parent/teacher conferences will be held virtually unless circumstances require an in-person meeting. Virtual participation for all possible meeting participants is strongly urged.

Only essential visitors with an appointment who have pre-registered their name, phone number, and email address will be allowed on campus.

All visitors must wear a face mask, pass a COVID-19 health screening and temperature check, wear a screening wristband, and sanitize or wash their hands before entering campus.

Campus tours of designated areas may be scheduled but are limited to only 1 or 2 visitors who are not permitted to interact with students, and should avoid touching any other person or unnecessary items.

Let's Communicate and Be Prepared!

Since events may change rapidly due to COVID-19, it is important we are able to communicate quickly with parents via text, email, and phone calls. Please make sure we have of the up-to-date contact information for multiple parent or emergency contact options. We must be prepared to notify you quickly if a full or partial

closure of in-person school is necessary due to a future COVID-19 outbreak in the school or community.

You may read about new policies, procedures, and updated information at www.switzercenter.org, You may also email school@switzercenter.org or call 310-328-3611 if you need additional information, have questions, want assistance, or must report a case of infection or exposure.



WHAT TO EXPECT

Cohorts and Learning Delivery

Cohort Groups:

When campus re-opens for in-person learning, each student will be placed in a cohort group. A cohort is a stable group of no more than 30 students and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting. A supervising adult is an adult assigned to one cohort of students, who do not physically interact with any other cohorts. An aide who is present to provide support to an individual child is counted in the maximum members of the cohort but not as a supervising adult.

Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people. No child may be part of more than one cohort.

Learning Delivery Options:

Families have 2 options for their student's learning delivery schedule

1. Remain on distance learning full-time through the remainder of the 2020-2021 school year.
2. Participate in a hybrid program that combines part-time distance learning with part-time in-person learning with newly implemented health and safety protocols including: participation in health screenings before entering the building each day, wearing a mask during class or while in other communal areas (accommodations may be made for students who are unable to wear a mask), abiding by 6-foot social distancing, washing hands frequently and remaining in cohorts for all activities. Under this model students will attend class in-person at least 2 days per week, while continuing their participation in distance learning for remaining weekdays.

WHAT TO EXPECT

Meals and Breaks

Many safety measures have been implemented to mitigate risks to our staff and students during meals times and recess breaks. While caution must be taken to ensure students abide by social distancing while outdoors, Switzer Learning Center highly values the benefits of recess breaks where students exercise their bodies and practice their social and emotional skills.

Students will return to in-person learning with a range of emotions – from excited to scared or angry – and with differing levels of ability to regulate those feelings. Switzer Learning Center will ensure our students have daily opportunities to connect with their peers and engage socially while also remaining safe within their assigned cohorts.



Students will remain with their cohort groups for all meal breaks. Students who order food from campus will be given an opportunity to do so each morning. Late phone-in orders can also be placed from the classroom for students who arrive late or get extra hungry after their morning order is placed. Food will be prepared in our disinfected, COVID-19 compliant student store; orders filled and

individually packaged for each student; and delivered to each student's classroom. Students will eat lunch at their desks to help reduce the spread of any virus in common areas. After they have finished eating, students will be asked to disinfect their desk area, wash their hands, and then enjoy some time outdoors (weather permitting).

Students will spend recess times outdoors (weather permitting) with their assigned cohort group. Recess times will be staggered to ensure students have open access to the yard while also ensuring there is no mingling of students from different cohorts. Lunch tables under the pergolas have been removed to prevent group gathering and benches are taped to help ensure students abide by social distancing



while visiting with each other on the bench areas. Group sporting equipment, such as basketballs, will not be available as long as shared equipment is not permitted by the Department of Public Health. However, students may use individual items such as jump ropes and hacky sacks. Switzer Learning Center will supply students with some permissible play equipment. Students are not permitted to bring personal items from home. All used equipment will be disinfected after each use.

WHAT TO EXPECT

Transportation

Transportation Services

Transportation to and from school may look a bit different this year. Students must remain at least 6 feet apart from each other during transportation, which severely limits the number of students permitted in a vehicle at any one time. Student also must use cloth face coverings or medical masks. Staff members will be present at drop-off areas to assure safe movement from drop-off to school entry.



Students who come to school via third-party contracted vehicles, such as taxi cab or Zum services, are likely to have no changes, except to wear a mask.



Students who come to school via school district bus will likely sit one person per bench on alternating every other row, and should wear a mask if able.



Students who have come to school via Switzer vans, whenever possible will be transported by their parents to and from school in exchange for monetary reimbursement. Due to COVID-19 physical distancing, Switzer is now only allowed to transport one student per row of seats and the use of alternating rows is strongly recommended but not required in each of our

10 vans. Transportation should be provided with open windows as long as air quality and rider safety allow. Multiple trips in the same van would be extremely time consuming and adversely impact student learning and instructional time. We hope we can count on parents to drive students to/from school which will be the safest transportation alternative. Parents who transport will be paid based upon round trip mileage. This can be a win - win for everyone! More money for the family, student comes to school and has good attendance, and teachers get to serve the students in-person!

Please discuss with us whether your child is able to use his or her bicycle or some other method to safely commute to school.

Switzer will attempt to make alternate arrangements for students who require transportation.

THE SOCIAL EMOTIONAL WELL-BEING OF OUR STUDENTS REMAINS A TOP PRIORITY

To be of support in the social-emotional well-being of our Switzer Family, Switzer's counseling staff members are checking in regularly with each student and their families, and sending out mental health and wellness surveys to assess current needs. Our counseling team is working in close collaboration with teachers, classroom aides, and outside service providers to promote student wellness and whole-person learning. Please let us know if we may be of further assistance to you or your student.



“Coffee with Coffey and Team” is an online support group available for families in need of extra support, have a desire to connect with other families, or have comments or ideas about distance learning, etc. Monthly live chats and focused trainings are also available through the “Coffee with Coffey and Team” support group. Topics to be discussed will be based on parent feedback and request. Suggested topics of discussion for the group are: how to stay connected from a distance; how to cope with constant change, stress and anxiety; and social emotional learning and wellness. Please join our virtual “Coffee with Coffey and Team” support group! Send a request email to administration@switzercenter.org to become a member.



Join our
Coffee with Coffey and Team Parent Group

Get started by sending a request email to
administration@switzercenter.org

WAYS TO STAY SAFE

Do's and Don'ts

DO wave and say hello.

DO wear a face covering while in communal areas of the school.

DO stay 6 feet away from others at all times to the extent practical.

DO comply with all signs about one-way hallways, entrances, exits, and limits on elevators.

DO wipe down anything you touch with the disinfectant products provided.

DO wash your hands for at least 20 seconds with soap and water if you use the restroom, sneeze, touch your face, blow your nose, clean, disinfect, sweep or mop, smoke, eat, drink, enter the facility or leave the facility.

DO use hand sanitizer when soap and water are not available.

DO stay connected with friends and family during this challenging time.

DO ask your teacher if you have any questions about your responsibilities.

DON'T shake hands.

DON'T wear a face covering that is no longer in good repair.

DON'T think that's all you have to do to comply.

DON'T go your habitual route or squeeze in one more.

DON'T rely on others to do it for you.

DON'T wash hastily and think it's good enough.

DON'T rely on others to do it for you.

DON'T have them visit you at work.

DON'T rely on guesses or rumors.

APPENDIX A: PROCEDURES FOR POSITIVE SCREENING OR IDENTIFIED COVID-19

- 1.** Have parents or student notified the school that student has tested positive for COVID-19?
 - a. If yes, go to No. 4 below.
 - b. If no, go to No. 2 below.
- 2.** Did the student exhibit one or more symptoms associated with COVID-19, such as fever (above 100.4°), 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, vomiting, and/or diarrhea (“Symptoms Associated with COVID-19”) during a daily temperature or symptom screening or during the school day while on the School campus?
 - a. If yes, go to No. 3 below.
 - b. If no, go to No. 5 below.
- 3.** If student exhibits Symptoms Associated with COVID-19 during a daily temperature or symptom screening or during the school day while on the School campus, but has not tested positive for COVID-19, follow these steps:
 - a. Contact parents or seek medical care:**
 - i. Immediately contact student’s parents/legal guardians (“parent” or “parents”) or, if parents are unavailable, student’s emergency contact to pick up student as soon as possible
 - Student must be signed out by a parent or student’s emergency contact unless the principal or designee specifically authorizes otherwise
 - ii. If student is exhibiting emergency warning signs for COVID-19, seek emergency medical care immediately, i.e., call 9-1-1 immediately. Emergency warning signs for COVID-19 include, but are not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and/or bluish lips or face.
 - b. Isolate student:**
 - i. While student waits to be picked up by parents, emergency contact, or by an emergency medical care provider:
 - Isolate student in designated isolation area away from others
 - Make sure student is wearing a face mask
 - Designated employee will supervise student while wearing proper Personal Protective Equipment (“PPE”) as set forth in the School’s Injury and Illness Prevention Program (“IIPP”) and, if feasible, maintaining a 6-foot distance from student.

APPENDIX A: PROCEDURES FOR POSITIVE SCREENING OR IDENTIFIED COVID-19 (CONT.)

c. Clean and Disinfect:

- i. Close off all areas of the School campus that the student used or visited immediately and prevent all persons from entering those areas for 24 hours and until after the areas are cleaned and disinfected in accordance with the School's Policy for Cleaning and Disinfecting the School Campus
- ii. Schedule deep cleaning and disinfection with the school custodial staff of areas the student used or visited, including classrooms, restrooms, and all surfaces and objects touched by the student to occur 24 hours after the student last used or visited the area(s).
 - Wait 24 hours before having custodial or maintenance staff clean and disinfect the areas. The areas should remain closed during those 24 hours.
 - Provide custodial or maintenance staff with disinfectants from the Environmental Protection Agency ("EPA") List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19).
 - Provide custodial or maintenance staff with proper PPE for COVID-19 disinfection (e.g., disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products, as set forth in the School's IIPP.

d. Protect student's privacy:

- i. Do not share student's name or any other identifiable information with any School employees unless that employee has a legitimate need to know.
- ii. Do not share student's name or any other identifiable information with any students, parents, members of the School community, or any other individual.

e. Contact public health department:

- i. In consultation and coordination with public health officials, determine necessary next steps, including documenting, reporting, tracking, and contact tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the student to isolate at home.

f. Inform parents of:

- i. distance learning and support and opportunities for extensions to turn in assignments while student is out of school
- ii. Need to notify the School immediately if the student subsequently tests positive for COVID-19

APPENDIX A: PROCEDURES FOR POSITIVE SCREENING OR IDENTIFIED COVID-19 (CONT.)

4. If the student tests positive for COVID-19:

- a. **That student cannot return to school until student meets CDC criteria to discontinue home isolation and until parents complete the Student Certification to Return to School by certifying to one or more of the following:**
 - i. At least 10 days have passed since student first began to exhibit Symptoms Associated with COVID-19, including fever, 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, or diarrhea AND student has been free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines AND any respiratory symptoms student exhibited have improved.
 - ii. Student was tested for COVID-19 after student began exhibiting Symptoms Associated with COVID-19 and the test shows that student is not infected with COVID-19. Parents must provide a copy of the viral (i.e., non-antibody) test.
 - iii. Student’s health care provider certifies that student is free from COVID-19. Parents must provide a copy of the health care provider’s note.

5. When student returns to school:

- a. **Inform parents and student to notify the School immediately if student experiences a recurrence of any Symptoms Associated with COVID-19**
- b. **If student exhibits a recurrence of any Symptoms Associated with COVID-19, go to No. 3 above.**