



COVID-19 Safety Plan



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Summary

As a result of Covid-19 (SARs-Co2) being introduced to cities around the world, schools are required to develop and implement procedures to ensure to their best ability the safety of their learning communities. In response to this, e3 has established safety procedures using guidance provided by the County of San Diego Health and Human Services Agency (HHSA), the California Department of Education (CDE), and the San Diego County Office of Education (SDCOE) the Centers for Disease Control (CDC), and the California Department of Public Health (CDPH).

This is a dynamic living document as circumstances are readily changing.

e3 Glossary of Terms

- Learning Facilitator = Teacher or Instructor
- Scholar = Students
- Studio = Classroom
- Commons = Shared Spaces
- Cafe = Cafeteria

Phases And Due Dates

Phase	Due Date	Action
Planning	May 2020	<ul style="list-style-type: none"> Identify supplies and equipment needed for re-opening Procurement of Supplies and any equipment
Phase 1	June 2020	<ul style="list-style-type: none"> Start working on reopening guidelines Start deep clean of facilities
Phase 2	July 2020	<ul style="list-style-type: none"> Complete reopening guidelines Send guidelines to the Administrative team for review Create training material for staff Create an informational packet for families Place all Posters on campus.
Phase 3	August 2020	<ul style="list-style-type: none"> Review reopening guidelines with Staff Review reopening guidelines with Parents - Think Tank Meeting Review reopening guidelines with the e3 Board of Directors for input. Share feedback from the board with parents Place directional floor markers on campus Send out surveys to families regarding learning options Create an online orientation (video) for parents and scholars, "what to expect when you return and what you can do to help." During Professional Development: <ul style="list-style-type: none"> Review with staff hygiene practices that they will need to enforce <ul style="list-style-type: none"> Create powerpoint that they will need to present to scholars with best hygiene practices Review PPE and proper use Review Social Distancing protocols to include furniture placement and signage.
Phase 4	August-February 2020	<ul style="list-style-type: none"> Present reopening guidelines to the Board of Directors for approval Share "approved" guidelines with parents and staff Schedule weekly families to answer any questions and address concerns Re-evaluate the plan and make adjustments as needed based on state and county officials.
Phase 5	March 2021	Prepare for Scholars to return to campus in Hybrid Model

Instructional Models

The following models are examples of the options that e3 Civic High will offer for instruction while social distancing.

100% in-person Traditional Brick and Mortar	100% Distance Learning	Hybrid
<ul style="list-style-type: none"> All scholars attend full-time on-campus every weekday with instruction delivered in the same fashion as during a normal school year. 	<ul style="list-style-type: none"> The California Department of Education (CDE) has defined “distance learning” as “... instruction in which the scholars and instructor are in different locations. This may include interacting through the use of computer and communications technology, as well as delivering instruction and check-in time with their Learning Facilitator. Distance learning may include video and/or audio instruction in which the primary mode of communication between the scholars and instructor is on-line interaction, instructional television, video, tele-courses, or other instruction that relies on computer or communications technology (e.g. Zoom). It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.” 	<ul style="list-style-type: none"> One to two days a week on campus all-day or part-day, and the remaining learning is done virtually.
	<ul style="list-style-type: none"> Family Request scholars with underlying medical conditions School Facility Capacity Uptick in outbreaks 	<ul style="list-style-type: none"> scholars with underlying medical conditions Family Request due to safety concerns
	<ul style="list-style-type: none"> Juniors, seniors, and families in which kids are unsupervised for 12hours or more will have priority to be on campus. 	

Note: Underlying medical conditions can include (but not limited too) the following: Asthma, Serious heart conditions, Cerebrovascular disease, Cystic Fibrosis, Hypertension or high blood pressure, Obesity, Immunocompromised state, Chronic Kidney disease, COPD, neologic conditions, pulmonary fibrosis, Type 1 diabetes, Sick cell disease.

Health And Safety

As our community is in the process of recovering from this pandemic, It is our priority to ensure the safety of our scholars, staff, and community members. We care about your health and safety and want to ensure that you, your peers, and our scholars go home healthy. We all must do our part to help maintain a healthy school environment for all, and to do that we will need everyone to follow these guidelines:

- Follow the guidance, directive, and recommendations from our State and County public health officials.
-
- School disinfection guidelines, keeping studios and commons areas clean and germ-free
- Health/Safety information, which would include: PPE, social distancing, personal hygiene (handwashing, covering cough, etc.)
 - Temperature and symptom check all individuals coming onto the school campus each day
 - Keep scholars and staff 6 feet apart from each other during the day as much as possible and practicable
 - Require scholars and staff to use facial coverings over their nose and mouth to protect their safety and the safety of others, but allow for opportunities for scholars to remove facial coverings at school when it is reasonably safe to do so (i.e. while eating)
 - Hand disinfection
- School practices, check-in procedures, identifying potential sick children, management, and isolation of sick children.
- Maintain scholars in stable cohort groups throughout the day and avoid mixing of groups as much as possible and practicable
- Provide additional staff and adequate resources for essential activities that increase the safety of scholars, employees, and the community

Sick scholars and staff must stay home. Suspected or confirmed cases of COVID-19 are immediately quarantined to reduce the spread to the general community. Sick staff and scholars may not return until criteria is met to return in accordance with the SDCOE Decision Guide.

Training and Instruction

Prior to returning to campus ALL staff members and scholars will attend our required “what to expect when I return to campus” training. This training will cover the following:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- 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.
- Reminders of physical distancing of at least six feet and the importance not moving furniture or signage as they all have been strategically placed to enforce the 6ft social distancing guidelines.
- 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. The CDPH Guidance for the Use of Face Coverings should be provided to staff and families of students.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee/scholar has COVID-19 symptoms.

Group Gatherings/Internal Flow of Traffic/Facilities/Lunch Activities Gathering Controls

- Assemblies, dances, social gatherings, or other group activities will not be conducted until all restrictions imposed by the County Public Health Officer are lifted
- Back to school nights, and other normal parent events such as parent-Learning Facilitator conferences, will be conducted virtually until all County Public Health Officer restrictions are lifted

Scholar Stable Groups/Cohorts

- scholars will remain in stable groups in their classroom or other instructional settings and not mix with other classes or scholars groups during the school day

Facilities

● Elevators

- Since we are located on the 6th-7th floor and our scholars normally access our suite by walking up 6 flights of stairs, in order to guarantee social distancing and over exertion (heavy breathing while coming up the stairs) we have made adjustments to allow our scholars to use the elevators to gain access to our suite. The Elevators will transport a maximum of 2 scholars at a time to the 6th floor, scholars are instructed to wear a facial covering at all times and to stay as far apart in the elevator as physical space allows. The custodial staff will use our electrostatic sprayer to disinfect the elevator between uses. Scholars with temporary or permanent physical conditions prohibiting them from using the stairs are ALWAYS given permission to use the elevator by being issued a pass. Front desk staff will ensure scholars with permission to use the elevator are instructed to wear a facial covering at all times and to stay as far apart in the elevator as physical space allows.

● Hallways

- With a width less than 12 feet and accessible from both ends will be labeled with arrows to require one-way flow and be paired with another similar walkway with one-way flow in the opposite direction.

● Front Desk

- Transparent shields have been installed at office counters where staff normally interact with the public and customers
- non-adhesive markers are positioned on floors to display distancing recommendations.
- Equipment in the front office frequently used will be wiped down between uses
- Front desk will have a receptacle with clean pins (disinfected) and another for “used” that will be disinfected before next usage.

● Common Areas

- Soft furniture in the lobby and common areas of the school will be limited to space them 6 feet apart. Furniture not meeting the 6 foot requirement is clearly marked with a “DO NOT SIT” sign.

● Studios (Classrooms)

- Furniture, equipment, and storage in studios will be minimized in order to allow maximum spacing between scholars and adults.
- All scholars will sit 6 feet apart from each other and Learning Facilitator.

- Every studio desk is marked with instructions on where to sit, which ensures the proper social distancing.
- Every studio desk has a bottle of hand sanitizer, to encourage scholars to sanitize their hands often.
- Furniture not meeting the proper social distancing (6ft requirement) is properly marked with a “Do NOT sit here “ signage.
- Each Learning Facilitator desk/table will be positioned so that the seat is at least 6 feet from all scholars’ desks/tables.
- Each studio is equipped with a “Covid Kit” for the Learning Facilitator, which includes the following: Extra masks, gloves, disinfectant wipes, additional hand sanitizer and a face shield.
- **Signage**
 - Posters encouraging social distancing, regular hand cleansing, and the wearing of facial coverings will be posted at various locations throughout the campus including entry points, the school office, and on or near entry doors to classrooms and learning spaces.
 - Front desk staff will ensure that signage and other signals (i.e. markings on the ground) are well visible and placed throughout the campus.
- **Lunch**
 - Stable Groups/Cohorts will eat lunch in their designated group/cohort in an assigned location. Lunch will be distributed to the scholars at the assigned location.

Health and Safety Protocols

- **Hand Disinfecting**
 - Handwashing is one of the best ways to protect our scholars and others from getting sick. Before entering the campus, scholars will be required to disinfect their hands using either one of our portable washing or disinfecting stations.
- **PPE - Face Mask**
 - To comply with the federal, state, and county directives to slow the spread of COVID-19 and to better protect our campus from exposure to COVID-19, e3 Civic High has implemented a face-covering policy.
 - Effective immediately and until further notice, all scholars, staff, and guests ***must wear face-covering. Face-covering must be worn at all times while at e3 Civic High***, these would include when interfacing with the school community and public, and when social distancing of 6 feet or less cannot be maintained.
 - Face coverings must be worn by scholars and staff:
 - While waiting to enter the school campus
 - While on school grounds (except when physically distanced eating or drinking outside).

- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
- While leaving school
- The following are exceptions to the use of face coverings in our workplace:
 - When an employee is alone in a room.
 - While an employee/scholar is eating and drinking alone at the workplace.
 - Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
 - Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
 - Alternatives will be considered on a case-by-case basis.
 - Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.
- Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason other than the exceptions noted above, shall:
 - Be offered and wear a disposable face covering, or
 - Be excluded from campus

Note: If you are not able to wear a mask for medical reasons, you may be required to wear a face shield.

Type of Face Masks/Face Shields

- According to the CDC, when face coverings correctly fit over the nose and mouth, they prevent the wearer from dispersing potentially infectious droplets into the environment where they can contaminate surfaces or be inhaled by others.
- Face coverings can be made of cloth such as bandanas, scarves, and neck gaiters, which can be washed and reused. Other forms of acceptable face coverings include disposable non-surgical grade masks and KN95 respirators. Medical grade surgical masks and N95-respirators should be saved for healthcare and emergency workers.
- Washable face coverings are appropriate; however, please ensure that any messaging and/or graphic pre-printed on the mask is appropriate and follows e3 dress code guidelines.
- Face shields - Can be worn by the scholar and Learning Facilitator during instruction, while in the studios. A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control.

Therefore, CDC does not currently recommend use of face shields as a substitute for masks. However, wearing a mask may not be feasible in every situation for some people for example, people who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired. Here are some considerations for individuals who must wear a face shield instead of a mask:

- Although evidence on face shields is limited, the available data suggest that the following face shields may provide better source control than others:
 - Face shields that wrap around the sides of the wearer's face and extend below the chin.
 - Hooded face shields.
- Face shield wearers should wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it.
- Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions.
- Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following [CDC face shield cleaning instructions](#).
- Face shields may be used instead of masks in some instances. Please let us know if the accommodation needs to be made.

Social/Physical Distancing

- Social distancing also called “physical distancing,” means keeping space between yourself and others outside of your home.
- To practice social or physical distancing, stay at least 6 feet (about two arms’ length) from other people.
- Since people can spread the virus before they know they are sick, it is essential to maintain physical distancing, even if you—or they—have no symptoms.
- Staff should avoid congregating in workspaces such as; Kiosk, common areas, conference rooms, and bathrooms.

Guidance on social distancing can be found on the [CDC Website](#).

Physical Distancing

- Ensuring that you maintain the appropriate 6 ft spacing at all times
- Follow any directional signs

- Do not remove any signs or tape that have been placed on floor, walls, furniture or other any other areas on campus
- Use the stairs when possible, please note that only one person will be allowed in the elevator at a time, so if using the elevator, please prepare for long wait times and plan accordingly.
- If joining a meeting, please make sure that you are 6ft apart from other participants.

Physical Distancing Guidelines

- All deliveries are to be delivered to the ground floor, therefore, limiting access to campus.
- Post signage regarding policies
- Add directional signs on the floor.

Note: Our studios are currently set up with 6ft spacing between scholars and LF's, which allows us a max of 10-12 scholars per room. The U.S. Centers for Disease Control Prevention and the World Health Organization suggest a 3-6 ft spacing to reduce the number of people with whom an individual intersects face to face.

e3 will continue to look at ways to reduce the spread and, if necessary, consider a further reduction of class sizes, canceling and large scale gatherings, and eliminating gathering in commons.

Additional Considerations Regarding Space

- Stagger start times
- Support 2 sections per day (morning and afternoon) limit time scholars are on campus
- Possibly have learning facilitators move from class to class vs, scholars

Learning Facilitators will create the following:

- The Learning Facilitator will develop a seating chart and ensure scholars strictly adhere to the seating arrangement so that the same scholar uses the same desk/table every day. They will need to assign them a number, that seating number will also apply to commons areas.
- The Learning Facilitator will develop plans to limit use of shared objects and equipment, and when unavoidable, to clean and disinfect between uses. Frequently shared objects include but are not limited to games, art supplies, learning aids, books, electronic and equipment.
- The Learning Facilitator will instruct and regularly remind scholars regarding the non-sharing of supplies and books.

- The Learning Facilitator will remind scholars to sanitize their hands upon entering/leaving the studio.
- The Learning Facilitator will remind the scholars that they MUST wear their facial coverings at ALL times!
- The Learning Facilitator will remind scholars that furniture is not to be moved.
- The Learning Facilitator will remind scholars to wipe down their desks with disinfectant wipes prior to leaving the studio at the end of the day
- The Learning Facilitator will inform the Operations manager if additional supplies are needed in the studio (le. replacement masks, disinfectant wipes, cleaning supplies, etc.)

Scholars

Before Leaving Home For School

Passive Screening

Parents must perform a temperature check on their children before leaving for school. The scholars' temperature should be below 100.00 degrees Fahrenheit. Also, they are to keep children home that are exhibiting any COVID-19 symptoms (cough, shortness of breath or difficulty breathing, Or at least two of these symptoms: fever, chills repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell)

Before Entering Campus

Scholars are greeted by a staff member on the ground floor. While they wait to be checked, scholars will line up 6ft apart (ground makers will be used to ensure proper social distancing). Before entering the campus, symptom screening will be conducted, which will include the following:

- Temperature check
- Screening COVID Questions
- Scholars will be required to disinfect hands before entering the building.
- PPE checks to confirm that the scholar has the proper face covering and that it's properly placed over their nose and mouth. *

*Disposable face masks will be available at each entry to give to scholars who are not wearing one.

- Once scholars enter campus, they will be instructed to go directly to their studio and not stop or congregate with other scholars. School staff will be positioned around the campus to remind scholars to not congregate and to keep the flow of traffic moving in accordance with the directional arrows on the floor.

Active Screening

Temperature Check

Using a no-touch thermometer, temperature checks will be conducted as scholars enter the campus. Any scholar with a temperature of 100.0 degrees will be taken to the "Health Office", the parent/guardian will be contacted, and they will be sent home.

If a scholar answers "Yes" to symptom questions, the scholar will be denied access from entering the campus scholar will be taken to the "Health Office " for additional appraisal and isolation, at which point we may contact the guardian to determine if the scholar is exhibiting COVID-19 symptoms and request that the guardian pick up the scholar or authorize the scholars release. If a scholar is being released they will be given a kit, which includes a clean mask, gloves, sanitation kit and face shield.

Sick staff and scholars may not return until criteria is met to return in accordance with the SDCOE Decision Guide and/or current recommendations from the County of San Diego Health and Human Services Agency (HHSA), the California Department of Education (CDE), and the San Diego County Office of Education (SDCOE) the Centers for Disease Control (CDC), and the California Department of Public Health (CDPH).

Documentation from a doctor may be required to return to school.

Screening COVID Questions

All scholars will be asked the following COVID screening questions:

- Have you or anyone in your household been exposed to someone who has tested positive for COVID in the last 14days?
- Have you taken any fever-reducing medication within the last 6 hours?
- Do you have any of the following 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

Employees

- The term employee in this section is defined as any full time or part-time employee of e3 Civic High.
- Substitutes/Contractors will follow the same guidelines as e3 employees and will be temperature and symptom checked by school office staff prior to going to their assigned location for the day
- Volunteers - In order to “contain the environment” as much as possible, volunteers will not be allowed on campus until the order is lifted.

Before Leaving Home For School

Passive Screening

All employees are instructed to perform a temperature check before leaving for work. If the temperature is above 100.00 degrees Fahrenheit, employees are asked to stay home out of an abundance of caution.

Please note that most people with COVID-19 have a mild illness and can recover at home without medical care. Employees should not leave their homes, except to get medical attention. Do not visit public areas. Remember that our regular call-in policy and sick policy are still in place, the employee must contact their supervisor so that coverage accommodations can be made.

Please contact your physician to get testing instructions.

Employees should also stay home, if they been exposed to anyone who has tested positive for COVID-19 in the last 14-days or if they are exhibiting any COVID-19 symptoms (cough, shortness of breath or difficulty breathing; OR at least two of these symptoms: fever, chills repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell). Please contact your physician to get testing instructions.

COVID Testing

School staff is considered essential workers. Staff includes learning facilitators, paraprofessionals, tutors, learning associates, custodians, scholar support associates, or any other school employee that may have contact with scholars or other staff.

We will follow the San Diego County Health departments testing cadence as listed below.

Per SDCH

When in-person instruction is occurring, school staff will be periodically tested for COVID-19 in accordance with State guidelines and mandates currently in place.

Testing Frequency Considerations While the most critical and effective strategies to minimize the risk of exposure to COVID-19 are the use of face coverings and stable groups of a limited

number of scholars, testing can provide an additional tool to support a return to safe and successful K-12 in-person instruction. However, testing should not be used as a stand-alone approach to prevent in-school transmission.

There are several circumstances under which a student or staff member might require testing. Below, we outline these circumstances and considerations for testing in K-12 schools.

Definitions

Symptomatic testing: This testing is used for individuals with symptoms of COVID19, either at home or at school. In this situation, the school's guidance requires that these individuals stay home and isolate in case they are infectious. The CDPH school guidance includes the possibility of a return to school in the case of a negative test for SARS-CoV-2 and 24 hours after the fever is resolved and symptoms are improving.

Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Asymptomatic testing: This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform Local Health Departments (LHDs) about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school scholars transmit more effectively than elementary-aged scholars).

Table 1. Testing Cadences with Committed Support from the State of California for K-12 schools as provided by SDCH

Policy #2002|Boar

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing)**.

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TP = test positivity

* The case rates above are adjusted case rates.

** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice-weekly cadence.

Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing.

Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

Before Entering Campus

Employees will be greeted by a staff member. While they wait to be checked, they will be spaced 6ft apart (ground markers will be used to ensure proper social distancing). Before entering the campus, symptom screening will be conducted, which will include the following:

- Temperature check
- Screening COVID Questions
- Employees will be required to disinfect their hands before entering the building.
- PPE check, we will check to see that proper face covering and that it's properly worn*

*Disposable face masks will be available at each entry to give to scholars who are not wearing one.

Temperature Check

Using a no-touch thermometer (located near the entrance on the 6th and 7th floor), temperature checks will be conducted as employees enter the campus. Staff with a temperature above 100.0F, answering "Yes" to any of the items on the Symptom Checklist, or displaying any COVID-19 symptoms, will stay or return home, and remain home, until the Return to School

criteria listed below has been met. Their supervisor will be contacted immediately so we can ensure proper coverage.

- **Return to School Criteria (Refer to Section 7 for Decision Tree Chart):**
 - If an individual thinks or knows they have had COVID-19 symptoms:
 - 3 days with no fever without the aid of medications; **and**
 - Respiratory symptoms have resolved (e.g. cough, shortness of breath); **and**
 - 10 days have elapsed since symptoms first appeared
 - If an individual tested positive for COVID-19 but had no symptoms
 - 10 days have passed since being tested
 - If an individual has a weakened immune system due to a health condition or medication(s)
 - Consult with a physician to determine the amount of time to wait
 - If an individual has been in Close Contact (has spent 15min or longer) with a person testing positive for COVID-19
 - 14 days after exposure

Sick staff may not return until criteria is met to return in accordance with the SDCOE Decision Guide. Documentation from a doctor may be required to return to school.

Screening COVID Questions

In accordance with the current San Diego County Health Order, all e3 Civic High staff, who are reporting to campus, must conduct a self-screening for COVID-19 symptoms. Staff will submit a daily survey via “Deputy” software completing symptoms questions before entering the site. Staff members will confirm that the survey is complete before giving site access. The questions are as follows:

Since your last day of work, or previous visit here, have you had any of these symptoms that are not attributable to another condition?

Screening COVID Questions

- Have you or anyone in your household been exposed to someone who has tested positive for COVID in the last 14days?
- Have you taken any fever-reducing medication within the last 6 hours?
- Do you have any of the following 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

Hand Disinfecting

Handwashing is one of the best ways to protect our general population and others from getting sick. Before entering the campus, employees will be asked to disinfect their hands using either one of our portable washing or disinfecting stations.

Please note: if the employee presents themselves with fever, flu-like symptoms, shortness of breath, etc., the employee will be asked to seek medical attention - telehealth is the first option for immediate care.

Guests

In order to control our environment, we will limit the number of guests on campus. When at all possible meetings will be scheduled via video conference. On those occasions where an onsite meeting is required, the following steps will be taken.

e3 guests will be greeted by a staff member. While they wait to be checked, they will be spaced 6ft apart (ground markers will be used to ensure proper social distancing). Before entering the campus, symptom screening will be conducted, which will include the following:

- Temperature check
- Screening COVID Questions
- Scholars will be required to disinfect hands before entering the building.
- PPE check, we will check to see that proper face covering and that it's properly worn

Temperature Check

Using a no-touch thermometer, temperature checks will be conducted in the lobby before giving guests access to the elevator. Guests with a temperature of 100.0 degrees or more will be denied access from entering the campus.

Screening COVID Questions

In accordance with the current San Diego County Health Order, any e3 Civic High guest, who has access to our campus must be asked the following COVID-19 symptoms screening questions:

Screening COVID Questions

- Have you or anyone in your household been exposed to someone who has tested positive for COVID in the last 14 days?
- Have you taken any fever-reducing medication within the last 6 hours?
- Do you have any of the following 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

If the guest temperature is normal and COVID questions are cleared, e3 staff member will complete the following:

- The staff member also confirms that proper PPE is worn. If they have no mask, they are given a mask to put on before entering the lobby.
- While in lobby guest is instructed to disinfect their hands
- Guest(s) will enter the elevator max two riders at a time.
- Elevator sent to the 6th floor, where guests will be escorted to the meeting room.

When A Staff Member/Scholar OR Guest “Is” Or “Is Suspected” Of Being Infected With Covid-19

The following actions should be taken if an employee is (or) suspected of being infected:

- Contact the CEO/HR department and notify of the possible infection.
- Employee/Scholar/Guest should get tested immediately and not report back to campus until medical clearance from their healthcare provider.
- The employee should self-quarantine until the test results are returned.
- **Return to School Criteria (Refer to Decision Tree Chart):**

Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who **have had symptoms**, may return to work or school when:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with no fever (without the use of fever-reducing medications), AND
- Other symptoms have improved.

Individuals who test positive for SARS-CoV-2 who **never develop symptoms**, may return to work or school 10 days after the date of their first positive test for SARS-CoV-2.

Requiring a negative SARS-CoV-2 test prior to returning to work or school is not recommended. Instead, employers and schools should follow the time- and symptom-based approach described above in determining when individuals can return to work or school following

[LINK](#) to SDCH

Symptoms at School

If someone starts to exhibit COVID like symptoms while on campus the following steps will be taken:

- Move the scholar to the health office and keep in isolation until a guardian is contacted for pick up/dismissal instructions.
- Staff and scholars that came into contact with potential sick scholar will self-monitor throughout the day for signs of illness and report to the Administrative Supervisor any concerns
- Any scholars or staff exhibiting 1 or more symptoms will be required to wait in the health office in isolation until contact with the guardian is made and pick up/dismissal instructions are confirmed.
- If a scholar is exhibiting 1 or more symptoms of COVID-19, staff should send the scholar to the front desk for further evaluation.
- There is no need to exclude asymptomatic contacts (scholars or staff) of the symptomatic individual from school until test results for the symptomatic individual are known.

Return to school after exclusion for symptoms

- Staff members and scholars with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to discontinue home isolation for those with symptoms:
 - At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications; and
 - Other symptoms have improved; and
 - They have a negative test for SARS-CoV-2, 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.

COVID-19 Diagnosis

If Positive

e3 will then take the following steps:

- Notify the San Diego County Health Department within 24 hours learning of the positive result.
- Send Communication Notification Staff, scholars and families
- Complete [COVID Investigation Form](#)
- Create a timeline of employee schedule for the past 14 days
- Notify those staff/scholars who may have had close contact (spent 15 minutes or longer) with the individual to get tested
- Initiate deep clean of facility

PROCEDURES FOR POSITIVE COVID-19 CASES

DEFINITIONS/ROLES

- **Positive Case Manager:** the individual coordinating the response to a positive COVID-19 case. For the District, this individual is the Coordinator Health and Nursing Services.
- **Administrator Supervisor:** the Administrator (CEO/Principal for the school) working with the Positive Case Manager to take necessary actions and provide proper notifications
- **Infected Person:** the individual who has tested positive for COVID-19. This may be a parent, scholars, member of scholars' household, Learning Facilitator, or other staff members
- **Close Contact:** was, or is likely to have been, less than 6 feet from Infected Person continuously for 15 minutes or more
- **Incidental Contact:** was, or is likely to have been, less than 6 feet from Infected Person continuously but for less than 15 minutes
- **Area Contact:** was, or is likely to have been, in the general area of the Infected Person but more than 6 feet from them
- **Level 1 Notification:** notification provided to Infected Person or, in the case of a scholar, the parent/guardian of Infected Person, instructing them to go home and stay home until they have met the Return to School Criteria.

- **Level 2 Notification:** notification provided to any individuals having Close Contact with Infected Person instructing them to go home and stay home until they have met the Return to School Criteria.
- **Level 3 Notification:** notification provided to any individuals having Incidental Contact or Area Contact with Infected Person to closely monitor their temperature and possible symptoms (Symptom Checklist) and to go home and stay home if they experience symptoms until they have met the Return to School Criteria.
- **Level 4 Notification:** notification to others not having Close Contact, Incidental Contact, or Area Contact for which the CEO/Principal or designee has determined that courtesy notification is appropriate, if any.
- Administrator Supervisor notifies Positive Case Manager
- If Infected Person is on campus, Administrator Supervisor does the following:
 - If a scholar is the Infected Person, Admin calls Infected Person to the Health Office to be put in Isolation until parent pickup or approved release
 - If a Learning Facilitator or other staff member Administrator instructs them to immediately go home, the Administrator will notify their supervisor to ensure proper coverage.

All positive cases shall be reported to the local health officer by telephone within **twenty-four hours** from the time that we are made aware of the new case.

Positive Case Manager or Superintendent/designee contacts County Public Health Officer for guidance and provides the following:

- Call 888-950-9905
- Leave a message with the following information:
 - School information
 - Your Name (person calling to report)
 - School/District & Address
 - Phone & Email
 - Your Role at the School/District
 - Case information
 - Name (of confirmed positive case)
 - Date of Birth
 - Contact Information: Phone & Email
 - Last Day on School Site
 - Additional Comments
- The San Diego Epidemiology Branch will follow up as needed

- Positive Case Manager conducts contact tracing of Infected Person using some or all of the following methods, depending on circumstances and the role of the Infected Person:
 - If Infected Person is parent, guardian, or member of scholars(s)' household
 - Complete the COVID Investigation Form
 - Review of Campus Guest checkin/checkout data
 - If Infected Person is Learning Facilitator
 - Interview with Learning Facilitator
 - Review of Master Schedule
 - If Infected Person is a staff member (front desk, custodian, ect.)
 - Interview with staff member
 - If Infected Person is a scholar
 - Move the scholar to the health office and keep in isolation until a guardian is contacted for pick up/dismissal instructions.
 - Interview with scholars' Learning Facilitator(s)
 - If the scholar is in other support programs such as tutoring, interview with the appropriate staff member(s) of those programs
 - Review of Master Schedule
 - Review of class Seating Chart
 - Measurement of distance of other scholars desk(s)/table(s) from Infected Person's desk/table in learning space
 - Positive Case Manager makes a listing of individuals having Close Contact, Incidental Contact, and Area Contact with the Infected Person
 - If Infected Person is a classroom Learning Facilitator or scholars, Learning Facilitator and scholars in the Learning Facilitator's classroom will be considered to have had Close Contact with Infected Person
 - Positive Case Manager notifies school office staff to not allow the Infected Person, and individuals with Close Contact with the Infected Person, on campus until they have met the Return to School Criteria (i.e. Level 1-4)
 - Positive Case Manager notifies Custodian to begin Positive Case Disinfecting process in the learning/work space to which the Infected Person was assigned
 - If Infected Person and/or Close Contact individuals is/are scholar:
 - Positive Case Manager or Superintendent/designee continues to consult with County Public Health Officer for guidance

Positive Case Disinfecting

When a scholar, Learning Facilitator, or other staff member tests positive for COVID-19, the following process will occur:

Custodial Staff will:

- Lockdown the learning/workspace where the individual is primarily assigned will be closed and barricaded to prevent entry for 24 hours. DO NOT ENTER signage will be posted on all entry doors.
- After at least 24 hours, Custodians assigned to disinfect the room will put on Personal Protective Equipment (PPE) as follows:
 - ☐ Apply and rub in hand sanitizer until dry
 - ☐ Put on isolation gown and tie all ties
 - ☐ Put on N95 filtering facepiece respirator or facemask
 - ☐ Secure respirator or facemask with top strap on the crown of the head, and the bottom strap around the base of the neck
 - ☐ Put on face shield or goggles
 - ☐ Put on gloves

Custodians with PPE will enter the room and thoroughly clean, disinfect, and sanitize all surfaces, touchpoints, and flooring using a combination of soap and water, bleach, disinfecting spray, disinfecting wipes, and an electrostatic disinfecting machine.

- Custodians with PPE will then:
 - ☐ While still in the room:
 - ☐ Remove gloves from top rolling down to turn inside out, one at a time
 - ☐ Remove isolation gown by untying all ties gently without force, then reaching up to the shoulders and pulling gown down carefully and away from the body
 - ☐ Dispose of gloves and isolation gown in a trash receptacle
 - ☐ Exit the room
 - ☐ When out of the room:
 - ☐ Apply and rub in hand sanitizer until dry
 - ☐ Remove face shield or goggles by grasping the strap and pulling upward being careful not to touch the front of face shield or goggles
 - ☐ Remove respirator or facemask by grabbing the bottom strap and pulling upward then grabbing the top strap and pulling up and outwards away from face being careful not to touch the front of respirator or facemask
 - ☐ Discard respirator or facemask
 - ☐ Disinfect face shield or goggles with disinfecting wipe or disinfecting spray
 - ☐ Apply and rub in hand sanitizer until dry
 - ☐ Lock/secure the room and post DO NOT ENTER signage
 - ☐ Learning/workspace will remain unused for at least another 48 hour

Additional Precautions

- e3 will provide training for all employees on proper cleaning protocols, primarily focusing on high touch surfaces.

- e3 will work with local and state health departments to ensure appropriate local protocols and guidelines such as updating additional guidance or cleaning and disinfection, including identifying new potential COVID-19 cases.
- e3 will provide the proper training for cleaning staff to include cleaning protocols and wearing PPE.
- e3 will follow the CDC guidelines for proper cleaning and disinfecting

What Measures Should Be Taken When A Scholar, Learning Facilitator, A Staff Member Has Symptoms, Is A Contact Of Someone Infected, Or Is Diagnosed With Covid-19?

Updated 2.17.21

	Scholar of Staff With:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough loss of taste or smell, difficulty breathing) Symptom Screening per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (if positive, see #3, if negative, see #4) • School/studios remain open 	<ul style="list-style-type: none"> • No Action Needed
2.	Close contact (*) with a confirmed COVID-19 Case	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • • School/classroom remains open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the LHD. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts (†), inform the LHD of identified contacts, and exclude School community notification of a known case. • Notification of persons with 32 contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious. • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. 	<ul style="list-style-type: none"> • School community • Notification of persons with potential exposure if case was present in school while infectious

		<ul style="list-style-type: none"> • School remains open 	
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

We will follow the guidelines provided by HHSA and SDCBOE (below) If Staff or Scholars become sick while on campus.

Guideline For School Closure

Guidance on School Closure

CEO will close school based on the number of cases, the percentage of the Learning Facilitator/scholars/staff that are positive for COVID-19, and following consultation with the Local Health Officer.

CEO may determine that school closure is appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of Learning Facilitators/scholars/staff are cases within a 14-day period.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.

- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

School may reopen after 14 days and following a deep cleaning and disinfection of the school site and, if warranted, a consultation with the local public health department.

Fever / COVID-19 Symptom Decision Tree

(Version: 07/31/2020c)



At school, student or staff member develops any one of the following signs or symptoms:

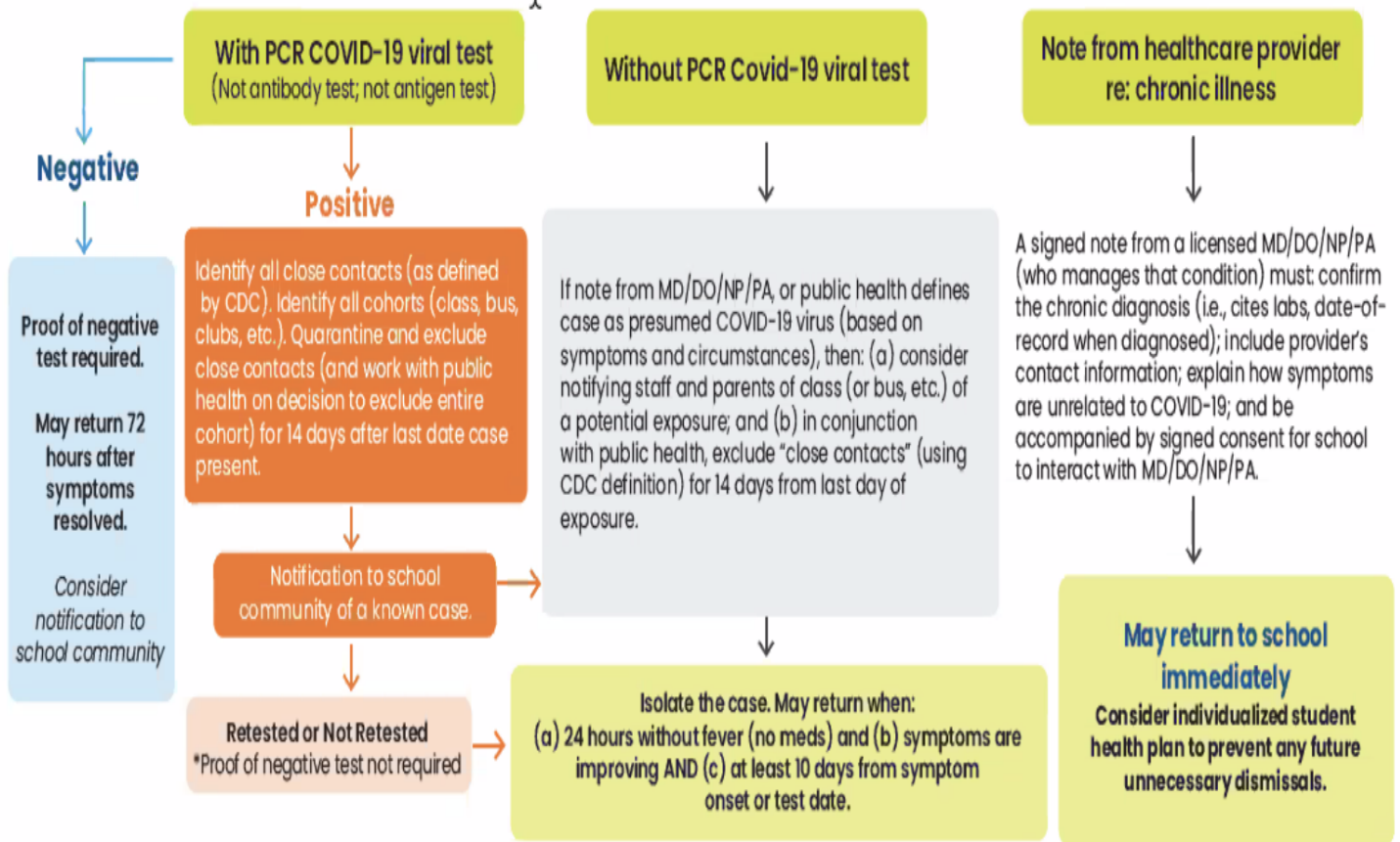
- ☐ Fever with or without chills/rigors (fever defined as $T > 100.0$ that does not resolve within 30 min. without medication);
- ☐ Cough* ☐ Shortness of breath ☐ Nasal congestion/rhinorrhea (runny nose)* ☐ Sore throat
- ☐ Nausea, vomiting, or diarrhea* ☐ Fatigue* ☐ New loss of taste/smell ☐ Headache*
- ☐ Muscle or body aches* ☐ Poor feeding or poor appetite*

* Disregard this symptom if school personnel already aware of a chronic, pre-existing condition that causes the symptom. The nature of the presenting symptom (e.g., duration, intensity) must be consistent with the underlying chronic condition.

ACTION: Apply appropriate PPE; isolate student/staff member until sent home; recommend they reach health care provider for instructions.
Note: Other infections can cause same symptoms (e.g., flu, strep, etc.) but these do not rule out COVID-19 as co-occurring



STUDENT / STAFF TO STAY HOME UNTIL...



Daily Facilities Cleaning

The safety and well-being of our staff and scholars is our number one priority and we are taking every precaution necessary to ensure that everyone stays healthy. Upon re-opening the campus, to our staff and scholars, our custodial team has performed a deep clean of the facilities and has disinfected the site. We will continue to adhere to all necessary safety precautions.

The cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, equipment, etc. to protect our overall community and reduce the risk of spreading the infection. We have asked staff to clean and disinfect frequently-touched surfaces of high touch areas (i.e. keyboard, phone, desk, etc.) our custodial team will take care of disinfecting the rest of the studio.

We maintain our safety standards by continuously cleaning and disinfecting based on the frequency stated below.

Our goal is to have a clean baseline at the beginning of each day. The site should be 100% disinfected prior to anyone returning on campus.

Area	Item	Frequency	Staff Member
Studio/Offices	General Work Space	At the end of the day	Custodial Team
Electronic Equipment	Copiers, lamination machine, telephones, shared equipment	After use and at the end of the day	Team members and Custodial Team
Common Areas	Park, Plaza, Cafe, grade level commons	At the end of the day	Custodial Team
Tables and Desks	In Studios	At the end of the day	Custodial Team
Restrooms	Boys/girls and staff restrooms, wipe down and disinfect	Every other hour	Custodial Team
Elevator	Both elevators	After every use, wipe down the number panels and spray with disinfectant	Front desk team

Distance Learning Overview

Because e3 Civic High is a school of the future, we have been able to make the transition from face-to-face to distance learning with relative ease and with a quick pivot. Each e3 scholar is equipped with a MacBook Air upon enrolling at e3, and they use an online curriculum for their courses through Edgenuity along with other web-based resources. Scholars communicate via Google Classroom in each course, and they are used to keeping up with instruction and assignments using the Google suite online platform.

As we prepared to move to online learning on March 13, 2020, our scholars were reminded that this change included focus and attention, and this time is not a break or a vacation. During this time of online learning scholars we're reminded to preserve a mindset of success and to maintain healthy habits:

- Scholars should remain in their homes during distance learning and join virtual classes on time, dressed, and ready to contribute to and participate in each class.
- Scholars should not be in public spaces with large crowds.
- Scholars should practice healthy habits, including washing their hands often and for twenty seconds at a time, getting enough sleep each night, eating healthy foods daily, and exercising regularly.

Academic Supervision, Attendance & Bell Schedule

Beginning on March 16, 2020, scholars began school online at 8:30 am Monday-Thursday and at 9:00 on Friday. Scholars received Zoom or Hangouts links from their Learning Facilitators, posted on Sunday evening via Google Classroom for each of their courses. Learning Facilitators began teaching online for each course and module on the 16th, teaching and offering support from 8:30-4:30 pm Monday-Thursday and until 3:30 pm on Fridays. The following daily schedule was adopted:

Monday-Thursday

Time	Mod/Class
8:30-9:35 am	Mod 1
9:40 - 10:45	Mod 2
10:50 - 11:50	Advisory/PeL
11:50 -12:30	Lunch
12:30 - 1:35	Mod 3
1:40-2:45	Mod 4
2:50-3:15	Office Hours
2:50-4:00	Tutoring (mandatory for some scholars)

Fridays

Time	Mod/Class
8:30-10:00 am	eblock/college courses
10:05 - 11:05 am	PeL and Study Time
11:10 - 12:40 pm	DT/College Course
12:45	Lunch Dismissal

e3 recognizes the importance of regular attendance not only for continued academic progress but also for scholar supervision and safety purposes. To that end, there is a collaborative attendance team that has worked together all year to reach out to scholars who are frequently absent. In this online space, this effort has been intensified, following up with families of those scholars who are frequently absent, off-camera, or show inconsistent attendance patterns.

Equipment & Internet Connectivity Resources

As each e3 scholar is issued a MacBook Air laptop upon enrollment, equipment needs had been met prior to the shift to online learning. Though the school had supported many scholars and their families with internet access previously, there were still many who needed support in securing affordable, fast internet access. As a result of this need, e3 staff members were able to find discounted and often free WiFi within the first two weeks of online learning. By week three, all but three scholars were unable to use the internet with few interruptions. The assistance provided included assisting with making contact with the internet provider and the family to ensure a quick resolution to their connectivity issue or concern. This assistance will be ongoing as we enter the new school year and families face rising costs of many of these services.

Online Communication Tools

Learning Facilitators (LFs) have been using Google Classroom to communicate instruction, assignments, and even facilitate discussions since the beginning of the school year. In this online space, LFs have utilized Google Suite even more, taking advantage of Google Classroom as a true online learning management system. Online Learning Management System, Google Classroom, serves as the hub for online learning. Announcements, assignments, discussion boards, recordings, and more are posted here.

For daily classes, learning facilitators are using Zoom and Google Meets to deliver instruction, collaborate with scholars, and hold classes in the virtual space. In addition to Zoom chat, Google Hangouts Chat continues to provide secure, real-time communication between Learning Facilitators, Staff, and Scholars. Scholars are able to communicate in real-time with their Learning Facilitators for one-on-one support.

As we continue to evolve in online learning, e3 continues to discover and implement tools within each discipline to communicate and engage scholars in a diverse way

Digital Citizenship and Online Safety

As during the on-campus learning, appropriate digital citizenship and online safety remain a primary concern in the online learning space. Our IT manager is able to develop security measures for our Zoom Rooms and other online learning spaces, Learning Facilitators are able to monitor scholar activity during class time through the management tool DyKnow, and scholars are able to receive support and guidance about appropriate online activity and behavior through ongoing coaching from their academic and Advisory Learning Facilitators. Our Dean of Scholar Support and our counseling team remain on standby to intervene should any inappropriate online activity be detected by scholars or faculty members.

Academic Learning Plans & Guidelines

As e3 shifted to the online learning space, each content area team developed a base plan for methods and strategies of curriculum delivery in the online space. With Scholar engagement and relevance as a primary focus in teaching academic skills and content, LFs worked to create open, collaborative, and active lesson plans each week. Some of the tools used included the following.

Content Area	Learning Tools and Plans
English	Scholars continue to develop foundational skills in reading, writing, speaking/listening in the online space. Learning facilitators use the following tools to challenge and engage scholars: <ul style="list-style-type: none">• Reading: Achieve3000 and CommonLit, IXL, Khan Academy, AlbertIO, Writing & language: NoRedInk, Vocabulary.com, Quizlet• Speaking and listening: FlipGrid and Vocaroo In our English courses, daily short direct instruction continues, in addition to guided, self-directed, and collaborative small group learning.
Social Sciences	In the social sciences courses, e3 scholars are using online tools to further develop historical thinking skills. Tools include: SHEG, Edgenuity, Khan Academy, iCivics, PBS Social Studies, Achieve3000, Bello Blog (US World History), and others as needed. There is daily short direct instruction, followed by deep research and analysis, discussion, and more.
VAPA	Scholars log in to Google Classroom to begin working on projects and using the Digital Media Arts Training tutorial. Short direct instruction and one-on-one instruction
Math	Edgenuity, IXL and Khan Academy to advance math learning. In addition, math learning facilitators are excited to use this opportunity further exploring various virtual programs to include math projects and extend design thinking. Daily short direct instruction and small group instruction continues to take place as well.
Science	Biology- Full access to Edgenuity & recorded lessons Chemistry- Recorded lessons Physics- Edgenuity & Mastery Physics Honors Anatomy & Physiology - Recorded Lessons and Crash Course Marine Biology - Recorded Lessons Daily direct instruction and one-on-one instruction
World Language	Scholars in Mandarin classes have full access to the online curriculum Edgenuity. In

	<p>addition, Mandarin LF's will supplement with online instruction.</p> <p>Scholars in Spanish courses have full access to UC Scout, our online curriculum. LFs will also provide opportunities for speaking via Flipgrid.</p> <p>Daily short direct instruction</p>
Computer Science	<p>Exploring Computer Science and Programming are working on programming units assigned in either CodeHS (Java and Python), Code.org (Javascript) or via Google Classroom (Snap!)</p> <p>AP Computer Science is primarily working in CodeHS with additional material from the College Board, Albert.IO and additional custom resources delivered via GitHub. Cybersecurity is working on LabSim through the TestOut website.</p> <p>Individual projects of scholar choice</p> <p>Daily short direct instruction, one-on-one instruction and group peer support</p>
Physical Education	<p>Google Classroom will be utilized as the platform for the curriculum.</p> <p>Tasks and assignments may also utilize other online tools such as Khan Academy, Achieve3000, etc. Guided exercises and activities take place through direct modeling and instruction on Zoom.</p>
Senior Design Thinking	<p>Scholars participate in online lessons with their Design Thinking LFs in preparation for several design thinking presentations: e3 Exhibition, National Venture Capitalists backed Project Invent, Design for San Diego (D4SD), USD Pactful and San Diego E-Suite</p>
Senior Internships	<p>Scholars participate in ongoing speaker series presentations twice weekly with guests from companies like Apple, DoorDash, Snap, Bright Horizons and others. Through the work of our internship coordinator, seniors will be able to complete virtual internships through some of the same companies and more.</p>
9th-11th Grade Design Thinking	<p>Google Classroom continues to be utilized for all assignments and feedback. Pactful is used for instructional materials and competition submissions. Inkscape, SketchUp, and other design tools have been made available through the Managed Software Center for prototyping.</p> <p>We will continue to prepare for and present project prototypes in an all-school Exhibition in May, D4SD (Design for San Diego) and Pactful USD. Beyond May, DT teams will continue to be able to compete in local, state-wide, and national Design Thinking competitions.</p>
Advisory	<p>Advisory will continue to serve as a source of literacy-building through Achieve3000, college and career preparation, academic growth analysis and wellness. This will also be a support module where scholars connect with one another and their advisory LF. Counselors are available to meet with scholars for added support during advisory.</p>

Engagement And Relevance

As we move about in the digital space, it is more apparent than ever that scholars benefit most academically, socially, and emotionally when they are actively engaged. Though this can pose a challenge online, faculty members work hard to develop lessons that are personally relevant to scholars and foster a sense of personal connection to the learning material. As we move to engage scholars by having them learn by doing, we create a sense of personal ownership and reverse the power structure in teaching. Scholars become:

- Active researchers
- Learning Facilitators
- Investigators
- Experimenters
- Creators and innovators

Through the Design Thinking process, scholars learn from experts around the world, from virtual field trip visits to places they had not previously imagined, and from field research and interviews, they become sculptures and drivers in the learning process rather than spectators. The end result of this form of learning includes scholars not only learning academic skills but also coming up with solutions and products that help others around us to solve the problems that plague us as a society.

Grading Guidelines

In the distance learning space, scholars continue to progress academically and are able to earn full credit for their coursework. Though the pacing of each course has changed to accommodate the challenges of learning online and from home, the grading scale has not changed significantly. One exception to this rule is that at this time, scholars will be able to pass and earn credit for a class by achieving a grade of D or higher as opposed to the usual C or better. Additionally, scholars with existing semester one grades of IP (in progress) due to grades of D or F will be able to continue working toward course competency through the end of April. e3 has adopted a *hold harmless* system such that scholars who end the year with a failing grade will be given a No Grade (NG) instead of an F.

Scholar Support Services

I. **Counseling services**

For scholars who need to speak with a counselor, Ms. Colón, Ms. Strening, and Mr. Smith are available for 30-minute appointments using the links found here. Meetings are held via phone, Zoom, or Google Hangouts/Meet. Counselors are available from 8:00-4:00 Monday-Friday. Ms. Colón (A-L): [Click Here](#); Ms. Strening (M-Z): [Click here](#); Mr. Smith (Wellness Therapist/MFT): [Click Here](#)

To further support the social, emotional, and mental health needs of scholars, e3 has put in place the following measures:

1. Full Time licensed MFT therapist available
2. Saturday Parent Collaborative meetings
3. Boys group on Fridays (in partnership with the Boys to Men group)
4. Individual counseling led by MFT as well as school counselors
5. Boys & girls groups on Saturdays
6. Wellness Roundtables

7. Implementation of an SEL curriculum beginning September 2020
8. Daily Wellness Team check-ins
9. Scholar referral process continues to be in place
10. Car Parade for seniors
11. Advisory restorative circles
12. Weekly scholar advisory check ins with Dr. Ward, the CEO/Principal
13. Healthy Kids Distance Learning Survey conducted. This survey asks about behavior, experiences, and attitudes related to learning, health, and well-being while e3 Civic High has physically been closed due to the novel coronavirus (COVID-19). The survey is voluntary. Survey results help guide e3 in improving the online learning experiences.

II. *Special Education Support*

For scholars who receive special education and related services, our Education Specialist and Dean of Special Education, Dr. True and Mr. Henry, schedule individual appointments to ensure that scholars receive the support that is needed. Learning Associates and tutors are part of the virtual classroom to mirror what is usually done in person.

1. Transitioned from providing IEP supports and services in the physical environment into the virtual classroom
2. Prior Written Notice and IEP Amendments were made to reflect the change of instructional delivery in a timely manner.
3. All services, including SAI, ERMHS, OT and SLP continued uninterrupted.
4. Regular IEP meetings were held on schedule according to mandated timelines.
5. Assessments for services (e.g. triennial and initial) were held virtually

III. *English Learner Support*

The following supports have been put in place in order to virtually support scholars who are designated as English learners.

1. Friday SEI Support
2. SEI Support: 2 days per week
3. 9th Grade ELD Class
4. Push-In Support via Zoom Breakout Rooms

IV. *Specified Support for Seniors*

In the online space, we continue with instruction so that seniors remain on track to graduate and/on time. Because we are keenly aware that seniors are experiencing an added measure of stress and anxiety about finishing and preparing for life after high school, the following measures of support have been set in place for this group:

1. Two full time College & Career Counselors
2. Naviance & eDocs
3. Alumni Tracker

4. Guest Speaker Series twice a week (Tuesdays and Thursdays at 2:30pm)
5. Ongoing Parental College Institute Meetings per grade level
6. Ongoing Virtual College Workshops in partnership with the local community colleges
 - March 27: San Diego City College Virtual Workshop
 - April 17: San Diego City College Virtual Promise & Next Steps Workshop
 - April 23: Grossmont College Virtual Workshop
 - April 24 from 10-12pm: Spring College Workshop
 - i. Breakouts: San Diego City College, San Diego Mesa College, Southwestern College, Grossmont College, Counselor Meetings for Award Letters/Enrollment
 - May 22: San Diego City College CityNext Virtual Workshop
7. Seniors continue to receive College Prep Course on Fridays to solidify their post-secondary plan
 - March 20, March 27 (City College), April 17 (City College), April 24, May 1, May 8
8. Individual scholar/family meetings with college & career counselors.
9. Mental Health Parent Collaborative (sat mornings)
10. Senior Graduation Survey
11. Alumni Toolkit account sign up
12. Grade Level Presentations (college & career, course requests)
13. College Courses continue virtually (PLNU, SDCC)
14. Virtual graduation
15. Virtual Senior Award Ceremony

V. Technical Support

In the online space, we are using our preexisting support structures to troubleshoot and resolve issues as they arise. When scholars need technology help, they simply submit a help ticket by emailing geniusbar@e3civichigh.com. They can also visit the Genius Bar virtually through our online learning management center, Clever. Here, scholars can read about solutions to FAQs and investigate tools that are supportive to their academic, social, and emotional growth.

VI. After School Tutoring Support

Scholars who are assigned to after school tutoring or wishing to get additional tutoring can log into after school tutoring each afternoon. In addition to formalized tutoring, Learning Facilitators offer direct support during office hours each day after school. The following specific tutoring opportunities have been set in place for distance learning:

1. After school tutoring provided Monday-Thursday from 3:25-4:30 pm and on Fridays from 2-3:00 pm.
2. PeL: twice weekly tutoring
3. During the day tutoring
4. Saturday Academy from 10am-12pm
5. Brainfuse - one-on-one support available to all scholars. Scholars have been trained on how to access this platform and use it for all content areas.
6. Tutor.com service - open to select scholars via Math 1 Readiness course for after school tutoring

Family & Community Resources

Ongoing Communication With Parents/Guardians

e3 continues to consider regular communication with parents, guardians, and all stakeholders a priority of utmost importance. The following methods of communication have been established in order to ensure openness, clarity, and transparency:

1. Weekly Updates every Saturday via phone call and email
2. Ongoing social media updates using twitter, instagram, facebook, LinkedIn, the website
3. Email distribution list and google classrooms
4. Daily Attendance (per mod), phone call, email, and text to parents of absent scholars
5. Designated support staff have been issued Google Numbers for Parent and Attendance Support.
6. All Blackboard parent announcements communications sent in Spanish and in English
7. New Scholar Open House (June 3)

Meal plans and nutritional support during COVID

During this difficult time, our contracted partner for school meals, San Diego Unified School District, Food Services Department continues to host a drive-thru/walk-up distribution of pre-packaged, prepared food. Scholars who are 18 and younger must be present to receive meals, and each child can take one lunch and one breakfast for the next day. There are no congregate feeding areas, and all food must be consumed off site. Meal distribution times for locations throughout the city are from 11 am to 1 pm

1. **Lunch:** scholars given 1 hour and 40 minutes to walk to meal distribution sites which are provided by our contract with the San Diego Unified School District
2. Jo Fisher Organization Meal Distribution - (once a month - **check with Mr. Smith**)
3. Additional meals can be obtained through Feeding San Diego as available

Family Resources During Quarantine

To support our families both practically and academically, the following have been established:

1. Our e3 Civic High website is updated regularly to list supports and resources for families, including counseling, food and nutrition, employment help, financial support, and much more to help to make life a little easier.
2. Ongoing Parental Support Meetings take place regularly:
 - a. April 16th at 5pm (12th grade parent institute)
 - b. April 25th from 10am-12pm (Spring College Workshop)
 - c. May 7th at 5pm (11th grade parent institute)
 - d. June 5th at 5pm (9th grade parent institute)
3. Community Engagement through Board Meetings once a month on a Wednesday
4. Community Engagement through SSC/SAC once a month on a Monday
5. AP Exam Training for Parents (May 4th, 2020)
6. Dual Enrollment Parent Meeting (June 2020)

- 7. Translation provided for all meetings