California Department of Education
June 2021

# American Rescue Plan Act
# Elementary and Secondary School Relief Fund (ESSER III)
# Safe Return to In-Person Instruction
# Local Educational Agency Plan Template

## Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly $122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf
- ARP Act text: https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I:https://www2.ed.gov/documents/coronavirus/reopening.pdf
- ED COVID-19 Handbook Volume II:https://www2.ed.gov/documents/coronavirus/reopening-2.pdf
- ESEA Evidence-Based Guidance:https://oese.ed.gov/files/2020/07/guidanceuseseinvestment.pdf
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER):https://oese.ed.gov/files/2021/05/ESSER.GEER_.FAQs_5.26.21_745AM_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

## Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances.

If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

## LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

**LEA Name:** Keiller Leadership Academy

Option for ensuring safe in-person instruction and continuity of services:

1. Please choose one:

   [X] The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

   **NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.**

   [ ] The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

   **NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.**

   Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

   https://4.files.edl.io/5db3/04/29/21/193649-d96caee9-0de3-411c-a5c8-435a24257d0b.pdf

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

   Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

   Keiller Leadership Academy used the recommendations from the following resources so that all students and staff are safe and healthy: 1) California Department of Public Health (CDPH) and 2) The CDC (Centers for Disease Control and Prevention). These resources will be referred to throughout this Safe Return to In-Person Instruction and Continuity of Services Plan.

   Keiller Leadership Academy will continue to maintain its health and safety policies and procedures by doing the following:

   1) Physical Distancing -

All staff and students will be on campus at one time on a daily basis. "Based on studies from 2020-2021 school year, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms." Therefore, KLA will be following this recommendation. The CDC also recommends "a distance of at least 6 feet between students and teachers/staff, and between teachers/staff who are not fully vaccinated. Mask use by all students, teachers, staff, and visitors is particularly important when physical distance cannot be maintained." KLA will follow both of these recommendations in the classroom and the restrooms.

Parents of K-5th grade students will use the PikMyKid app to check-in their children's arrival to school. All primary and secondary students will arrive to the gate and do a Wellness Check before entering the campus. The PikMyKid app will also be used for dismissing primary students.

2) Healthy Hygiene Practices & Respiratory Etiquette & Masks -

According to the CDC "People should practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses including COVID-19." Therefore, KLA will teach and encourage KLA staff and students to practice handwashing with soap and water for at least 20 seconds and to do this frequently. The CDC also recommends that "if handwashing is not possible, use hand sanitizer containing at least 60% alcohol (for teachers, staff, and older students who can safely use hand sanitizer)." Therefore, hand sanitizer will be provided for staff and students during the Wellness Check and throughout the campus. The CDPH also concurs with the CDC's recommendations.

According to the CDC's Guidance for COVID-19 Prevention in K-12 Schools, "CDC recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status." Therefore face coverings will be required for staff, students, and any permitted visitors indoors. The CDC also states that "in general, people do not need to wear masks when outdoors...people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people. Fully vaccinated people might choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised." The K-12 Guidance from the CDPH recommends that "masks are optional outdoors for all in K-12 school settings." KLA will follow the CDC's and CDPH's recommendations of when to wear masks. Face masks will be provided to staff members and students who need a face covering.

3) Cleaning & Maintaining Healthy Facilities -

The CDC recommends "in general, cleaning once a day is usually enough to sufficiently remove potential virus[es] that may be on surfaces." KLA will follow this recommendation by cleaning before and after school. Teachers will clean throughout the school day as needed. The CDC also recommends "if a facility has had a sick person or someone who tested positive for COVID-19 within the last 24 hours, clean AND disinfect the space." KLA's custodial staff will follow this recommendation.

4) Improving Ventilation -

The CDC recommends "bring[ing] in as much outdoor air as possible...if safe to do so, open windows and doors." The CDPH recommends that "for indoor spaces, ventilation should be optimized." KLA will follow these recommendations. The CDC also suggests "make sure your ventilation systems are serviced and meet code requirements." KLA cleaned and had the HVAC system inspected. KLA replaced air filters.

5) Contact Tracing & Isolation & Quarantine -

The CDPH recommends "a symptom-based strategy to determine the duration of isolation for people with COVID-19 who are symptomatic, meaning they have symptoms. Persons with COVID-19 who have symptoms and were instructed to care for themselves at home may discontinue self-isolation under the following conditions:

At least 10 days have passed since symptom onset; AND
At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
Other symptoms have improved."

For persons with COVID-19 who are asymptomatic, meaning that they have NOT had any symptoms, CDPH recommends that these individuals be instructed to care for themselves at home. They may discontinue isolation under the following conditions:

At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (see above) should be used."

The CDC recommends "fully vaccinated close contacts should be referred for COVID-19 testing. If asymptomatic, fully vaccinated close contacts do not need to quarantine at home following an exposure (they can continue to attend school in-person and participate in other activities). In addition to correctly wearing masks in school, they should wear a mask in other indoor public settings for 14 days or until they receive a negative test result. Close contacts who are not fully vaccinated should be referred for COVID-19 testing. Regardless of test result, they should quarantine at home for 14 days after exposure. Options to shorten quarantine provide acceptable alternatives of a 10-day quarantine or a 7-day quarantine combined with testing and a negative test result."

Therefore, if there is a confirmed case of COVID-19, KLA will contact the Public Health for guidance. KLA will also follow the updated “COVID-19 Communication for schools with San Diego County Epidemiology Branch”: https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/Communication-Epidemiology-Tree.pdf?ver=2020-10-07-112651-010 and the updated “COVID-19 Symptom Decision Tree”: https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf .

The CDPH recommends for students "when both parties were wearing a mask in any school setting in which students are supervised by school staff (including indoor or outdoor school settings and school buses, including on buses operated by public and private school systems), unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows. They may continue to attend school for in-person instruction if they:

i. Are asymptomatic;
ii. Continue to appropriately mask, as required;
iii. Undergo at least twice weekly testing during the 10-day quarantine; and
iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting."

The CDPH also has quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

i. Quarantine can end after Day 10 from the date of last exposure without testing; OR
ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care."

KLA will follow these recommendations.

6) Diagnostic & Screening Testing -

The CDC guidance "provides that people who are fully vaccinated do not need to participate in screening testing and do not need to quarantine if they do not have any symptoms." Screening testing should be done in a way that ensures the ability to maintain confidentiality of results and protect student, teacher, and staff privacy." KLA will follow this recommendation.

7) Efforts to provide vaccinations to school communities -

KLA's Executive Director sent letters to parents throughout the school year to encourage parents and students to get vaccinated.

8) Appropriate Accommodations For Children with Disabilities -

The CDC recommends that "accommodations, modifications, and assistance for students with disabilities remain accessible to direct service providers." KLA will follow this recommendation.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and foodservices.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

The development of the KLA Wellness Team was in response to COVID-19. The Wellness Team consists of the Primary & Secondary Counselors, Dean of Students, Behavior Specialist, Executive Director, Academic Directors, Campus Supervisor, Special Education Director, Attendance Clerk, and the Math Education Specialist. At the beginning of the 2020-2021 school year, a survey was conducted with students to see which students needed additional support. The Wellness Team has developed a Strength Based Social Emotional program designed to give students, families, and staff helpful new concepts to think about, activities to engage in, and skills to acquire which will lead everyone in the direction to stay positive, happy, and healthy. This team met at least once per month to discuss students who needed additional academic, social, and emotional support and how we would reach out to the student and/or their families to provide that additional support. The Wellness Team checked in with the students who needed the additional support throughout the school year. This additional support may

have included food, counseling, etc. KLA provided supper bags for students everyday for 2 hours in front of the school, for parents to drive up/walk up and pick up. Members of the Wellness Team conducted Home Visits in order to reach out and show additional support to the students and their families. Our KLA Attendance Clerk informed the Wellness Team if there were students who were not consistently logging in for their classes and were absent. Home visits were especially important during these situations. This was a way for a member(s) to reach out to the students to see how they could support the student in attending class regularly.

If a student had to isolate, quarantine, or the school had to temporarily close, students with disabilities and English learners, were still receiving their services. The case manger of the student with a disability would schedule a day and time for the student to come onto campus to continue to get their services. English learners were still meeting with our ELD Coordinator to get the academic support their needed to continue to do well in their class(es).

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

Creating KLA's Safety Reopening Plan involved the entire KLA community which included the Pandemic Response Committee, Summer Academy Teachers, and KLA parents.

On July 30, 2020, KLA's Executive Director and Dean of Students conducted a Parent Informational Town Hall Meeting (in English & Spanish) informing parents of the school safety measures that would be put into place during the 2020 - 2021 school year. These safety measures included information on physical distancing, healthy hygiene practices, cleaning and disinfecting, screening procedures, quarantine procedures, and KLA's Wellness Team. This provided a great opportunity for parents/guardians to provide any comments and feedback in regards to KLA Safety Reopening Plan. We had mentioned in our plan that the drinking fountains would be closed and a parent had asked how the students would have access to water. We informed parents that there would be some individuals from the district who would be coming to our site to install touchless water fountain bottle filler adaptors to most of the drinking fountains in which the students could refill their water bottles/containers. Staff members made sure to encourage students to bring their water bottles/containers to school each day. If for some reason, the student forgot his/her water bottle/container, then individually wrapped cups were provided for the students to use.

KLA has a Pandemic Response Committee that was established in July 2020. This committee meets bi monthly or as needed throughout the school year to discuss how the safety measures that have been put in place, have been implemented and if any adjustments need to be made of these safety measures. The Pandemic Response Committee will be meeting again on August 11, 2021 to discuss and make the appropriate adjustments/changes to the Safe Return to In-Person Instruction Plan. On August 17, 2021, KLA's Executive Director and Dean of Students will conduct another Parent Informational Town Hall Meeting (in English & Spanish) informing parents of the updates of safety measures that will be put in place during the upcoming 2021 - 2022 school year. The updates to these safety measures will be based on updates KLA receives from the California Department of Public Health (CDPH) and the Centers for Disease Control and Prevention (CDC). This will provide another great opportunity for parents/guardians to provide any comments and feedback in regards to the Safe Return to In-Person Instruction Plan for this upcoming 2021 - 2022 school year.

In addition, the LEA provides the following assurances:

- [X] The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.
    - Please insert link to the plan:

      https://4.files.edl.io/ded7/08/12/21/212727-10ef57e7-1f0c-4e6b-92d3-2452834ab6d2.pdf
- [X] The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- [X] The LEA will periodically review and, as appropriate revise its plan, at least every six months.
- [X] The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- [X] If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- [X] The LEA has created its plan in an understandable and uniform format.
- [X] The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.
- [X] The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Mr. Joel Christman; Executive Director; 7270 Lisbon Street, San Diego, CA 91941