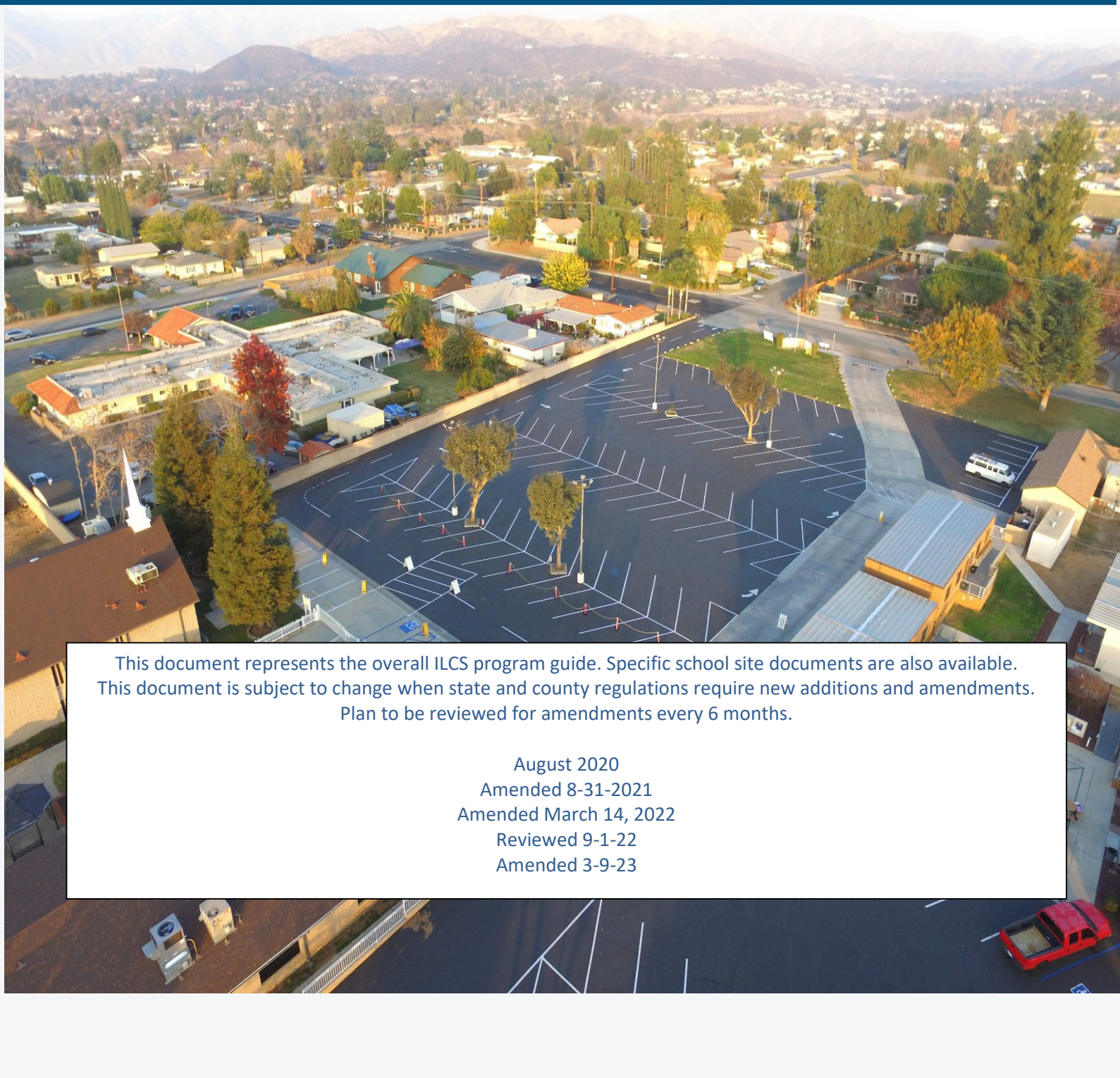


# Inland Leaders Safe Return to In-Person Instruction/ Continuity of Services Plan

**THRIVE** IN **25**  
INNOVATE ACCELERATE CULTIVATE



This document represents the overall ILCS program guide. Specific school site documents are also available. This document is subject to change when state and county regulations require new additions and amendments. Plan to be reviewed for amendments every 6 months.

August 2020  
Amended 8-31-2021  
Amended March 14, 2022  
Reviewed 9-1-22  
Amended 3-9-23

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## A MESSAGE FROM THE DIRECTOR

Dear ILCS families and staff,

As we prepare for the new year, I was ready to deliver our new “Thrive in 25” vision that would guide us for the next five years to the 2025 school year. This vision involves our new programs and innovations to increase student learning and leadership skills. At one point I thought “Survive to 2025” was more appropriate, but I quickly remembered that ILCS “thrives” on challenges and looks at the current crisis as a unique opportunity to innovate and evolve into a better school than previously imagined.

This coming school year presents the greatest challenge we have faced to date. In response, we collected parent and staff opinions on extensive surveys in preparation for the new year and as a school of choice, we have developed the following plans based on the majority of responses and the “choices” requested. This document reflects overall general strategies and procedures for our schools. CSC and BSC sites will be providing even more detailed information to families regarding processes prior to the first day of school.

I recognize that not every family will be completely satisfied with our new procedures and educational program designs, but I believe we have made a great step forward in providing a safe and effective learning program whether you are on campus or a distance learner. Please understand that this guide presents our desire to prevent and mitigate the spread of the virus, but there will always be risk of infection of any virus when more than one person is present. Therefore, this guide will provide the actions we are taking at our sites so that you can make an informed choice in regards to whether your students attend ILCS.

Please understand that our procedures may need to be altered or changed based on the orders and directives of our county health department and/or the state agencies that oversee our programs. In the event certain classes or even the whole school is required to close, we will initiate our 100% distance learning program, where students work completely from home. With your support and everyone’s diligence to keep our students safe, it is my hope and prayer that our school will be open for the majority of the school year and that we will continue to go “beyond the limits” for student success.

Your partner in education,

Mike Gordon  
Director/ Founder

# What to Expect when School Returns

The health and safety of our students, staff, and families is of utmost importance. When the school year begins, our schools will look different than previous years due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies along with our families’ input. These guidelines will be updated as the situation evolves. ILCS has determined that the best way to prevent the spread of illness is to follow the California Department of Public Health Guidelines. The Executive Director along with the Board of Directors is responsible for assuring that safety plans and protocols are followed.

It is important to note that our plans must focus on academic instruction to ensure student academic gains and address learning loss. We will continue to monitor and determine whether extra-curricular activities such as electives and sports are safe enough to implement based on guidance from the California Interscholastic Federation (CIF) and California Department of Public Health (CDPH).

As students return

Screening at Home	Arriving at School
<ul style="list-style-type: none"> <li>Families are recommended to take temperatures daily before going to school. Anyone with a fever of <b>100.4 F</b> or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom related absences will be excused.</li> <li>Students and adults are recommended to self-screen through <i>ParentSquare</i> for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.</li> <li>Staff members are recommended to self-screen and complete a daily temperature check prior to coming to work. If staff members are experiencing symptoms, they should stay home and contact the Administration.</li> </ul>	<ul style="list-style-type: none"> <li>Face coverings are <del>recommended</del> allowed indoors.</li> <li>School sites will designate routes for entry and exit in order to limit direct contact with others.</li> <li>Student temperatures may be taken upon entry to the school at the entrance gates. Students with temps at 100.4 or above will be sent to the health station for further screening and sent home if symptoms exist.</li> <li>School sites will have signage throughout campus to remind students and staff about social distancing, hand washing, and proper hygiene.</li> <li>Thorough cleaning, sanitation and disinfecting throughout the schools</li> </ul>

# Health & Safety Protocols Summary

## Minimizing Infection/ Sanitation/ Disinfecting

- ✓ Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs, etc.).
- ✓ Staff and students will be expected to wash/sanitize their hands regularly.
- ✓ Every classroom will be provided with hand sanitizer stations.
- ✓ New hand washing stations installed for use at each campus.
- ✓ A plan in place to minimize lines of students and how often students will wash hands (upon entry and after each class break)
- ✓ Schools will limit sharing of supplies between students by assigning individual equipment and materials.
- ✓ Protexus sanitation machines used on rooms during outbreaks. A disinfecting and sanitizing tool/sprayer designed to kill viruses.
- ✓ Signage will promote healthy hygiene practices and reminders to stay home when ill.
- ✓ Students will be encouraged to bring refillable water bottles from home.
- ✓ Playground equipment will be regularly inspected and cleaned for student use.
- ✓ Shared computers in the labs will be sanitized after every period.
- ✓ Air purifiers in common staff and office areas.
- ✓ Student temperatures may be checked upon entry of school site.

## Training Guidelines

- ✓ SafeSchools training for staff regarding COVID-19 before return to campus.
- ✓ School Nurse (RN) to provide COVID-19 training to staff on identifying signs and symptoms and response protocol.
- ✓ Students trained in hand hygiene, face coverings, social distancing and respiratory etiquette during the first day of school.
- ✓ All staff required to receive OSHA mandated training through the CA Dept of Pesticide Regulation.
- ✓ Increased awareness of hygiene and illness through campus posters.
- ✓ Campuses will follow guidelines developed by CDPH for cleaning, disinfection, and ventilation of school campuses.
- ✓ Staff COVID-19 guidelines to describe procedures in regards to preventing and responding to illness on campus.

## Programs/Gatherings

- ✓ Assemblies/Award Ceremonies will be outdoors if practicable
- ✓ Electives – provided based on safety measures and community COVID numbers
- ✓ Athletics - to be determined by sport and risk level as directed by the league, CIF and CDPH

## Face Covering and Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings.

- ♦ Students are recommended to utilize face covering while indoors.
- ♦ Personal Protective Equipment (PPE) will be provided to staff and students.
  - Students and staff will be provided face coverings when requested
  - Personal face coverings will be allowed in compliance with dress code policy.
- ♦ Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service.

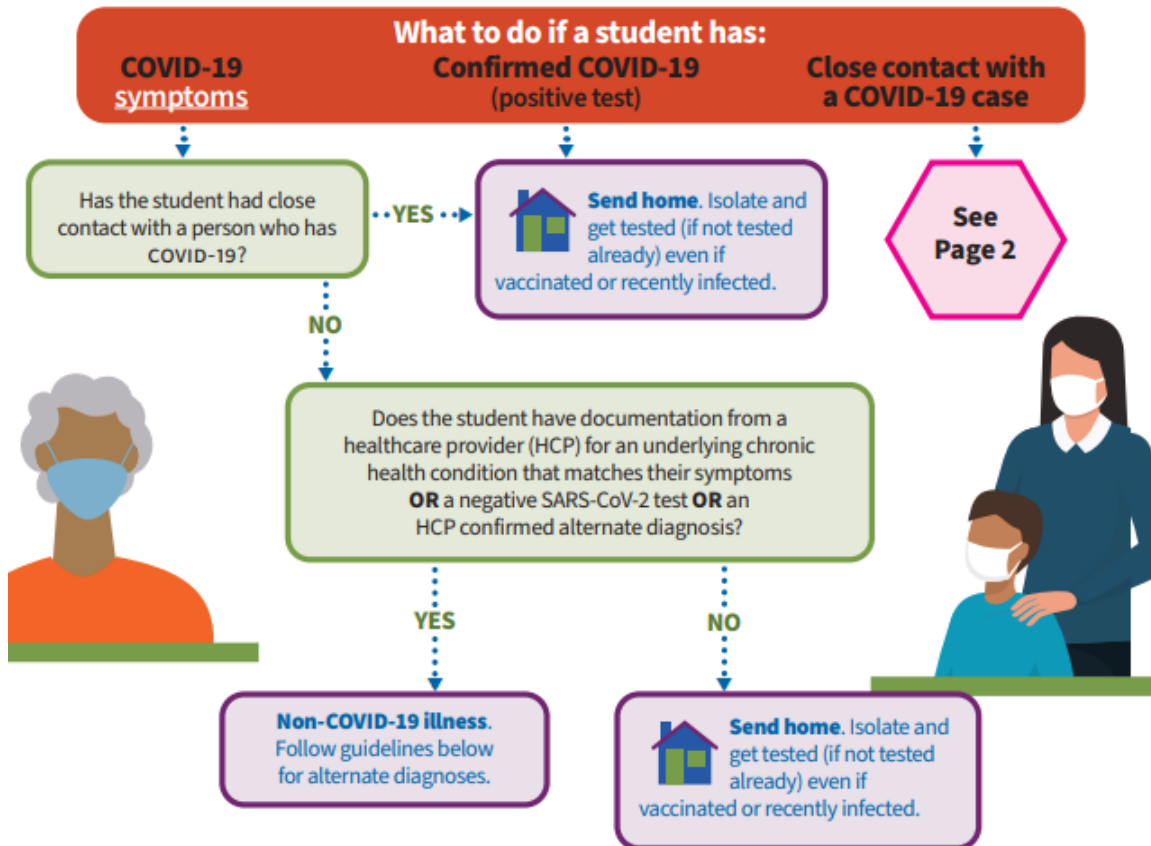


**\*Supply chain issues may prevent the use of certain products and equipment**

# COVID-19 REPORTING

Staff members, students and families need to follow [CDC guidance to help prevent the spread of COVID-19](#). ILCS will utilize the San Bernardino County's [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#), which helps determine the steps to take when an employee (or a student) has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19. ILCS will use the Scenario-based COVID-19 guidance [document](#) and the [CDPH Decision Tree](#) as the current guides on how to report and treat stakeholders in regards to COVID exposure and illness issues.

# Managing confirmed or suspected COVID-19 at K-12 schools



**Positive or no test:** Stay home for at least 5 days after symptoms start (or after positive test if no symptoms). Isolation can end after day 5 **IF** fever-free with no (or resolving) symptoms **AND** a test (antigen preferred) on day 5 or later is negative. If no test or a positive test on day 5 or later, or symptoms not resolving, isolate through day 10, continuing until fever-free.

**Negative test or alternate diagnosis** (with no previous positive test): May return to in-person instruction if fever-free (no fever for previous 24 hours, without using fever-reducing medication) **AND** other symptoms improving.

\*For more detailed information and guidelines, see [CDPH Schools Guidance](#) and [CDPH Isolation & Quarantine Guidance](#).

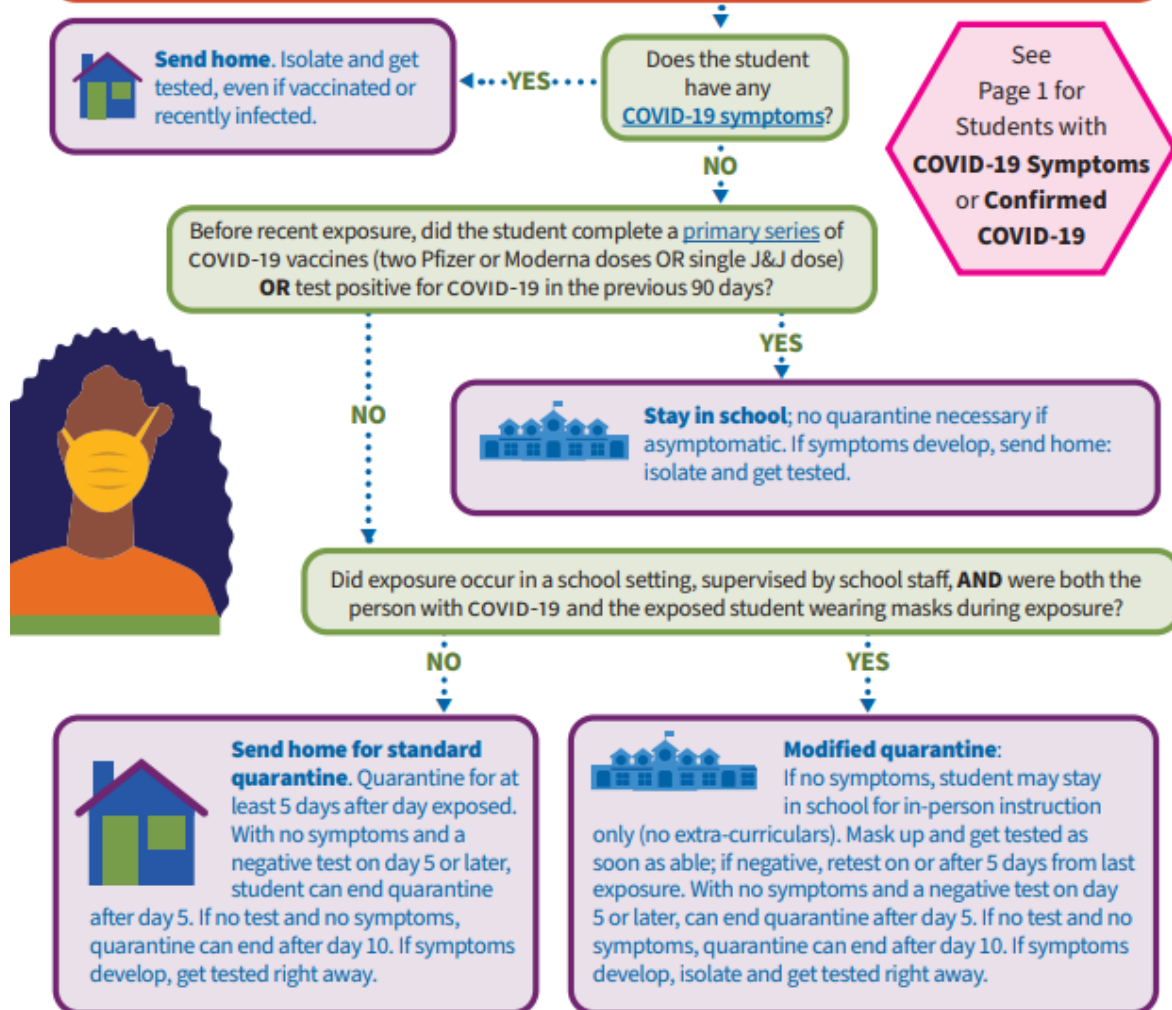
Staff and employers are subject to Cal/OSHA [COVID-19 ETS](#) or [Aerosol Transmissible Diseases](#) standard and should review those requirements.



1. [Visit the interactive version of this document](#)

# Managing COVID-19 exposure at K-12 schools

## What to do if a student is a close contact of someone with COVID-19 if using Individual Tracing\*



**Positive test:** Stay home for at least 5 days after symptoms start (or after the day student tested positive if no symptoms). See page 1 for more on isolating after a positive test.

\*This page addresses students identified as close contacts, following an Individual Tracing approach to managing COVID-19 exposures. When schools follow a Group-Tracing approach, all exposed students may receive an exposure notification (EN) and should get tested within 3–5 days after exposure, earlier if symptoms develop. Asymptomatic students may remain in school if participating in testing. Students who develop COVID-19 symptoms or test positive after receiving an EN should isolate at home and notify school of test results. See CDPH's [Group-Tracing Approach](#) and K-12 [Schools Q&A](#) for more information on student exposures.

2.

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## CONTACT TRACING

SBCDPH guidelines will be utilized to implement contract tracing at ILCS. Tracing will be performed by a team comprised of the school nurse (Registered Nurse) and the health technicians at the sites. School staff will notify the individual with a potential case, interview the person, locate and notify contacts potentially exposed, and monitor contacts under SBCDPH guidance.



# COVID-19 FAQ

## What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep them home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused.

## What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the CDC on how long to remain at home and when to return to school.

## What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian.
- The school nurse will determine appropriate steps.

## What happens if a positive COVID-19 case occurs at a school site?

For any positive COVID-19 case the following protocol will be followed:

- In accordance with state and local laws and regulations, school administrators will

record the following information:

- Name of person confirmed
  - If known, date of potential exposure
  - Date of test
  - Last date on ILCS facility
  - Names of individuals who had physical contact with an infected person or spent 15 minutes or more within a six feet distance
- ◆ The Administration will coordinate a response and will notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from the County.
  - ◆ A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time. Any closures will be determined by the administration after consultations with County Health.
  - ◆ The classroom or impacted areas will receive an extensive cleaning and sanitation following CDC guidelines.

## How are others notified they were in contact with an individual who tested positive for COVID-19?

- ◆ ILCS works to determine close contacts and low risk contacts. Individuals identified by the school nurse are contacted via an email or phone call that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with the virus.
- ◆ All HIPPA/FERPA notifications guidelines for privacy will always be followed.

## Employee Screenings

Employees who exhibit symptoms should remain at home and contact Human Resources at [tduran@inlandleaders.com](mailto:tduran@inlandleaders.com) as well as the school nurse at [ilcsnurse@inlandleaders.com](mailto:ilcsnurse@inlandleaders.com)

Employees must monitor themselves for these symptoms and stay home if they exhibit any:

- ◆ Fever at or above 100.4
- ◆ Chills or unexplained fatigue
- ◆ Shortness of breath or difficulty breathing
- ◆ Sore throat
- ◆ Cough
- ◆ New loss of taste or smell
- ◆ Other flu-like symptoms

## Employee Exposure or Confirmed Cases

ILCS monitors possible COVID-19 exposure and coordinates responses with Human Resources and administration. Administration will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from SBCPHD. An employee who tests positive for COVID-19 or believes they have been exposed to a confirmed case of COVID-19 should contact their immediate supervisor.-

## School Closure/ Distance Learning Trigger

In the event that 5% or more of the school population is identified as positive with COVID-19, the Executive Director in collaboration with the ILCS Board of Directors will close the school campus, initiate distance learning and communicate this change to all stakeholders through the *ParentSquare* notification system.

# On campus and in the classroom

- **Outdoor use of space for instruction will be encouraged**
- **All community organizations and groups that access the school facilities must adhere to the protocols listed in this document.**



## **While in the Classroom:**

- Hand sanitizers in every classroom
- Students will periodically clean their specific area with a safe FDA approved cleaner that can be used by children before leaving for breaks and before leaving to go home.
- Limit sharing of classroom supplies
- Desk barriers available for students upon request
- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Implement multiple social distancing strategies

## **Outside of Class:**

- Hand sanitizing (or handwashing) expected before eating, starting class, and leaving for the school day.
- New wash stations installed at each campus.
- Hand washing required upon return from PE, recess, and/or lunch.
- Lunches will be offered.

# Educational Options

Quality instruction and a commitment to success for all students continues to be a focus for ILCS education programs. We know the needs of our students and families vary which is why we have provided three instructional options for the 2022-2023 school year.

## 2022-2023 Instructional Programs

For the academic year, ILCS will provide families with a choice of instructional options including:

1. **Traditional School**
2. **Hybrid**
3. **Independent Study**

\*ILCS may be required to implement 100% distance learning (iSchool) in the event the county health department or state requires closure.

**Current seat based students** - *Students in our regular seat based program (5 days a week).* Families who choose a different option this year such as i-School Hybrid or Full Time Independent Study will be guaranteed their student's place in the regular school program for one school year. Students may apply to transfer to another program within ILCS before the end of each trimester/semester, including the return to the traditional program if needed.

\*Please note Educational options may be altered to comply with state and local regulations.

<b>Traditional (Normal school day)</b>	<b>Hybrid (Combination of site and online instruction)</b>	<b>Full Time-Independent Study (Homeschool)</b>
<ul style="list-style-type: none"><li>• In-person instruction 5 days a week</li><li>• This mirrors our previously offered program</li><li>• Program day goes from 8am to approximately 1:30pm.</li></ul>	<ul style="list-style-type: none"><li>• In-person instruction during the week with at home instructional support. Student may be allowed to stay home more days depending on progress.</li><li>• Days of instruction or sessions at school will be assigned in coordination with parents</li><li>• Technology provided if needed for at home instruction</li><li>• Only for Grades 3-6</li><li>• See FAQs below</li></ul>	<ul style="list-style-type: none"><li>• Full time learning at home with curriculum tailored to the student</li><li>• Teacher assigned as an advisor with meetings every 3 weeks</li><li>• Parent is the teacher at home</li></ul>

# HYBRID FAQ

**Q: What does the new Hybrid program at Inland Leaders look like?**

*A: Students will be assigned a grade level teacher and will come onto campus during the week for in-person instruction and will learn from home on the other days or times during the week. When at home hybrid students will watch live or recorded lessons from their teacher, utilize online resources for learning, interact with students in the site based program via the internet, and complete their assignments. Students who need extra support will be invited to attend specific in person sessions as well.*

**Q: How much support will a parent need to provide to their student for the hybrid program?**

*A: ILCS believes that every student progresses at different rates and this will depend on the student's ability to work independently. Younger students typically require more support from their parents and teachers in general in order to progress in their learning. If you have a Kindergarten through 3rd grade student, you should plan on being available during the days the student is home to help support them in the event they need help or encouragement. Older students will need guidance, but may not need as much attention.*

**Q: If my student chooses the hybrid program, will they be able to return to the normal school day program in the future?**

*A: Yes, students who choose the hybrid program will have the opportunity to return to the normal school day program (once approved by the state/county) in the event that they are not making progress or if the program is not working well for them.*

**Q: Will the hybrid program be a part of the independent study program?**

*A: No, students in the hybrid program will not be considered as a part of independent study as the state has allowed for them to continue to be viewed as site-based students as long as they are participating and completing assignments on the days they are not at the site.*

**Q: When will we know who our teacher will be?**

*A: Hybrid teachers will be a combination of current teachers at ILCS and new teachers hired to help us build out the program. Some grade level hybrid programs will utilize a current ILCS teacher who will take all of the hybrid students for that grade along with normal day students to make a full class. Some grades will have a separate hybrid teacher who will be responsible for just the hybrid students who will alternate the days they attend.*

**Q: What kind of technology will the school provide to support our students?**

*A: Each student in the hybrid class will be provided with a Chromebook. Students on free/reduced lunch who do not have access to the internet at home will also be provided with a hot-spot device.*

**Q: Is this program for only one year, or will it end once the COVID-19 crisis has stopped?**

*A: The hybrid program is planned to continue for future years as part of our "choice" for parents and our desire to innovate our instructional practices.*

**Q: What if my student is in the hybrid program but is not showing adequate progress, not completing assignments, or it is not a "good fit?"**

*A: If the staff or parent recommends for a student to return to the 5 day program, this is easily accomplished since the student's seat was not filled by another student. Student may need to wait until the trimester/semester is over to be transferred back to the site program.*

**Q: Can special education students enroll in the hybrid program?** *A Special education students may enroll based on a conversation with the IEP team and if it is determined as an appropriate placement to serve their needs. You will be contacted by the Special Education staff to discuss this process if you choose the hybrid program.*

# VOCAB to KNOW

## Vocabulary associated with the ILCS education programs

- **Hybrid:** Inland Leaders program that is also called hybrid, distance learning or blended learning program in which students attend classes on site as well as while learning from home for the rest of the week. Requires a hybrid teacher that guides and instructs the student with parent support.
- **Regular hybrid teacher:** Teacher that has a combination of normal school day students with hybrid students in one classroom. This position currently only exists for grades 3<sup>rd</sup> through 6<sup>th</sup>.
- **Full time independent study:** Also called “homeschool” and students are primarily educated at home with their parent support. Students are required to meet with a teacher at least once every 3 weeks. Parent is the primary educator. Attendance is taken based on the amount of work turned in from the student.
- **Short term independent study:** Program that allows students to continue schooling while on vacation, while sick or other circumstances that would keep them from attending their normal school day. The student receives credit for attending school based on the amount of work turned in. A maximum of 15 days of short term independent study is provided to each student for a school year.

# Special Education

Special Education students will attend a full day traditional program when in-school programming returns. The hybrid option may be available to students based on the IEP team recommendations. During 100% distance learning, students will receive services through their case providers online in Zoom sessions.

Special education students who receive Specialized Academic Instruction (SAI) in a Basic (Mild/Moderate) setting will have services delivered to the maximum extent possible in alignment with the student's IEP through an inclusion program at ILCS.

Designated Instructional Services (DIS) will be provided to the fullest extent possible either in person or online.



# Mental Wellness



District and school staff are committed to supporting students' social emotional wellness and offering resources to ensure students transition back to schools smoothly.



Support will include social-emotional learning, building relationships, virtual, and in-person community-building activities, when allowable, and increased access to mental health/wellness services.



Home/School Partnership: Families and schools will need to work together to evaluate how students are feeling and assess their individual needs to provide the support students need during these challenging times.



Full time and part time counselors who are joining student Zoom sessions and holding individual and group counseling online for students and parents throughout the crisis.

# EXTRACURRICULAR ACTIVITIES

The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed a comprehensive document to help school districts prepare for their student athletes to return to athletic activities. ILCS will resume athletics adhering to the CIF guidelines in coordination with our league. With guidance from the California Department of Health (CDHP), California Department of Education (CDE), and CIF, ILCS determines the level and duration of each phase for a gradual full physical return to athletics.

\*Field trips are continuing.

ILCS electives and other extracurricular activities are currently in operation.



# ADDITIONAL RESOURCES

[Center for Disease Control \(CDC\) Guidance for Schools](#)

[California Department of Public Health Industry Guidance: Schools and School Based Programs](#)

[California Department of Education \(CDE\) Stronger together: A Guidebook for the reopening for California's Public Schools](#)

[San Bernardino County Public Health Department COVID-19 Response Guidance for K-12 Schools](#)

[California Interscholastic Federation \(CIF\) Statement Regarding 2020-21 Sports Calendar and Bylaw Modification](#)

[American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[How to Talk with Children about COVID-19: A Parent Resource](#)

## San Bernardino County Department of Public Health on Social Media

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)

## San Bernardino County Updates

[sbccovid19.com](http://sbccovid19.com) (information on COVID-19 and testing opportunities)

[San Bernardino County Incidence Rates by School Districts and Cities](#)

## Mental Health Resources

CDC: [Helping Children Cope with Emergencies](#)

CDC: [Coping After a Disaster \(Ages 3-10\)](#)

NIH: [Teen Depression](#)

## Parent/Guardian Resources

CDPH: [COVID resources](#)

## School Resources

- CDC: [Reopening Guidance](#)
- CDPH: [Guidance for Schools](#)
- CDPH: [Schools and School Based Programs Guidance](#)
- CDE: [CA Safe Schools for All](#)
- DHS: [Guidance on the Essential Critical Infrastructure Workforce](#)
- FDA: [Food Safety and the Coronavirus Disease](#)
- OSHA: [Guidance on Preparing Workplaces for COVID-19](#)

## Centers for Disease Control and Prevention

- CDC: [Considerations for Schools](#)

## Cleaning and Disinfecting Resources

- CDC: [Cleaning and Disinfecting Your Facility](#)
- EPA: [Disinfectant for Use Against SARS-CoV-2](#)

## U.S. Department of Health & Human Services

- HSS: [HIPAA and COVID-19](#)

## Health Promotion Materials

- CDC: [Keeping Hands Clean](#)
- CDC: [Handwashing: A Family Activity](#)

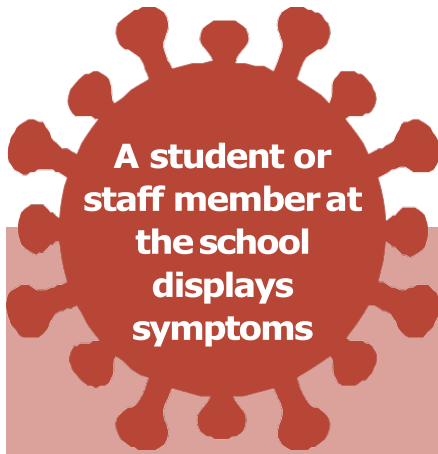
## Contact Information

**ILCS School Nurse (RN): 909-446-1100 ext 120**

### *San Bernardino County Contacts*

San Bernardino County Response Contacts	Phone Number
Public Health School Liaison (primary contact)	(909) 387-4578
Communicable Disease Section (CDS)	(800) 722-4794
Communicable Disease Section (CDS) After Hours	(909) 677-7168
General COVID-19 Hotline (Monday-Friday 9 a.m. – 5 p.m.)	(909) 387-3911

# COVID-19 Contact Tracing Process Map for Schools



Relocate potentially exposed students and staff to a predetermined isolated area on campus

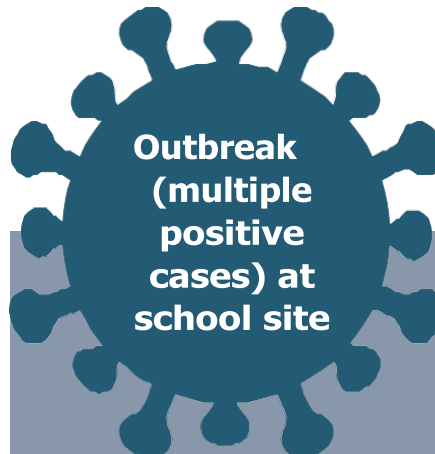
Contact the parents of those potentially exposed

Send potentially exposed students/staff home. Conduct contract tracing to identify and inform potential exposures

Communicate the potential exposure and precautions being taken to stakeholders, while preserving confidentiality

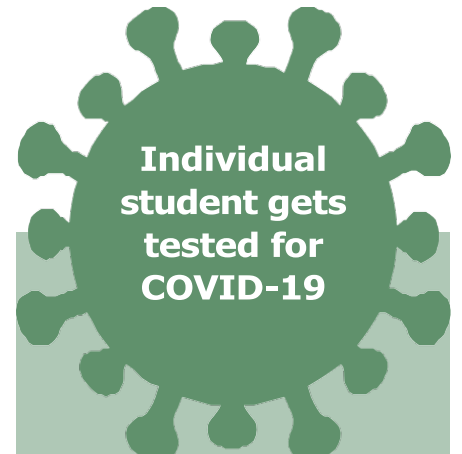
Inform those with a confirmed exposure to isolate at home for 14 days and advise to be tested. Distance learning may be arranged for students

An HR representative should reach out to any impacted employees regarding leave considerations



School site notifies SBCDPH

SBCDPH works with school's COVID-19 Response Coordinator to facilitate an outbreak response



Medical provider or Lab forwards positive test results to CDS

CDS conducts contact tracing

If potential exposure at school sites is identified through contact tracing, CDS will contact the school's COVID-19 Response Coordinator to provide guidance and support