

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
PUC Milagro Charter	Gerard Montero, Director of Compliance	g.montero@pucschoools.org 818-559-7699	June 15, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Response:

PUC Milagro Charter, through the leadership of its Superintendent and Deputy Superintendent, and in alignment with Los Angeles Unified School District, on March 13, 2020, enacted a multi-phased response to the COVID-19 pandemic. Through all phases the main areas of focus were: 1. Continuity of learning and supports for all students, 2. Continuity of Meal provision, and 3. Continuity of mental health services as provided by PUC's Clinical Counseling Services. During phase 1 the school provided 3 weeks of physical work packets based on universal design. Students who were not in attendance on March 13 were mailed their packets on March 14. During Phase 1, families and students received both daily and weekly communication via teachers and administration (in the family home language) through the school's online communication tool BLOOMz and individualized calls/messaging. This continuous communication allowed families to stay connected as a community, and with staff to support any determined needs. Teachers were able to provide read aloud videos, special messages, Zoom calls, suggested daily schedules, free online learning resources, and provide student learning support, encouragement, and feedback. In addition to the work provided and continuous communication, teachers were trained and developed their Distance Learning plans for Phase 2. The PUC Clinical Counseling Services Department supported the school by providing direct one-to-one phone calls to the parents of those receiving clinical counseling services to check-in and offer support as needed. In addition, clinical counselors were utilized to support the school's effort to check-in with all students and verify the well-being of each student and their family. PUC Schools also began its meal distribution to all students and those in the community within a few days of closure, ensuring that students and families would not be without food.

During Spring Break (April 2 – April 6) the school began the transition to Phase 2. To better gauge the impact of the COVID-19 closure to families, the school surveyed parents around access to technology beginning April 2, 2020 through June 9, 2020. The survey revealed that overall 20.2% of PUC Schools' students did not have access to a computer, laptop, or iPad. Indicating that some students did not have the digital capacity at home to complete online schoolwork. The School used this survey to better inform the school's response to the technology needs of parents and students as the school began to prepare long-term. During Spring Break, the school used the opportunity as a transition week the school distributed technology to all students. The school's Phase 2 (April 13th - May 29th) included the launch of "Distance Learning 2.0" via Google Classroom, SeeSaw, online learning sites and Clever, continued food distribution, and clinical counseling through PUC Schools Clinical Counseling services. Before Phase 2 could begin, the school's administrations engaged teachers in the development of a long-term comprehensive plan and school-wide expectations for the continuity of learning at PUC Milagro Charter which will be further elaborated on in the third question below. During Phase 2, PUC Schools continued to provide parents and community members with opportunities to engage the school. The school continued to hold its School Advisory Committee and English Learner Advisory Committee meetings via synchronous virtual online platform. The meeting highlighted the changes that were made to various compliance items such as the 2019-20 LCAP Updated and the new requirement of submitting this COVID-19 report to LAUSD and the County Office of Education. During the meeting they were given time for input and feedback to the school's COVID-19 response. Feedback from parents was gathered through individual teacher/family meetings, direct phone calls, and communication with the administration.

During Phase 1 the Superintendent re-activated the PUC Emergency Management Team with the specific purpose of meeting weekly and providing updates, share concerns, and receiving feedback from the Superintendents with regards to the COVID-19 closure and subsequent issues or needs arising at various sites. During Phase 2 the team has continued meeting on a weekly basis and has now morphed into the Superintendent Task Force 2020 under Phase 3. The purpose of Phase 3 is to plan for the coming school year. In support of this the Superintendent has provided all members resources such as LACOE's "Rising to the Challenge Reopening Schools Framework" and CDE's Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools." These will be used during the Superintendent Task Force 2020 meetings. In addition, the Superintendent and Deputy Superintendent, in support of further engaging in summer planning for the 2020-2021 school year have begun focus groups that include parents, students, principals, teachers, staff, and other support staff such as Directors and Coordinators. The focus groups will provide feedback as to the affects that COVID-19 has had on students and families. This data will inform the overall planning for the coming school. Already, we have met with 11th and 12th grade students who are in favor of a "face-to-face" return and informed the school how that would benefit their mental health, however, after much discussion it was agreed that perhaps a more cautious opening would be better for all. Teachers have also met and provided their opinion as to how to return. Their preference is that schools remain "virtual" due to health and safety concerns. Once concern they had was the issue how to work to close academic gaps with students. They will continue to be invited to provide feedback through this process. It is the goal of the Superintendents to have a viable plan in place by mid-July. This will provide time to initiate the plan and provide adequate notification to all stakeholders before the August 17 opening of school.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Response:

The school supported EL students, foster youth and low-income students through the use of multiple levels of support ranging for Distance Learning to direct family support. To ensure equitable access, all students received technology for Distance Learning, weekly direct teacher and staff learning support, and the usage of universal design and differentiation to support the many different student and family learning needs. In addition to teacher support, school staff tracked student engagement on both a daily and weekly bases. This data was used to provide individualized supports based on determined student and family needs. These supports ranged from small group learning to individualized family conferences. Staff was able to stay in continuous contact with 100% of the school's families during emergency closure. English Learners' engagement started (April 13) at 12.0% and ended at 90.0% of students engaged as indicated by the Clever Engagement Analytics report. Students (who qualify for Free or Reduced Meals) engagement started (April 13) at 18.07% and ended at 94.12% of students engaged as indicated by the Clever Engagement Analytics report.

Supports:

- All communication was sent in English and Spanish to ensure all our parents had access to important information.
- All students were provided weekly schedules with specifically designed instruction to meet the various learners needs using both universal design and differentiated learning. Schedules and tasks were posted using Google Classroom, SeeSaw, online learning programs (Khan Academy, EPIC, etc.).
- Teachers created "How to Videos" to provide support to both students and families (in both English and Spanish).
- Class meetings, small group learning, and individualized family conferences were conducted on a weekly basis by both teachers and support staff.
- Teachers provided students with weekly learning feedback and used gathered data to provide individualize support.
- School staff communicated with families regarding needs and supports for distance learning on a weekly basis. Staff followed up with PUC surveys, technology distribution, and other challenges that came up with students access to materials.
- Adminstration and PUC schools provided multiple community resources, weekly communication on related distance learning and school based topics, and general weekly COVID-19 updates via the school's online communications tools (BLOOMz, Schoolmint, and SwiftK12)
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- Weekly individualized phone calls and messages were sent to student’s families and students who struggled to engage. Information gathered from these sessions were used to provide individualized support.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Response:

Phase 1 - Mar 16-Apr 2 (Holiday Apr 3 and Spring Break Apr 6-10)

- 3 weeks of work packets (based on universal design or adjusted based on individual student needs), just right books from classroom libraries, and needed learning materials
 - Any students who were not in attendance on Friday, Mar 13th were mailed learning packets on Saturday, Mar 14th.
- Student and Family Support – Daily and Weekly through Online Communication Program – “BLOOMz”
 - 90% families active users beginning Mar 16
 - 100% families had access and were active users by Apr 8th

- All teachers received online training, professional development via zoom, and coaching to develop “Phase 2 Distance Learning” plans and supports (Launched Mar 23)
- Technology Survey provided to all families to determine Distance Learning Needs. Data was used to determine that 100% of students needed 1 to 1 technology. New technology for kindergarten and 1st grade was purchased (the school prior to closure had 1 to 1 technology for grade 2-5th). Both free and discounted internet resources were communicated to all families.
- Individual family phone calls and direct messaging via BLOOMz (all staff utilizes Google Phone Numbers and Messaging – Admin and Office Staff utilize UCx linked to computers to preserve schoolbased phone numbers)
- Additional learning, teacher videos, and video conference meetings posted via BLOOMz/ZOOM/Google Meet (all grade levels and teachers)
- Apr 2, 7, and 8 – Technology Distribution to 2nd-5th grade
 - 100% of students received a 1 to 1 technology device (2nd IPADs and 3rd-5th Laptops)

Phase 2 – Apr 13-May 29th

- Launch Week of Distance Learning via Google Classroom, SeeSaw, and Clever (link to online learning sites)
 - Week of Apr 13-17
 - 2nd grade – 90% active learners (missing 5) – 100% have 1 to 1 technology
 - 3rd grade – 94% active learners (missing 3) – 100% have 1 to 1 technology
 - 4th grade – 98% active learners (missing 1) – 100% have 1 to 1 technology
 - 5th grade -100% active learners -100% have 1 to 1 technology
 - A PUC schools hotline for all technical support issues was developed via email and phone support
 - School staff provided individualized support for family techonology issues in addition to the PUC Schools IT team.
 - Kindergarten-1st Grade Distance Learning Launched via BLOOMz to support learning at home until IPAD distribution (instruction included online teacher videos, ZOOM/Google Hangout Meetings, online learning tools, and individualized family support)

○ Week of Apr 20-24

- Distribution of technology for K-1st grade (1 to 1 iPADS) – Apr 21 and Apr 2
- Distribution of Learning Materials Packs (pencils, crayons, notebooks, etc) K-5th grade – Apr 21 and Apr 22
- Thursday, Apr 23 and Friday, Apr 24 – 1st and Kindergarten Active Learner Reach Out and Support
- Continue to monitor and reach out to all missing or inconsistently active learners

○ Week of Apr 27 – May 29th

- Continue Distance Learning Plans and monitor/engage students for active and consistent engagement
- Monitoring Systems
 - Teachers Google Classrooms/SeeSaw
 - Online Programs with Monitoring/Evaluation Data
 - Clever
 - BLOOMz (families)

The school provided the following support for our Special Education students:

Phase 1 – Mar 16-Apr 2 (Holiday Apr 3 and Spring Break Apr 6-10)

- Inclusion Team provided support with individualizing work packets to support levels of need (identified by IEP and Inclusion Data)
- All families were informed via written letter of temporary postponement of upcoming IEP meeting
- Inclusion Team reached out to each student with an IEP via phone and BLOOMz to learn more about needs, struggles, and gather data to develop support plans for Phase 2.
- Inclusion Team collaborated with General Education teachers to provide support via BLOOMz
- All upcoming IEP meeting between March and May 1 were prioritized and needed service providers were contacted to complete need documents and reports
- Related Service providers contacted and assigned specific task related to unfinished or upcoming IEPs. They were also notified of Phase 2 schedule and needed learning supports.
- Inclusion Team members trained on Distance Learning technology and plans alongside general education teachers

Phase 2: Week of Apr 20-May 29

- Inclusion Specialist were included as “Co-teachers” in each teacher’s Google Classroom. The Inclusion team provided support via collaborative planning and developed a schedule within Google Classroom for “service hours” and small group learning to provide services related to students IEP goals and service minutes. Inclusion Assistants were assigned specific “case load” students within each Google Classroom and worked with the Inclusion Specialist and General Education Teachers to provide support based on IEP goals and service minutes.
 - Service logged tracked and entered into Welligent (Special Education online management tool)
- Inclusion Team developed plans/protocols for scheduling and holding IEP Meetings using Zoom and DocuSign
 - Scheduling Began the Week of Apr 13
- Related Service Plan
 - All services providers contacted and providers secured – Week of Apr 13
 - Service Schedule sDeveloped – Week of Apr 20 and onward

To ensure quality delivery of Distance Learning, both general education and special education teachers received professional development beginning the week of March 23. A specific professional learning plan was developed for the staff that included weekly online instruction, learning tasks, and live Zoom professional development meetings. Webinars and online learning platforms provided teachers will needed understanding of how to use online learning tools and websites. The school created a shared Distance Learning drive to provided needed resources, collaborate, and organize the multiple plans and used system. Professional development was continuous throughout Phase 1 and 2.

The school used both synchronous and asynchronous methods of curriculum delivery. Teachers developed weekly learning schedules to allow students and their families flexibility with learning engagement. Tasks were to developed using universal design methods and differentiation. The goal of instruction was to continue to deliver authentic learning experiences that supported each students' abilities and needs. These tasks included daily reading (via EPIC), book clubs, journaling, creative and analytical writing, math review and new learning, research projects, social emotional explorations and expressions, art, yoga and mindfulness, science, and social studies. Teachers provided families with multiple "How To" videos along with live Zoom family meetings and/or individualized support to develop both the learners and their family's ability to access Distance Learning instruction. Small group support was used on a daily/weekly basis to provide direct instruction and learning support. Class meetings were held on a weekly basis to build community and provide social emotional support. Teacher also create instructional and read aloud videos to provide students with learning support at times that were most conducive to the family's needs. Teachers and staff tracked student engagement on a weekly basis. Data was used to provide learning feedback and provide intervention for disengaged students.

Student engagement was monitored by teachers daily and weekly tracking and the Clever platform. The Clever platform was used as the single-access point to access apps like Google classroom, Khan Academy, etc. Clever also served to monitor the consistency in delivery of curriculum. The school was able to monitor student engagement via the Clever Engagement Analytics report and through individualize tracking and feedback. The school had 90% continuous engagement by May 29th which was measured through individual teacher data collection systems. Individualized reports were sent to each family providing data about their child's engagement and completion of tasks ("Family Engagement Report") on June 5th.

On April 23, 2020 PUC School Board approved an adjustment to PUC Schools' grading scale to a pass/fail system. The goal was to alleviate some of the stress our students and families were experiencing with trying to maintain grades while juggling all that is going on in the world around them. This allowed students the flexibility to focus on the learning process and not the letter grade that typically is associated with learning. Students who pass a class with a low percentage were assigned additional interventions to support their academic growth during the 2020-2021 school year. Parents were provided a FAQ to help with any additional questions they may have regarding the PUC Schools Grading Policy.

Daily/Weekly family communication was provided by the school and the managing organization PUC schools during both Phase 1 and 2 in both Spanish and English. Multiple forms of communication were used which included, phone, email, online communication tools (BLOOMz, Schoolmint, Swift K-12), and a Distance Learning website (<https://sites.google.com/pucschools.org/dl-milagro>). Communication schedules were determined by schools in collaboration with the home office.

The school assessed the needs of the families for accessing and using technology in the home for instruction by Distance Learning Survey given to parents to determine technology needs at home. Existing technology resources were distributed to all students via distribution schedule coordinated by schools which was determined by the initial distance learning survey. Additional IPADS were purchased to provide Distance Learning Support to kindergarten and 1st grade (2nd-5th grade had 1 to 1 technology prior to closure). Technology support was provided via a hotline and email support as well as teacher and staff support. Availability of connectivity was determined via initial survey. Of those responding, 10.21% indicated that they did not have internet access. PUC Schools researched what other CMO's and districts were doing to provide internet access and shared resources with families. Parents were provided information about free services available for internet access. PUC Schools addressed student privacy concerns for online use through a consent form for parents that was created for video conferencing and all applications used during distance learning were FERPA compliant.

The school utilized all the resources available to enact its Phase I and Phase 2 plan. This "economy of scale" included the use of all available certificated and classified staff. Certificated staff, such as our Inclusion Specialist (Resource Specialist), were asked to provide academic and social-emotional support by calling students with special needs one-on-one at least once a week. Classified staff were also utilized to check-in with parents to see if they needed support with navigating the transition or classwork being assigned to their child. Teachers also supported each other by being available during certain times of the school day to support students with specific subject matter questions, providing students with a wide range of available hours for academic support.

As we plan for Phase 3, the school has and continues to engage the community and seek feedback from students, parents, and teachers as to their online challenges and successes. During Phase 2, PUC Schools provided parents and community members with opportunities to engage the school. The school continued to hold its School Advisory Committee and English Learner Advisory Committee meetings via synchronous virtual online platform. The meeting highlighted the changes that were made to various compliance items such as the 2019-20 LCAP Updated and the new requirement of submitting this COVID-19 report to LAUSD and the County Office of Education. During the meeting they were given this time for input and feedback to the school's COVID-19 response. Parents voiced their appreciation to the overall PUC COVID-19 response. In addition, the school and teachers provided a lot of support. Parents raised concerns about the student mental health, in alignment with the teacher feedback. Parents of English Learners raised concerns around their children not understanding the assignments or taking too much time in completing it. In terms of planning for next year, parents, of both English Only and English Learners, requested that their child be given daily ZOOM "live" face-to-face video chat with teachers in order to explain daily work and to do check-ins or to answer any questions around daily assignments.

During Distance Learning, the Clinical Counseling Department continued to provide mental health support to the student and families. Any student who was being seen in counseling prior to Distance Learning was offered continued treatment via telehealth. Any student who was struggling with Distance Learning was offered counseling support via telehealth. Students and families were offered online group support several days a week on the following topics: Mindfulness, Art, and Debriefing. Students and families were offered various online webinars such as "Supporting Kids during the Coronavirus," "Supporting Teens and Young Adults during the Coronavirus," "Self Care during the Coronavirus for Parents," "Anxiety and Coping with the Coronavirus for Parents," "Support for Kids with ADHD During the Coronavirus," "When Siblings Won't Stop Fighting," "How to Give Effective Instructions for Parents," and "How to Work from Home with Kids during COVID 19." Social Media was used to offer students and families mental health information that covered some of same topic as covered under the online webinars. Here are a few samples of resources that we have given to schools to share out:

Elementary School

Social Emotional Lessons

<https://www.youtube.com/playlist?list=PLRIZYilkYEu24J3u17EuaE8fGikaq2boe&feature=share&fbclid=IwAR065uijd9nOU09LGqDm3BrCCw1PC3O4rTlr7XRp1t7NWTaUkhubQfykAA>

Online SEL activities; Yoga/Mindfulness

[Cosmic Kids Yoga \(youtube channel\)](#)

Online SEL activities; Growth Mindset
[Growth Mindset: ES and MS Activities \(Khan Academy\)](#)
Online SEL activities; ex: Growth Mindset, Perseverance, Empathy
[Social Emotional Learning \(Class Dojo\)](#)
SEL for little ones
[Sesame Street](#)
Daily check in on SEL
[Free Social Emotional Learning - Daily Check-In](#)

Parents:

[Parenting in the time of Corona: Elementary School Children](#)
[Parenting in the time of Corona: Preschool and Kindergarten ages](#)
Coronavirus information
[Talking to Kids About the Coronavirus \(Child Mind Institute\)](#)
[Talking to Children about COVID-19: A Parent Resource \(NASP\)](#)

Educators:

[Understanding the Mental Health & Social Impact of the Coronavirus: Finding the Middle Path](#)

Resource Links for educators:

[Free Resources: International School Counselors Association \(ISCA\)](#)
[Online Mentoring and Advisory During Corona Virus Response Conference Call and Information Sharing \(Sea Change\)](#)

Article:

[NACAC, ACT, COLLEGE BOARD, AND COMMON APP Join International ACAC Presidents in Encouraging Support for Those Impacted by the Coronavirus Outbreak](#)

Workshop:

<https://www.mindfulschools.org/mindful-schools-workshop-changing-the-paradigm-of-trauma-in-the-classroom/>

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Response:

PUC Schools created a plan with guidelines for food delivery and distribution during the school closure at PUC Schools for the coronavirus pandemic. USDA and CDE have approved the use of [Seamless Summer Option](#) program to provide meals to students through June 30, 2020. PUC Schools follows the policies and procedures indicated in the guide to ensure all compliance areas of the Seamless Summer Option (SSO) program are met. During the school closure which began March 18, 2020, PUC Schools has been serving Breakfast and Lunch meals, and beginning April 6, 2020 PUC Schools also partnered with a CACFP Sponsor – Our Little Helpers to serve Supper meals as well.

PUC Schools distributes meals to students as an “Open” sites. PUC Schools is allowed to provide meals to all children 18 and under. This includes students not enrolled at a PUC Schools. PUC Schools is currently serving Breakfast and Lunch meals at all PUC School sites, except for the PUC Community Elementary Charter and PUC Ecals. Families from PUC CCE and PUC eCALS were instructed to pick up meals at the nearest PUC School location. Meal distribution at all PUC Schools allowed PUC Schools to provide meals to ALL students enrolled at PUC Schools.

PUC Schools follow National School Lunch Program guidelines and must provide area eligibility data that demonstrates that the site is located in a needy area. Needy area means that the site is located where 50 percent or more of the children residing in the area are eligible for free or reduced-price school meals. Area eligibility may be documented through:

- School data that indicates that the proposed meal site is located in a school attendance area where at least 50 percent of the children are eligible for free or reduced-price school meals
- Census data
- Housing authority documentation
- County social services documentation
- Other appropriate sources demonstrating that the site is in a needy area

PUC Schools took parent/family feedback/needs into consideration when planning for provision of meals. A notification was sent to all families, including information on how to reach out to PUC Schools Food Service staff. An email was set up and provided to families (foodservices@pucschools). Feedback, questions, and inquiries were received in this email. Families were also encouraged to call PUC National for questions and concerns pertaining to the food distribution plan/program.

PUC Schools coordinated with sponsoring agencies and community partners to provide meals, fresh fruits and vegetables, and snacks to students and families. PUC Schools continues to work with their food vendor, Better 4 You Meals, to provide families and the community with fresh fruits and vegetables through the School Nutrition Programs (SNP). In addition, PUC Schools collaborated with community sponsor, Our Little Helpers, to provide supper meals through the Child and Adult Care Food Program, this allowed PUC Schools to distribute additional meals to families. PUC Schools also partnered with PathWater to provide a sustainable bottled water to all frontline staff members.

PUC Schools’ process for distributing meals to students in non-congregate settings: Method of Service: ALL MEALS for the entire week are distributed EACH MONDAY. There are two pick-up methods available at PUC Schools. All food servers are trained on how to distribute meals through both methods of service. **Drive Through:** Families may use their normal drop off area to pick up meals, where a staff member hands them a plastic bag containing all required meal components for ALL meals for the week. When a family arrives in their car, food servers ask the family how many children will receive meals for the week. The family indicates the number of meals either verbally or with hand gestures. Food servers then pick up the corresponding number of bags and walk over to the vehicle, and hand the bags to the family without touching the vehicle or family members by placing the bags into the trunk of the vehicle, back seat, or truck bed (depending on the vehicle type, height, or capacity). Family members should not exit the car. One car is served at a time. Once a family is completely served, the family drives away and the next vehicle is served.

- **Walk Through:** Families may pick up all required meal components for ALL meals for the week at a “Walk Through” location. All meals are packaged into plastic bags and placed on a table for pick-up. When a family arrives, they walk up to the table and pick up the number of meals they need and carry it out. There should be no physical contact between food servers and family members. If multiple families arrive to pick up meals at the same

time, they are asked to wait in line with appropriate social distancing implemented between families. One family picks up meals at a time. Once one family picks up their meals, they leave and the next family picks up their meals.

PUC Schools' method of meal distribution/delivery is as follows:

Each distribution site has a School Map which is located in the PUC Intranet Food Services. Drive and Walk through locations are identified on the School Map. Ensuring increase in traffic flow and decreasing traffic issues were considered when creating each map.

Meals included Prepackage Meals or better known as "Grab n Go" meals and include fifteen (15) meals: 5 breakfast meals, 5 lunch meals, and 5 supper meals, which are picked up at the same time. Breakfast contains THREE components: entrée, milk and fruit or fruit juice. Lunch contains FIVE components: meat, grain, fruit, vegetable, and milk. Beginning April 6, 2020 - PUC Schools began a partnership with a CACFP Sponsor – Our Little Helpers to server Supper meals. Supper meals also contain FIVE components. Beginning June 22nd, Our Little Helpers will be taking on the SSFO Sponsorship and will continue to serve Breakfast and Supper Meals. Please see page 7 for summer feeding schedule.

Meal Counting: PUC Schools follows the Summer Seamless Meal counting procedures and utilize the Summer Seamless counting sheet. Meal Counting Training was conducted on March 17, 2020. Staff utilize a hand counter and also complete a Summer Seamless Meal Counting sheet daily and submit at the end of each week to Food Services Department via email. Summer Feeding meal counts will be texted to sponsor, Our Little Helpers, by end of each service day.

PUC Schools' numbers of meals served for PUC Milagro Charter: 10,047

Total number of meals served end of June 8, 2020 for PUC Schools: 668,263

PUC Schools communicated and continues to communicate to parents to share information around meals through the following:

PUC Schools informs families of the Food Distribution and schedule via email and phone/text. Director of Media Communications, assists with disseminating messages to notify families of the availability of FREE meals to all students and any student under age 18 – using social media platforms. A weekly notification/update is posted on all social media platforms.

PUC School's safety and health steps are as followings:

Coronavirus Precautions: To minimize the risk of the spread of the coronavirus, school staff are provided personal protective equipment such as hand sanitizer (if available), gloves, and face masks. School staff also maintain appropriate social distancing measures to the greatest extent possible. Training was provided for all food service staff. For a full list of trained staff, please contact Human Resources at hr@pucschools.org.

Frontline Staff are provided the following PPE and supplies:

- Hand Sanitizers and wipes
- Gloves, face mask, hairnets
- Meal Counting Sheet
- Hand Counter

- Food Distribution Plan + SOP

Taking Staff Temperature: In order to reduce the risk of spreading the COVID-19 virus through the workplace and protect our team members PUC has established a new protocol - A designated PUC team member will take your temperature prior to the beginning of your shift. If your temperature is 100 or higher you will be sent home and an HR representative will follow up with you to discuss next steps.

The following was staff or volunteer recruitment or training:

Food Servers and Training: Food Service staff and anyone that is a Food Handler-certified employee may serve meals. During an emergency or short-term situation, volunteers or PUC employees may serve food under the supervision of a Certified Food Handler employee. Volunteers and Staff must complete online training and onsite training with Rosa Arrington, Food Service Operations Manager, before handling food. Refer to COVID-19 Safety Guidelines for PUC Team Members for training materials located in the Food Services shared folder.

Food Safety: Anyone serving food needs to follow all food safety guidelines, including: washing hands for 20 seconds with soap and warm water, wearing gloves, wearing hairnets and handling food with care. In addition, food servers must temp food and complete documentation per food item. Food servers must also ensure all delivery documentation is kept in a binder daily and for each month of service.

Traffic Control: PUC Schools needs staff to assist with traffic and ensure vehicles are moving forward during food distribution. Food Distribution Team training occurred on March 17, 2020.

PUC Schools applied for waivers which included the Nationwide Waiver, in order to better serve the needs of the school community. What is a Nationwide Waiver? In accordance with the Family First Coronavirus Response Act of 2020, USDA has granted a nationwide waiver, providing flexibilities to certain onsite monitoring requirements for the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and the Summer Food Service Program. During March, 2020 PUC Schools implement the following waivers:

- Summer Meals Non-congregate Feeding
- Meal Times
- Non-congregate Feeding
- Nationwide Parent/Guardian Meal Pickup Waiver

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Response:

PUC Schools response to the COVID-19 pandemic is in line with Los Angeles Unified School District's response and in keeping with the needs of its community. With the safety and social-emotional well-being of our scholars a priority, PUC Schools checked in with all families to verify that the students were emotionally adjusting to changes caused by the closure and were supervised during the school closure. Since PUC Schools is not providing supervision and in support of our parent needs, a communication on April 2, 2020 was sent to parents in English and Spanish via SchoolMint with COVID-19 updates that included many resources for parents to access. For parents who had to miss work to take care of their child they were guided to an Unemployment Insurance link that was posted. Other resources were links to "MyChildCare.ca.gov" and "211la.org's Child Care Page." In addition, these links were placed on the PUC COVID-19

Resource webpage along with other resources, which can be found at <http://www.pucschools.org/covid-19-resources/>. The school continues to communicate through its webpage and SwiftK12.

California Department of Education
May 2020