

SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

SCHOOL INFORMATION

Today's date (mm/dd/yy): 12/2/2020

School name: Addison Elementary (Palo Alto Unified)

School reopening date (mm/dd/yy): 10/12/2020

Indicate school setting: Elementary (TK-6th

Middle (6th-8th grades)

High (9th-12th grades)

grade) School/Program address:
650 Addison Ave

District Office/Main Administration address (if applicable):
25 Churchill Ave

City: Palo Alto

City: Palo Alto

Zip code: 94301

Zip code: 94306

COVID-19 Designee Name: Mike Jacobs

Name of person completing form: Mike Jacobs

Direct phone for person completing form: 650-833-4279

Direct email for form completer: mijacobs@pausd.org

CAMPUS PHYSICAL SPACE

Students:

Staff:

1. Provide the current anticipated number of students/staff on campus daily: 245 43

2. Which grades are/will be open? TK K 1 2 3 4 5 6 7 8 9 10 11 12

3. How many individuals are expected to be on campus at any point in the coming month? 173

4. Provide the planned minimum distance between student desks: 6 feet

VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

Staff break rooms are currently closed for dining.

6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

All outdoor spaces have been assessed. Exterior tables are setup under overhangs and students are seated physically distanced apart within their own cohorts. Other exterior sections of campus have been designated for specific cohort use.

7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

High efficiency Merv 13 filters have been deployed and portable HEPA air filtration systems are being used where needed including classrooms and office spaces. Classroom windows are also being opened to maximize outside air.

8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

We've partnered with Stanford Medical to conduct onsite routine testing of teachers and staff. ALL PAEA bargaining unit members working in-person are required to be tested twice a month except for weeks that are designated as employee holidays. All other staff working in-person are strongly encouraged to get tested as well.

9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

We opened TK-1 on 10/12/20, 2nd and 3rd on 10/26/20, and 4th and 5th on 11/9/20. We plan to open secondary schools as soon as possible in accordance with County and state regulations and anticipate middle schools to open first.

10. Provide link to complete school opening plan:

<https://resources.finalsite.net/images/v1605056897/pausdorg/cjwktw8ej2qvbwbgdif7/AddisonHealthSafetyProtocols.pdf>

School Preparedness Plan to Meet County Guidance for COVID-19

Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

VISITORS/VOLUNTEERS

The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.

FACE COVERINGS - We will support students and staff wearing masks by:

Making it mandatory for all staff and TK-12 students to wear a face covering while on campus or when waiting or riding on a bus unless when medically inadvisable, or when eating or drinking. We have provided face masks for all in-person students and staff and have signage up throughout campus reminding everyone to wear their mask.

PHYSICAL DISTANCING - We will support physical distancing by:

By spacing student desks 6ft apart or as far apart as practicable with sneeze guard barriers at each desk. All teacher desks are at least 6 ft apart from student desks. We have painted and placed physically distanced floor markers inside and outside of classrooms including in bike cages and near bike racks. We have assigned specific entry points according to grade levels, and created minimum occupancy protocols for restrooms and assigned them to cohorts. Access to campus has been limited to students and staff members unless it is absolutely necessary for a parent or volunteer to gain access. All parent and volunteer access must be granted by the principal or other Admin. Parents and volunteers must adhere to all safety protocols.

CLEANING & MAINTENANCE

We will support cleaning and maintenance of our campus by:

Frequently cleaning, maintaining and sanitizing the campus including high touch areas such as classrooms, office spaces, restrooms and playgrounds. All high touch areas are cleaned or sanitized between cohort use including shared supplies.

HYGIENE - We will support routine and frequent handwashing by:

Providing hand washing stations inside and outside of classrooms and frequently instructing students and staff to wash their hands. Hand sanitizer is available at every designated entry point, classroom and office. Hand washing signage has also been installed inside and outside the classroom and throughout the campus, reminding staff and students to wash their hands providing basic instructions.

ROUTINE TESTING - We will encourage and support staff testing by:

Continuing to partner with Stanford Medical. We will continue to conduct onsite routine testing of teachers and staff, making testing easily available. Again, all PAEA bargaining unit members working in-person are required to be tested twice a month except for weeks that are designated as employee holidays. All other staff working in-person are strongly encouraged to get tested as well.

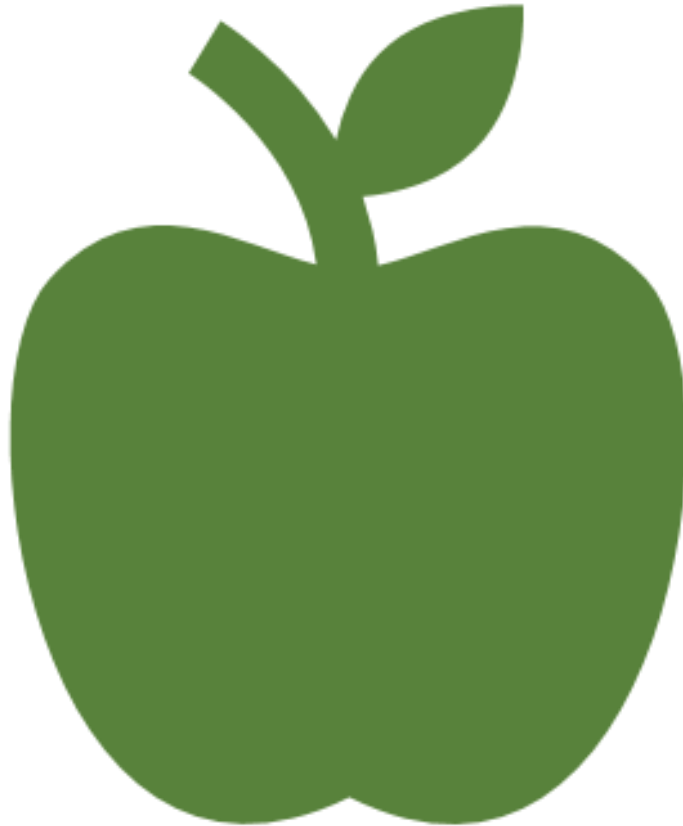
- **Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**

<https://resources.finalsite.net/images/v1605056897/pausdorg/cj>

- **For more details, see our complete school opening plan here:** [wktw8ej2qvbwbgdif7/AddisonHealthSafetyProtocols.pdf](https://resources.finalsite.net/images/v1605056897/pausdorg/cj)

COVID-19 Prepared School

Initial Plan Date: 09/17/2020 Revised Preparedness Plan Date: 11/08/2020



This school, Addison Elementary (Palo Alto Unified), has completed a **School COVID-19 Preparedness Plan** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this school's School COVID-19 Preparedness Plan Visitor Information Sheet (required to be posted with this sign). To see this school's complete School COVID-19 Preparedness

Plan, go to: <https://resources.finalsite.net/images/v1605056897/pausdorg/cjwktw8ej2qvbwbgdif7/AddisonHealthSafetyProtocols.pdf>

Santa Clara County
PUBLIC HEALTH

