

# School Plan for Safe Reopening

## School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
Esperanza Elementary	Andrea Paxton	8-14-20	8-10-20	1-11-21

## Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

*Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Esperanza Elementary's plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues
Communication with Students, Parents, Employees, Public Health Officials, and the Community

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## Local Conditions to Guide Reopening Decisions

### Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
Yes	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

The county has allowed for 25 percent of the student population to return to campus.

### Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
Yes	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

25% of the student population can return to campus.

### Local Public Health Clearance

Condition Met	Condition Assessed
Yes	Local public health officials have made determinations, including, but not limited to, the following: i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals. ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths. iii. Sufficient surge capacity exists in local hospitals.

### Equipment Availability

Condition Met	Condition Assessed
Yes	i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. ii. Have a plan for an ongoing supply of protective equipment. iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings. iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

Masks have been provided to campus for staff and additional PPE is located in the health office. Child sized masks are currently stored at the district along with thermal scan thermometers.

## Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li data-bbox="329 201 1484 268">i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.</li><li data-bbox="329 275 1455 338">ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.</li></ul>

All classrooms have handwashing protocols in place. All classrooms have a sink and soap.

## Plan to Address Positive COVID-19 Cases or Community Surges

### Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

All positive cases will be reported to our district Covid team and will follow district and county protocols for closing school and quarantining classrooms that have had a COVID exposure.

### Response to Positive Tests

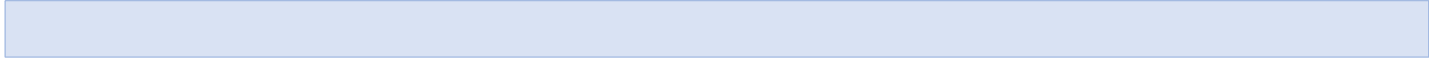
Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ol style="list-style-type: none"><li>i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.</li><li>ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate.</li><li>iii. Additional close contacts at school outside of a classroom should also isolate at home.</li><li>iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.</li><li>v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.</li></ol>

If and when classes are quarantined, distance learning will be in place and implemented.

## Injury and Illness Prevention Program (IIPP)

### Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.



## Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

## People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

A sign is posted outside of the front office providing notice that anyone who has COVID19 symptoms is not permitted to enter the premises. Additionally, parents have completed a health questionnaire to indicate if their child has allergies.

## Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

Students and staff will be screened for COVID19 symptoms upon entering campus. Throughout the day, staff members will be on the lookout for COVID19 symptoms and refer to the health office if and when COVID19 symptoms are present.

## Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.</li> <li>ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.               <ul style="list-style-type: none"> <li>1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask.</li> <li>2. Thermometers must be properly cleaned and disinfected after each use.</li> </ul> </li> <li>iii. All students must wash or sanitize hands as they enter campuses and buses.</li> <li>iv. Provide supervised, sufficient points of access to avoid larger gatherings.</li> <li>v. Use privacy boards or clear screens when practicable.</li> <li>vi. If a student is symptomatic while entering campus or during the school day:               <ul style="list-style-type: none"> <li>1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.</li> <li>2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility.</li> <li>3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.</li> <li>4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related.</li> <li>5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.</li> </ul> </li> <li>vii. Develop a plan for if students are symptomatic when boarding the bus.</li> </ul>

Parents will be noticed not to bring their child to school if they have been exposed to COVID19 or have experiencing COVID19 symptoms. When arriving at school, all students will be screened for fevers prior to entering campus. . If a student is experiencing COVID19 symptoms when attempting to enter the school, parents will be notified and the student will be sent home. While waiting for the parents arrival, the student will be isolated in the health office.



## Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.</li> <li>ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.               <ul style="list-style-type: none"> <li>1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected.</li> <li>2. Thermometers must be properly cleaned and disinfected after each use.</li> </ul> </li> <li>iii. All staff must wash or sanitize hands as they enter worksites.</li> <li>iv. Exclude employees who are exhibiting symptoms from the workplace.               <ul style="list-style-type: none"> <li>1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place.</li> <li>2. Create a procedure for reporting the reasons for the exclusions.</li> <li>3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.</li> </ul> </li> </ul>

All staff will be screened for COVID! symptoms as they enter campus. Upon entering, staff will be asked to use hand sanitizer. Any staff members who display symptoms of COVID19 will be asked to return home.

## Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Limit access to campus for parents and other visitors.</li> <li>ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance.</li> <li>iii. Review facility use agreements and establish common facility protocols for all users of the facility.</li> <li>iv. Establish protocol for accepting deliveries safely.</li> <li>v. Charter School Co-locations Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.</li> </ul>

External organizations will not be using our facilities. Outside visitors are encouraged to call the office rather than coming into the office. However, if a visitor needs to come into the office, facemasks will be required and they will be asked to use hand sanitizer upon entering. All delivery personnel will be required to use a facemask while on property.

## Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

### Handwashing

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ol style="list-style-type: none"><li>Providing opportunities for students and staff to meet handwashing frequency guidance.</li><li>Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.</li><li>Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.</li></ol>

Within each class schedule, there will be specific times throughout the day in which students will be asked to wash hands. These times will include students washing their hands prior to eating. Classrooms are equipped with a sink, soap, and hand sanitizer.

### Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	<p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ol style="list-style-type: none"><li>Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.</li><li>Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.</li><li>CDC guidance on proper PPE use.</li></ol>

Proper hand washing procedures have been posted in each classroom and restroom. Hand washing protocols will be reviewed with staff and students. Hand washing schedules will be built into each classrooms daily schedule adhering to district, county, and state guidelines.

### Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	<p>Teach staff and students to:</p> <ol style="list-style-type: none"><li>Use tissue to wipe the nose and cough and sneeze inside the tissue.</li><li>Not touch the face or face covering.</li></ol>

Proper protocols will be reviewed with staff and students.

## Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

### PPE Training

Condition Met	Condition Assessed
Yes	<p>According to CDC guidance:</p> <ol style="list-style-type: none"><li data-bbox="329 384 1523 449">i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.</li><li data-bbox="329 457 1523 625">ii. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.</li><li data-bbox="329 634 1523 728">iii. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.</li></ol>

Information regarding face coverings has been provided to staff. All staff members were issued two cloth face coverings.

### Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ol style="list-style-type: none"><li data-bbox="329 1003 1523 1108">i. As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.</li><li data-bbox="329 1117 1177 1144">ii. Provide masks if the employee does not have a clean face covering.</li><li data-bbox="329 1152 1523 1596">iii. Provide other protective equipment, as appropriate for work assignments.<ol style="list-style-type: none"><li data-bbox="378 1184 1479 1249">1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.</li><li data-bbox="378 1257 1498 1285">2. For front office and food service employees, provide face coverings and disposable gloves.</li><li data-bbox="378 1293 1523 1596">3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:<ol style="list-style-type: none"><li data-bbox="427 1325 1523 1352">A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.</li><li data-bbox="427 1360 1523 1497">B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.</li><li data-bbox="427 1505 1523 1596">C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.</li></ol></li></ol></li></ol>

All staff members have been issued two face coverings. Gloves are available for all staff members. All OSHA guidelines will be followed.

## Student Protective Equipment

Condition Met	Condition Assessed
Yes	<p>i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none"><li>1. While waiting to enter the school campus.</li><li>2. While on school grounds (except when eating or drinking).</li><li>3. While leaving school.</li><li>4. While on a school bus.</li></ol> <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p>

All students will be required to wear face coverings while waiting to enter campus, while on campus, riding the bus, and when exiting campus. Two face masks will be provided to all students.

## Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

## Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

We will comply with county mandates on student and staff occupancy. Furniture will be arranged to ensure that students remain 6 feet from one another.

## Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

Cohorts of students have been creating and a phased entry plan is being implemented to ensure that all COVID guidelines can be adhered to.

## Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

All students will be required to wear a face covering while riding the bus, entering campus, while on campus, and when exiting campus.

## Student Physical Distancing

Condition Met	Condition Assessed
Yes	LEAs should plan to: i. Limit number of students physically reporting to school, if needed to maintain physical distancing. 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus.

- iv. Buses
  1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives.
  2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options:
    - A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.
    - B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.
  3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
  4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
  5. Students and staff should wear face coverings at bus stops and on buses.
- v. Playgrounds/Outside Spaces/Athletics
  1. Increase supervision to ensure physical distancing.
  2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- vi. Classrooms
  1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
  2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
  3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
  4. If necessary, broadcast to other classrooms and students distance learning at home.
  5. Increase staffing to ensure physical distancing for younger students and students with special needs.
  6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
  7. Address physical distancing objectives as students move between classrooms.
  8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.
- vii. Food Service
  1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use).
  2. Suspend use of share tables and self-service buffets for food and condiments.
  3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult.
  4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort.
  5. If providing meal service in classrooms, plan for cleaning and trash removal.

Additional gates will be utilized to ensure social distancing when entering and exiting campus. Students will be placed in cohorts to limit the number of students and staff on campus at any given time. Lunches will be delivered to the classroom. The cafeteria will not be used for consuming food items.

## Staff Physical Distancing

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li>i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes:               <ul style="list-style-type: none"> <li>1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.</li> <li>2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained.</li> </ul> </li> <li>ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies.</li> <li>iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.               <ul style="list-style-type: none"> <li>1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.</li> <li>2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.</li> </ul> </li> </ul>

Furniture has been removed from the break room to ensure social distancing. Staff meetings and trainings will be conducted virtually. Furniture in the classroom, has been arranged to ensure six feet of distance between students and their teacher.

## Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

### Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

All areas that are used by students and or staff will be cleaned daily. Areas that have a higher volume of use such as restrooms will be cleaned more than daily as cleaning schedules permit. If we have two cohorts using a classroom during the day, the classroom will be sanitized between groups using the assigned area.

### Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

Students and staff will not share learning materials. Students will need to use their own materials.

### Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

Only toys that can be cleaned will be used.

### Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	<p>In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:</p> <ul style="list-style-type: none"><li>i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.</li><li>ii. Disinfecting surfaces between uses, such as:<ul style="list-style-type: none"><li>1. Desks and tables</li><li>2. Chairs</li><li>3. Seats on bus</li><li>4. Keyboards, phones, headsets, copy machines</li></ul></li><li>iii. Disinfecting frequently—at least daily—high-touch surfaces, such as:<ul style="list-style-type: none"><li>1. Door handles</li><li>2. Handrails</li><li>3. Drinking fountains</li><li>4. Sink handles</li><li>5. Restroom surfaces</li><li>6. Toys, games, art supplies, instructional materials</li><li>7. Playground equipment</li></ul></li></ul>



	<ul style="list-style-type: none"> <li>iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.               <ul style="list-style-type: none"> <li>1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid).</li> <li>2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.</li> <li>3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.</li> </ul> </li> <li>v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present.</li> <li>vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.</li> </ul>
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We will have a morning and afternoon session of students in general education classes. Between sessions, each room will be sanitized between sessions. Drinking fountains will be closed and students will be asked to use a water bottle that is brought from home. Individual instructional materials will be provided to students. All students will have their own pencil box containing their own materials for use. Only toys that can be sanitized daily. Only student will be able to use a toy at a time.. Playground equipment will be closed to students. Individual equipment such as balls, jump ropes, and sidewalk chalk will be provided to students to use independently during their outside break times.

**Plan for Adequate Outdoor Air Circulation**

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

**Safe Water Systems and Features**

Condition Met	Condition Assessed
Yes	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

Students and staff will be asked to bring a refillable water bottle to be used each day.

**Handling Student Belongings**

Condition Met	Condition Assessed
Yes	Keep each child’s belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

Each child's belongings will be stored near the child's seat.

## Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

### Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li>i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.</li><li>ii. Create a plan for future bargaining that may be necessary as additional issues arise.</li></ul>

The district and labor unions have worked together to create the reopening plan. The site will follow the MOU's that have been created.

## Staffing Ratios

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li>i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.</li><li>ii. Consider rolling staff cohorts to meet needs and avoid overwork.</li></ul>

## Staff Training

Condition Met	Condition Assessed
Yes	<p>Develop and provide staff training or utilize state-provided training on:</p> <ul style="list-style-type: none"><li>i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.</li><li>ii. Physical distancing of staff and students.</li><li>iii. Symptom screening, including temperature checks.</li><li>iv. Updates to the Injury and Illness Prevention Program (IIPP).</li><li>v. State and local health standards and recommendations, including, but not limited to, the following:<ul style="list-style-type: none"><li>1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.</li><li>2. Cough and sneeze etiquette.</li><li>3. Keeping one's hands away from one's face.</li><li>4. Frequent handwashing and proper technique.</li><li>5. Confidentiality around health recording and reporting.</li></ul></li><li>vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.</li><li>vii. Training on trauma-informed practices and suicide prevention.</li></ul>

## Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

Staff will report to the principal their concerns. If the concerns can not be addressed by the principal, the principal will refer to the district COVID19 Response Team.

## Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li data-bbox="329 636 1516 772">i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties.</li><li data-bbox="329 779 1516 842">ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.</li></ul>

Employees with health concerns, will work with the human resource department to arrange a leave when necessary.

## Communication

### Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

All stakeholders are invited to participate in our school safety plan and COVID19 plan.

### Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: i. Proper use of PPE/EPG. ii. Cleanliness and disinfection. iii. Transmission prevention. iv. Guidelines for families about when to keep students home from school. v. Systems for self-reporting symptoms. vi. Criteria and plan to close schools again for physical attendance of students.

Our reopening plan is available to parent and staff in the front office.

### Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

### Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	Create a communications plan for if a school has a positive COVID-19 case. i. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials. ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus. iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance. v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

Our school will implement our district plan for reporting positive cases and communicating that to parents and staff.