

BAS Staff Newsletter – Aug. 2020

COVID Safety Measures

We are all following the guidance from the district office, LACOE, and the LA Department of Health and Safety to be COVID compliant as a school. We have outlined several items below that are changing around our campus in order to help stop the spread. As a reminder, please follow these main safety guidelines when on campus:

- ✓ Wash your hands often. Use hand sanitizer if water is not available.
- ✓ Wear a cloth face covering.
- ✓ Keep 6 feet between you and anyone else you see
- ✓ Cover coughs and sneezes
- ✓ It is recommended that you carry your own water bottle with you

Before coming on campus, if possible, take your temperature at home. The screening form is available on line and may be completed at home. The link for the self check is: [https://docs.google.com/forms/d/e/1FAIpQLSdN-fKVtk54yMXQaEcuYrpbXJKHUt9n7plfGataLnDr4R001g/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSdN-fKVtk54yMXQaEcuYrpbXJKHUt9n7plfGataLnDr4R001g/viewform?usp=sf_link)

Either print or email the screening form to Anne Griffin. If you are not able to do that, your temperature and screening may be completed as soon as you get to campus. We must keep records for the district and the Department of Health and Safety.

Changes Around Campus

- Entry to campus will be limited to staff unless an appointment has been made. The student with an appointment will go through COVID screening when first arriving. The staff member who made the appointment should make an effort to greet the student.
- Offices' capacities are posted on or near the doors. Please follow these. There should be no gathering in those spaces.
- Arrows and x's mark the traffic patterns and route to the ESL and main offices.
- Touchless hand sanitizer stations are located in the main hall and rotunda.
- No visitors are allowed on campus.
- PPE is available in the main office and the classrooms have been stocked with hand sanitizer, spray cleaner and paper towels. Gloves and masks may be requested from the office as needed.
- Plexiglass will be used on office counters and where appropriate on desks to limit exposure.

- Staff restrooms in main hallway and the restrooms in the first wing will be available for use. Please use the Vacant/In Use sign on the door.
- Cross ventilation should be used when available. Leave doors/ windows open while in classroom or workspace.
- If you use equipment in your classroom (computer, phone, calculator, any other machinery) please wipe it down before you leave
- There are bright green signs for classroom doors—to mark “In Use” or “Needs Cleaning.” Please use these signs when you are on the campus in a classroom to identify rooms to prioritize for cleaning.
- Regular cleanings have been established for high usage areas.
- If you use any of the equipment or appliances in the staff room (refrigerator, sink, water dispenser, copy machines) please wipe them down when you are finished using them.
- At this time coffee pots may not be used.

MANDATORY TRAININGS

COVID training must be completed by ALL staff. The training can be found at <https://vimeo.com/428569965/64e378eb5e> Each employee must then fill out the completion form (attached) and send it to Ilya Mindlin via email.

Three trainings for Certificated staff can be found at Target Solutions and include Sexual Harassment; Suicide Prevention; and Bullying Prevention. Please complete these trainings by September 18th. There is a quiz at the end of each. Please email or print and return/mail the certificates of completion to Anne Griffin.

DATES TO REMEMBER

ALL Staff Meeting 8/28 at 12:00-3:00 PM

WASC remote visit 10/5-10/7 (more information soon!)