



School Plan for Safe Reopening

School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
Arbolita Elementary School	Jennifer McCully-Rodriguez	October 1, 2020	March 13, 2020	October 19, 2020

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 Arbolita Elementary School’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

Table of Contents

School Plan for Safe Reopening.....	1
School Information	1
Introduction.....	1
Table of Contents	3
Local Conditions to Guide Reopening Decisions.....	4
Plan to Address Positive COVID-19 Cases or Community Surges	6
Injury and Illness Prevention Program (IIPP)	7
Campus Access	8
Hygiene.....	11
Protective Equipment.....	12
Physical Distancing	14
Cleaning and Disinfecting	19
Employee Issues	24
Communication	26

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.

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.

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).

The District has procured the following PPE and has budgeted to purchase more on an as needed basis.

Face Masks

Face Shields
 Gloves
 Hand Sanitizer
 Cleaning Spray Sanitizer
 Sanitizing Wipes
 Desk Shields
 Sneeze Guards
 No Touch Thermometers

Cleaning Supply Availability

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

The District has procured the following PPE

Hand Sanitizer
 Cleaning Spray Sanitizer
 Sanitizing Wipes
 Electrostatic Sanitizer Spray

The District does not use trash cans with lids and has replaced paper towel dispensers to comply with guidance.

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.

Health Services will monitor local orders, keep updated on community transmission rates, and communicate updates with school administration. The District will follow OCHCA and CDPH guidance for school closures when a student or staff member tests positive for COVID-19 and has exposed others at the school, the following steps may be implemented:

In consultation with OCHCA, the District Superintendent or Designee may decide whether school closure is warranted, versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

Positive COVID-19 cases may lead to the closure of a classroom, multiple classrooms, or even a school.

Parents and staff will be notified of all COVID-19 positive cases within their school community and any decision of closure.

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 data-bbox="329 1308 1520 1409">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 data-bbox="329 1415 1520 1516">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 data-bbox="329 1522 1520 1556">iii. Additional close contacts at school outside of a classroom should also isolate at home. <li data-bbox="329 1562 1520 1625">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 data-bbox="329 1631 1520 1692">v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

All positive cases will be reported to District Nurses who will prepare proper notification documents as well as notify the OCHCA and Keenan and Associates, the District's third party administrator.

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.

The IIPP was last updated on July 1, 2020 to include COVID-19 Cal/OSHA requirements, and can be found on the La Habra City School District website.

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.

In order to prevent the spread of disease and illnesses to other students, teachers and school staff, the following guidelines have been developed to help you determine when your child needs to stay home from school.

Students will undergo temperature screenings using no-touch thermometers upon arrival to school.

Parents will be asked to complete an at home symptom check of their child before bringing to school.

Staff will be instructed to do a self-screening at home before coming in for work.

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.

Each school site has an identified area that will be utilized as the isolation room to separate anyone who exhibits symptoms of COVID-19.

Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Staff exhibiting COVID-19 symptoms should immediately inform their supervisor and then leave.

Parents and/or emergency contact should be prepared to immediately pick up their student who is ill.

For serious illness, 9-1-1 will be called without delay.

Signs and symptoms of other health needs will be treated and monitored in the health office.

Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> 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. 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"> 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. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: <ul style="list-style-type: none"> 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. 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. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus.

The District will advise parents to screen students before leaving for school 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. The District will screen students entering the campus and buses. Wellness checks and temperature checks with no-touch thermometers will be conducted. All students must wash or sanitize hands as they enter campuses and buses. The District will provide supervised, sufficient points of access to avoid larger gatherings. A student who is symptomatic while entering campus or during the school day should be separated from others right away in an area through which others do not enter or pass. If more than one student is in an isolation area, physical distancing will be required with Plexiglas shields. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.

Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> 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. ii. All staff must wash or sanitize hands as they enter worksites. iii. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

The District will advise staff to self screen before leaving for work to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials and stay at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Staff will complete a wellness check each day prior to work.

Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Limit access to campus for parents and other visitors. 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. iii. Review facility use agreements and establish common facility protocols for all users of the facility. iv. Establish protocol for accepting deliveries safely. 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.

Access to campus for parents and other visitors will be limited and based on necessity.

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">Providing opportunities for students and staff to meet handwashing frequency guidance.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.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.

Students and staff will frequently wash hands in accordance with CDPH and Cal/OSHA. The District has sufficient handwashing and sanitizer stations including at every building entrance and in every classroom.

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">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.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.CDC guidance on proper PPE use.

Training for Face and Nose Covering

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

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="329 386 1523 453">i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.<li data-bbox="329 457 1523 632">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 data-bbox="329 636 1523 730">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.

Keenan SafeSchools training has been shared with all staff. Students will receive videos to watch prior to returning on campus.

Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ol style="list-style-type: none"><li data-bbox="329 1150 1523 1255">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 data-bbox="329 1260 1177 1291">ii. Provide masks if the employee does not have a clean face covering.<li data-bbox="329 1295 1523 1740">iii. Provide other protective equipment, as appropriate for work assignments.<ol style="list-style-type: none"><li data-bbox="378 1329 1479 1396">1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.<li data-bbox="378 1400 1498 1432">2. For front office and food service employees, provide face coverings and disposable gloves.<li data-bbox="378 1436 1523 1740">3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:<ol style="list-style-type: none"><li data-bbox="427 1470 1523 1501">A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.<li data-bbox="427 1505 1523 1644">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 data-bbox="427 1648 1523 1740">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.

The District will follow all SDS requirements for chemicals used and provide required PPE.

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">1. While waiting to enter the school campus.2. While on school grounds (except when eating or drinking).3. While leaving school.4. While on a school bus. <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p>

The following individuals are exempt from wearing a face covering:

Persons age two years or under.

Persons with a verified medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

Persons who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. In this situation a face shield with a clear mask is recommended.

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.)

The Center for Disease Control (CDC) and the California Department of Public Health (CDPH) recommend creating cohorts to minimize the spread of COVID-19. A cohort is a group of children and staff who will remain together throughout the program and during daily tasks.

- Classroom capacity will be based on CDC and CDPH recommendations.
- Students will be physically distanced at least four to six feet from each other and each student will have a sneeze guard.
- Signs will be posted reminding staff and students to maintain six feet of separation when possible and wear a mask when necessary.
- Student supplies will not be shared.

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.

The Center for Disease Control (CDC) and the California Department of Public Health (CDPH) recommend creating cohorts to minimize the spread of COVID-19. A cohort is a group of children and staff who will remain together throughout the program and during daily tasks.

- Classroom capacity will be based on CDC and CDPH recommendations.
- Students will be physically distanced at least four to six feet from each other and each student will have a sneeze guard.
- Signs will be posted reminding staff and students to maintain six feet of separation when possible and wear a mask when necessary.
- Student supplies will not be shared.

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.
--	---

Face coverings/masks:

- All staff and students will be required to wear mask. A face shield may be worn in conjunction with a mask.
- Cloth face coverings or face shields will be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.

Student Physical Distancing

Condition Met	Condition Assessed
Yes	<p>LEAs should plan to:</p> <ul style="list-style-type: none"> i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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.

	<ol style="list-style-type: none"> 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. <p>vii. Food Service</p> <ol style="list-style-type: none"> 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.
--	---

The La Habra City School District will provide one facemask and one shield for each child.

Sanitation and Cleaning:

- School offices, classrooms, and restrooms will be sanitized every evening using the Victory Innovations Electrostatic Sprayer.
- Restrooms will be sanitized throughout the day.
- Safe and effective sanitizer is provided throughout the campus and inside each classroom.

COVID-19 PCR and Antibody Testing

- The District is providing COVID-19 PCR and Antibody testing to all staff.

Temperature Screening:

- Students will undergo temperature screenings using no-touch thermometers prior to entering class or boarding a bus.

The Center for Disease Control (CDC) and the California Department of Public Health (CDPH) recommend creating cohorts to minimize the spread of COVID-19. A cohort is a group of children and

staff who will remain together throughout the program and during daily tasks.

- Students will be social distanced at least four to six feet from each other and each student will have a sneeze guard.
- Signs will be posted reminding staff and students to maintain six feet of separation when possible and wear a mask when necessary.
- Student supplies will not be shared.
- Children will be washing their hands throughout the day and practicing good hygiene.
- Water dispensers are installed throughout the campuses for no touch refill of water bottles.
- For detailed information on grade 6 to 8 please refer to the school site safety plan.

- The District has replaced all of the air filters with Merv 11 filters, which remove a higher percentage of contaminants in the air; this will increase indoor air quality.

Nutrition Services- Breakfast and Lunch

The District’s Nutrition Services Department will provide daily breakfast and lunch.

- Students off campus will utilize the drive up "Grab and Go" bags located at the front of each campus.
- Each bag will contain breakfast and lunch.
- Students who are on campus will be given "Grab and Go" bags at dismissal.
- Meals will be consumed at home safely.
- Students can bring a small snack for a break.
- Fridays grab and go breakfast and lunch will be for the following Monday.

Students who attend KidZone and ASES will also receive breakfast and lunch at their daycare facility.

Transportation Services

The District will follow the California Department of Public Health (CDPH) recommendation for student transportation.

- A Parent or caregiver over the age of 18 must be present at the bus stop during student pickup until the student has boarded the bus.
- Students will have their temperature checked with a no touch thermometer prior to boarding the bus. Students with a temperature will be advised to return to their parent or caregiver.
- Buses will have seating assignments that maintain physical distancing requirements. Seats that must be left vacant will be clearly marked.
- Buses will be loaded from back to front and unloaded from front to back to maintain physical distancing.
- Drivers will wear a face covering at all times when passengers are present and during loading and unloading of students.
- Students will be required to wear a face covering on the bus and at the bus stop and practice physical distancing at bus stops by staying at least 6 feet apart.
- Buses will be sanitized daily using the Victory Innovations Electrostatic Sprayer.

Staff Physical Distancing

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ol style="list-style-type: none"> 1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. 2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.

- | | |
|--|--|
| | <ol style="list-style-type: none">1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.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. |
|--|--|

Staff should be physical distancing and limit in person staff development and meetings.

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.

Sanitation and Cleaning:

- School offices, classrooms, and restrooms will be sanitized every evening using the Victory Innovations Electrostatic Sprayer.
- Restrooms and high touch surfaces will be sanitized throughout the day.
- Safe and effective sanitizer is provided throughout the campus and inside each classroom.

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.

- Use of shared supplies and equipment will be avoided to the greatest extent possible.
- All students will be issued a technology device for individual use to limit contact with shared equipment.

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.

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> <ol style="list-style-type: none">A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.Disinfecting surfaces between uses, such as:<ol style="list-style-type: none">Desks and tablesChairsSeats on busKeyboards, phones, headsets, copy machinesDisinfecting frequently—at least daily—high-touch surfaces, such as:<ol style="list-style-type: none">Door handlesHandrailsDrinking fountains

	<ol style="list-style-type: none"> 4. Sink handles 5. Restroom surfaces 6. Toys, games, art supplies, instructional materials 7. Playground equipment <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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). 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma. 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present. 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.
--	---

Classroom Cleaning

Daily and Nightly Cleaning

- Empty all trash receptacles
- Sweep all entryways
- Spot mop all entryways
- Empty pencil sharpeners
- Restock supplies (paper towels, soap dispensers, hand sanitizer)
- Wipe down sinks

Sanitization with Victory Innovations Electrostatic Sprayer

The following is a list of all items that will be sanitized using the Victory Innovations Electrostatic Sprayer every night.

- Student and teacher desks
- Student and teacher chairs
- Door hardware
- Light switches
- Countertops
- Sinks
- Faucets
- Soap dispensers
- Hand towel dispensers
- Hand sanitizer dispensers

Designated Days

- Vacuum classroom one to two times per week

- Replace chair feet
- Replace light bulbs
- Clean whiteboard
- Dust computers and window frames

Staff Lounge Cleaning

Daily and Nightly Cleaning

- Empty all trash receptacles
- Sweep all entryways
- Spot mop all entryways
- Restock supplies (paper towels, soap dispensers, hand sanitizer)

Sanitization with Victory Innovations Electrostatic Sprayer

The following is a list of all items that will be sanitized using the Victory Innovations Electrostatic Sprayer every night.

- Chairs and tables
- Door hardware
- Light switches
- Countertops
- Sinks
- Faucets
- Soap dispensers
- Hand towel dispensers
- Hand sanitizer dispensers

Designated Days

- Vacuum one to two times per week
- Replace light bulbs
- Dust window frames

Office Cleaning

Daily and Nightly Cleaning

- Vacuum
- Clean and disinfect the office/nurse restrooms
- Restock supplies (paper towels, soap dispensers, hand sanitizer, sanitary napkins)
- Empty all trash receptacles
- Empty pencil sharpeners

Sanitization with Victory Innovations Electrostatic Sprayer

The following is a list of all items that will be sanitized using the Victory Innovations Electrostatic Sprayer every night.

- Desks

- Chairs
- Copiers/printers
- Door hardware
- Light switches
- Countertops
- Sinks
- Faucets
- Soap dispensers
- Hand towel dispensers
- Hand sanitizer dispensers

Designated Days

- Restock office/workroom supplies (construction paper, duplicating paper etc.)
- Dust computers and window frames

Restroom Cleaning

Cleaning Throughout the Day

- Sweep
- Mop
- Empty all trash receptacles
- Wipe down all surface areas with sanitizing wipes including toilets and sinks
- Restock supplies (toilet paper, soap, and sanitizer)

Sanitization with Victory Innovations Electrostatic Sprayer

The following is a list of all items that will be sanitized using the Victory Innovations Electrostatic Sprayer every night.

- Door hardware
- Light switches
- Countertops
- Sinks
- Faucets
- Toilets and urinals
- Stall divider doors and handles
- Grab bars
- Mirrors
- Soap dispensers
- Hand towel dispensers
- Hand sanitizer dispensers

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.
--	--

The District has replaced all of the air filters with Merv 11 filters, which remove a higher percentage of contaminants in the air; this will increase indoor air quality.

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.

Water dispensers are installed throughout the campuses for no touch refill of water bottles

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.

Student belongings will be stored inside desks and left at school.

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">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.ii. Create a plan for future bargaining that may be necessary as additional issues arise.

Both LHEA and CSEA have language to reopen their MOUs to negotiate evolving situations or other conditions not addressed.

Staffing Ratios

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

Limited Term and Temporary staffing has been added.

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">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.ii. Physical distancing of staff and students.iii. Symptom screening, including temperature checks.iv. Updates to the Injury and Illness Prevention Program (IIPP).v. State and local health standards and recommendations, including, but not limited to, the following:<ul style="list-style-type: none">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.2. Cough and sneeze etiquette.3. Keeping one's hands away from one's face.4. Frequent handwashing and proper technique.5. Confidentiality around health recording and reporting.vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.vii. Training on trauma-informed practices and suicide prevention.

The District is using Keenan SafeSchools regarding Coronavirus awareness. The District has also contracted with Company Nurse for an employee self-monitoring system. The IIPP has been completed and shared with all employees through a Keenan SafeSchools training as well as posted on the District website. District Nurses have established a Health Services handbook as well as completed trainings for Contact Tracing. Nurses are working closely with the CDPH, OCHCA, and CHOC Hospital for up to date guidance on state and local health standards and recommendations for schools.

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.

Each site has a safety committee team and have designated liaisons responsible for responding to COVID-19 concerns.

Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> <li data-bbox="328 827 1518 968">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 data-bbox="328 968 1518 1037">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.

The Human Resources department is working with employees who may be high risk or need reasonable accommodations. If such accommodations cannot be met, employee may be eligible for leave under the Families First Coronavirus Response Act (FFCRA).

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.

LHCS D met with LHEA and CSEA to discuss safety measures for their members. LHCS D also listened to input from families through Let's Talk, Town Halls and a Public Hearing on the Learning Continuity Plan.

Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: <ul style="list-style-type: none">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.

LHCS D families have been invited to Site Town Hall meetings to answer questions about Covid-19 related protocols. The District has also developed and posted a Hybrid Instructional Model and Safety Plan for all staff and families which include COVID-19 related protocols.

Communication for Vulnerable Members of the School Community

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

All communication to families regarding Covid-19 protocols have been translated into Spanish. In addition to being posted on the District website, paper copies of the Hybrid Instructional Model and Safety Plan is available at the District Office and each school site.

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. <ul style="list-style-type: none">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.

	<ul style="list-style-type: none">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.
--	---

Local health officials, staff and families will be notified of any positive case or exposure of COVID-19, while maintaining confidentiality, as required by state and federal laws.

Infected areas will be closed and not used until properly cleaned and disinfected.

Advise sick staff members and students not to return until they have met CDPH criteria.

All students will have access to instruction when out of class, as required by federal and state law.

The students or staff in close contact with the positive individual may be quarantined at home for 14 days.