

COVID-19 Health and Safety Procedures

The health office will coordinate emergency procedures following guidelines provided by the CDC, state, and local health authorities and maintain updated emergency contact lists.

Daily Temperature Screenings and Monitoring of Symptoms

iLEAD AD will facilitate two drive-up temperature screening stations by designated temperature monitors, who will be wearing a yellow safety vest for visual accessibility.

- Station 1 will be located in front of the school office for administrators, facilitators, and staff.
- Station 2 will be located at the lower parent and learner valet parking lot.

The vehicles will follow one line to the temperature screening station and all drivers and learners will remain in their vehicles. As the vehicle approaches the temperature screening station, the school employee will roll down his/her window or the parent will roll down the window nearest to the learner, preferably on the passenger side of the vehicle. The monitor will conduct the temperature screening.

- If the learner's temperature check reads under 100°F, the learner will step out of the car and walk to his/her designated area.
- If the learner's temperature check reads at 100°F or above, then the learner must remain in the vehicle and return home. The learner will be assigned to distance learning and be permitted to return to the school site after 14 days fever and symptom free without medication or after 24 hours fever and symptom free without medication and evidence of a Covid-19 negative test result.

Learners who arrive at school with 99.0°F to 99.9°F, with an occasional cough, sneezing, and congestion will be monitored throughout the day. If symptoms worsen through the day, learner's will be sent home. Learners who develop a fever of 100°F or above, a persistent cough, persistent sneezing, become uncomfortably congested, shortness of breath, or any signs of respiratory issues will be given a face mask, taken to the Wait Space, and arrangements will be made to be sent home. If learner's symptoms appear to be severe or become increasingly concerning, emergency personnel will be contacted. Learners will be permitted to return to the school site after 14 days fever and symptom free without medication or after 24 hours fever and symptom free without medication and evidence of a COVID-19 negative test result.

All reports of positive test results for COVID-19 for learners and school staff that are communicated to the school, will be reported immediately by school personnel to the County of Los Angeles Department of Public Health.

All temperature screenings will be conducted with a school issued thermometer.

PPE Supply Kit

- Hand sanitizer
- Face masks - disposable
- Face masks - double layer cloth
- Face shields
- Gloves - disposable
- Disposable medical coveralls for staff in quarantine areas
- Disposable shoe covers
- Tissue boxes
- Disinfectant wipes
- Disinfectant spray
-

Enter and Exit signs

Signs will be placed at each ramp. When arriving at school all learners will enter campus walking up the left ramp and exit the right ramp.

Village: Learners will enter via the right ramp and exit left. Stay put spots are located on all Enter ramps.

Bathrooms: One learner at a time. Signage posted and stay put spots located by doors.

Hand Sanitizing Stations and Portable Hand Washing Stations: To be used prior to entering campus and classrooms after recess and lunch.

Outdoor Classroom: Designated areas for each classroom**Procedure for Traveling Staff and Learners**

All staff and learners traveling by airplane or outside of the continental United States must report travel to the school administration. Returning staff and learners must follow a 14 day self-quarantine or a minimum of 3 days self-quarantine with evidence of a COVID-19 negative test result.

Quarantine Area - Room 301

Door sign: WAIT SPACE - DO NOT ENTER

The Wait Space will be divided into quadrants separated by dividers that include three separate wait spaces for learners and the nursing station, which will be located next to the sink and the door. A plastic, school chair will be placed in each corner of the room for learners to sit in while they wait for arrangements to be made for their return home.

We will also follow the [COVID Response Plan](#).

COVID-19 SCREENING QUESTIONNAIRE

The safety of our staff, learners, and families is our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our community, we are asking everyone to complete and submit this questionnaire prior to entering the site. Please do not enter the site until your responses have been reviewed and your entry has been approved.

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our employees.

Name:
Phone Number:

Representations

1. Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (Please take your temperature before you answer this question.)

Yes ☐ No ☐ Fever (100.4° F/37.8° C or greater as measured by an oral thermometer)

Yes ☐ No ☐ Cough

Yes ☐ No ☐ Shortness of breath or difficulty breathing

Yes ☐ No ☐ Sore throat

Yes ☐ No ☐ New loss of taste or smell

Yes ☐ No ☐ Chills

Yes ☐ No ☐ Head or muscle aches

Yes ☐ No ☐ Nausea, diarrhea, vomiting

2. In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?

Yes ☐ No ☐

3. In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?

Yes ☐ No ☐

4. Have you been tested for COVID-19 and are waiting to receive test results?

Yes ☐ No ☐

5. Have you tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?

Yes ☐ No ☐

NOTE: If you have tested positive for COVID-19 or have been presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms, please contact your manager or human resources representative when: (1) you have had no fever for at least 72 hours (3 full days), without the use of fever-reducing medications; (2) your other symptoms have improved; and at least 7 days have elapsed since your symptoms first appeared.

6. In the past 14 days, have you been on a commercial flight or traveled outside of the United States?

Yes ☐ No ☐

7. In the past 14 days, have you been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States?

Yes ☐ No ☐

8. Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation.

Yes ☐ No ☐

Explanation: _____.

Certification

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to the site director or your employee services representative.

Access to worksite (circle one): Approved Denied

Agua Dulce Physical Distancing Routines

DRAFT

November 9, 2020

Classrooms routines will be established by each facilitator based on spaces. For all learners, carpet time will require more spacing out and having learners use the same location. Where possible, furniture will be used to provide a variety of flexible seating options while being positioned to accommodate social distancing. Windows and doors will remain open as much as possible and, weather permitting, classrooms will utilize the outdoor seating where possible.

Line up areas - Each class will have a designated line up zone, which will be indicated by a sign. All learners will be asked to only use those areas and be appropriately socially distant.

Recess - Time will be staggered to limit the number of people in any one area. Areas will be assigned and each facilitator will have this play area schedule.

Lunch Areas - Cohorts will be able to eat their lunches at the picnic tables, or on their own beach towels (if they chose to bring one from home) in designated areas. Tables will be marked with spaces to remind learners to be socially distanced while enjoying their lunch. Learners will be asked to completely clean up their own areas to reduce the likelihood of any additional contamination.

Purchased Lunches - Every morning, the Facilitator will ask the learners who is ordering a school lunch and then text Miss Sonia the number of lunches needed. Before lunch dismissal, Miss Sonia will deliver the amount of lunches needed to each classroom so the learner can take it with them to their designated area. (TK & Kindergarten will text Miss Sonia how many morning snacks they need, since TK/K is a half day, and Miss Sonia will deliver the snacks before recess).

Restrooms - Learners will be asked to keep masks on while in restrooms and due to the confined spaces, we will ask learners to avoid entering restrooms if there are more than two others currently inside. Bathrooms will be assigned by grade levels further isolating groups.

PE - Agua Dulce large yard space permits learners to engage in all outdoor activities. Facilitators will have a PE schedule to avoid having too many learners outside. Hands will be washed at the end of PE before entering the classroom.

Tree Limitations - Learners may continue to climb trees however no more than 2 learners may be in a tree at any given moment and be socially distant.

Play Structures - During Phase 3 of the reopening plan, play structures will continue to be closed.

Garden - Only one class may work in the garden at one time. Facilitators will communicate the garden schedule with each other to ensure smooth instructional planning.

Animals on Campus - Only small animals will be permitted for classroom care only. The facilitators will have sole responsibility for cleaning or care of the animals. No outside animals will be on campus during the first reopening phases.

**iLEAD Agua Dulce Classroom Checklist
COVID-19 Health Duties**

Single Trash Can at door for Collection (Custodial Staff to Collect)

Surface Wipe Down of Tables

Wipe down door handles after every break

Keep Doors and windows open (when possible)

Task	Monday - Initials	Tuesday - Initials	Wednesday - Initials	Thursday - Initials	Friday - Initials
PRIOR TO LEARNER ARRIVAL - GENERAL					
Ensure all important signage is intact and clearly visible at designated points of entrance/exit. Signage must clearly indicate that no one may enter if they have symptoms of respiratory illness.					
Walkie Talkie is charged and ready. (In the event an infection is reported, please use to contact office for further instructions).					
PPE is available and ready for your own use					
Learner high touch areas sanitized prior to reentry from First Break					
Learner high touch areas sanitized prior to reentry from Second Break					
Learners who wear facial coverings should put them on if they haven't already.					
Learners have area for belongings					
Doors and Windows Remained Open					

Please Turn in to Office Weekly

**iLEAD Agua Dulce Classroom Checklist
COVID-19 Health Duties**

Please Turn in to Office Weekly

Emergency Operation Plan for Biological Hazard/Influenza

School Closure
Remote Learning
to
Reopening School
Virtual/Hybrid Model
to
Full Reopening School

iLEAD School Network Schools

Prepared by iLEAD California

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Helpful Links

[Parent/Learner Help Desk Ticket Link](#)

[Site Staff Help Desk Ticket Link](#)

[PowerSchool](#)

Emergency Personnel Names and Contacts

Designated Responsible Officials: Executive Team

Emergency Coordinator: Director of Operations

Site Coordinators: Site Directors, Leadership Residents, Registrars, and Counselors

Virtual Learning Coordinators: iLEAD Agua Dulce Program Coordinators

Office Coordinators: iLEAD Agua Dulce Office Manager

Outreach and Communication Coordinators: Director of Outreach, Editorial Director of Content

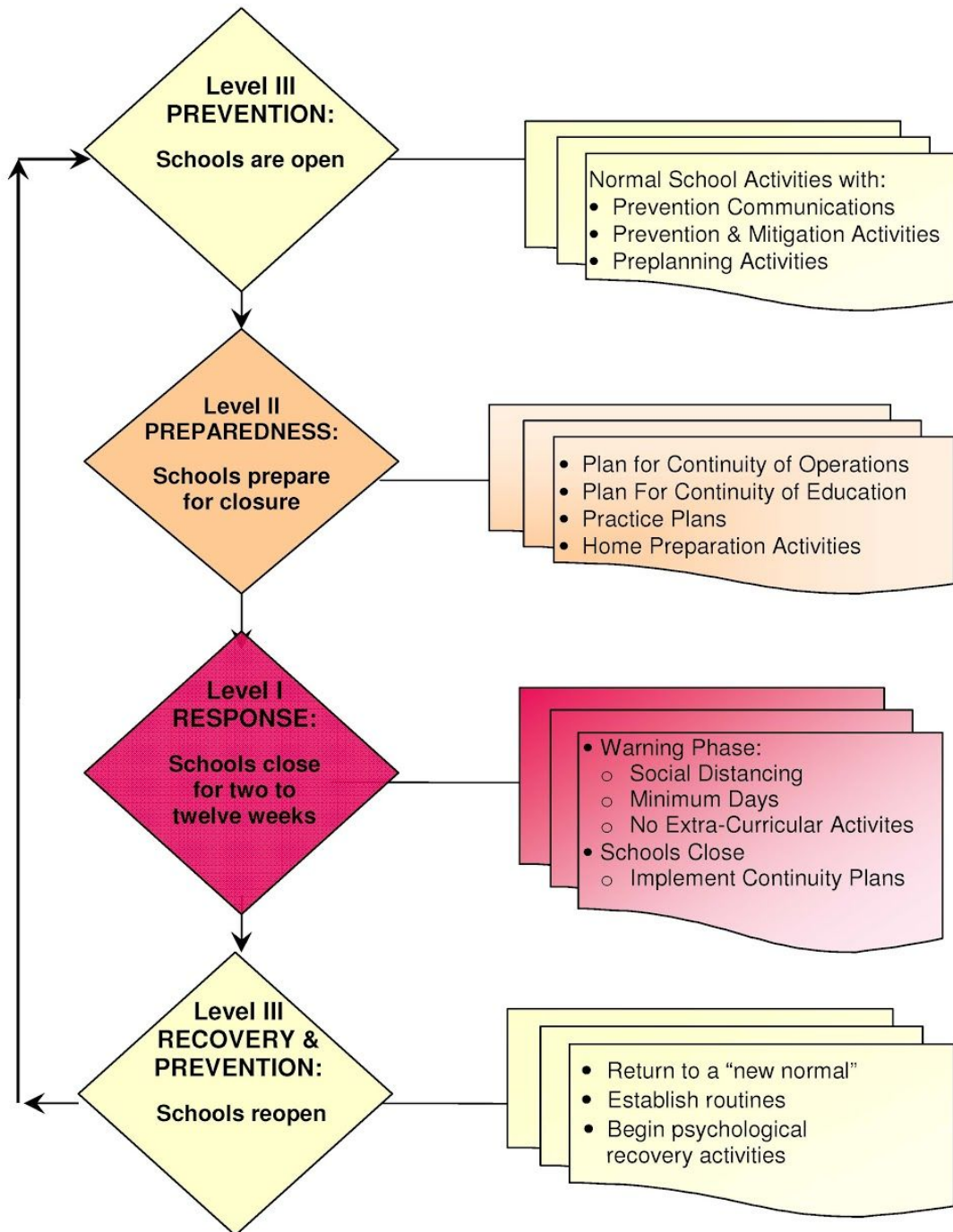
Technology Coordinator: Technology Director, iLEAD Agua Dulce Registration Clerks

Employee Services Coordinator: Employee Services Director

Attendance and Compliance Coordinator: Director of Special Programs

Student Support Coordinator: Student Support Director and iLEAD Agua Dulce Student Support Coordinator

Health Pandemic Cycle Chart



Biological Hazard Influenza Cycle

The chart above details the cycle and the steps to take in the event of a pending extensive health emergency cycle that could result in school closures. **Level III** is the static level for **assessment and prevention**, if possible. **Level II** is for **preparedness and planning** for continuity and training for implementation. As the threat increases, the steps cycle down to **Level I** which results in **School Closures and next steps to maintain operations**, through implementation of continuity plans. The bulk of this plan focuses on the event of school closures and operation continuity plans.

Biological Hazard Checklist

Level III Prevention-Schools are Open

- ☐ Monitor the State Department of Public Health, in conjunction with the CDC
- ☐ Implement School Guidance from State Department of Public Health
- ☐ Work with Local Health Officials
- ☐ [Update EOP with ICS Staff Responsibilities](#)
- ☐ Determine and review policies and procedures for absenteeism and compensation
- ☐ Begin Prevention Activities
 - ☐ Update Communication Plan
 - ☐ Educate staff, students, parents
 - ☐ Train Health Aides

Level II-Preparedness

- ☐ Initiate and Execute Preparedness Plan (see below for details)
- ☐ Update and Review School Closure Plan with Site Directors
- ☐ Notify Staff of Responsibilities and Procedures During a Biological Hazard
- ☐ Identify and Work With Most Vulnerable Learners and Staff
- ☐ Consider alternatives
 - ☐ Visitors to Campus
 - ☐ School Gatherings
 - ☐ Recess/Lunch Breaks
 - ☐ Food Service Options
 - ☐ Field Studies
- ☐ Prepare for Virtual Learning
 - ☐ Train Site Facilitator/Staff for Virtual Learning
 - ☐ Communication with families to update emergency information and student access to technology
 - ☐ Letter for every learner
 - ☐ Plan for Child Care Needs

Level I-Response

- ☐ Notification of School Closure, in consultation with local public health department
- ☐ Execute School Closure Plan
- ☐ Determine with local public health department readmission criteria
- ☐ Implement Phase I Communication Plan, include outreach to learners, parents, staff and community
- ☐ Initiate Virtual Learning Infrastructure Set Up
- ☐ Launch Virtual Learning
- ☐ Provide Ongoing Support to staff, learners and families

Return to Level III

- ☐ Notify Families and Staff
- ☐ Prepare Site for Return
- ☐ Inventory and Order Supplies
- ☐ Assessment of Site Needs
- ☐ Return to Site-Based Learning
- ☐ Closure and Documentation
- ☐ Debrief with Team to Update Plan

Level III Prevention and Mitigation

Summary: Monitor Biological Hazard Incident through local, state, and federal agencies, continue normal school activities with focus on prevention activities, planning and communications.

Outcome: Update EOP with ICS Responsibilities, communication plan, educating staff, families, and learners on prevention protocols.

Key Players: Director of Operations, Site Director, Safety Coordinator, Health Aide, Outreach Coordinator

Estimated Timeline: Ongoing

Action Steps:

1. Key Communications. [Information about Biological Hazard](#) (to be updated as we communicate more)

Follow Up: Continue to monitor

Level II Preparedness for Launch

Summary: Coordinators work as a team to implement infrastructure set up and training to prepare site leadership and staff for the event of a school closure.

Outcome: All iLEAD Employees know how to implement a Level I Response Plan.

Key Players: All iLEAD Staff.

Estimated Timeline: 1-2 weeks

Action Steps:

1. Initiate and Execute Preparedness Set Up Plan
2. Update and Review School Closure Plan with Site Directors
3. Notify Staff Responsibilities and Procedures During a Biological Hazard
4. Identify and Work With Most Vulnerable Learners
5. Consider alternatives to:
 - a. Visitors to Campus
 - b. School Gatherings
 - c. Recess/Lunch Breaks
 - i. Food Service Options & Processes
 - d. Field Studies
6. Prepare for Virtual Learning
 - a. Train Site Facilitator/Staff for Remote Learning.
 - b. Site Facilitators Prepare Curriculum and Work from Home Packets
 - c. Communication with families to update emergency information and student access to technology
 - i. Letter for every learner with technology needs assessment
 - ii. Plan for Child Care Needs
 - iii. Update emergency card with sites (including authorized adults to pick up child)

Follow Up:

- Continue to adjust Response Plan as needed and review with new or absent employees.

Preparedness Set Up Plan

Summary: Coordinators complete set up for school closure and continuity of learning from home.

Emergency Contacts for Virtual Learning

Designated Responsible Official: Executive Team

Emergency Coordinator: Director of Operations

Site Coordinators: Site Directors, Leadership Residents, Registrars, and Counselors

Virtual Learning Coordinators: iLEAD Agua Dulce Program Coordinators

Office Coordinators: Laura Henriquez, iLEAD Agua Dulce Office Manager

Outreach and Communication Coordinators: Director of Outreach, Editorial Director of Content

Technology Coordinator: Technology Director, iLEAD Agua Dulce Registration Clerks

Employee Services Coordinator: Employee Services Director

Attendance and Compliance Coordinator: Director of Special Programs

Student Support Coordinator: Student Support Director and iLEAD Agua Dulce Student Support Coordinator

Curriculum Plan Summary

In the event of a long-term site closure, sites will rely on remote learning using internal infrastructure, curriculum, and support to resume learning at home. Site-based staff will continue to provide services to their students using a learning management system (LMS), course

curriculum options, and live video and other communication tools. iLEAD Agua Dulce will provide support, training, learning management system, and curriculum until site-based learning resumes.

Curriculum:

Grade Levels	Hybrid Option	Build Your Own Option
K-1	iLEAD Agua Dulce provides synchronous and asynchronous learning for both ELA and Math.	Hybrid option but facilitators can ultimately customize completely.
2-5	iLEAD Agua Dulce ELA and Math course (Director and Maker to determine which course facilitators receive) and advisory shell.	Course shell in PowerSchool with basic daily and weekly flow with resources library (from Makers) to plug and play. 1 class with all core learning, extra play-based challenges, and morning meeting flow embedded.
6-8	iLEAD Agua Dulce provides synchronous and asynchronous learning for both ELA and Math.	Resume learning through independent study coursework takes complete autonomy over curriculum and meetings. Facilitators receive support and guidance on basics of online only facilitation (engagement, assessment, meetings, tutoring, etc)

Outcome: All infrastructure, role assignments, and trainings are set up and ready for implementation

Key Players: IT Director, Site Directors, Virtual Coordinators, and Facilitators

Estimated Timeline: 1-2 days

Action Steps:

1. Key Players to meet briefly to review action steps, identify key players and roles, and set clear deadlines.
2. Ticket System Opened
3. Site Office and IT Coordinators to provide a mass upload roster of staff. Click [HERE](#) for roster. Click [HERE](#) for instructions.

4. Training folder distributed to site directors, site coordinators, site office staff, and site IT staff.
 - a. Site Facilitator training uploaded to and/or reviewed in Paycom.
5. Site Directors work with Coordinators to implement [Site Director Phase II Letter to Staff](#) and [Checklist](#)
6. IT Coordinator evaluates site device inventory and prepares for alternative internet accessible curriculum.
 - a. Technology Check out system reviewed and updated as needed.
7. Virtual office support sets up online courses for each site/facilitator

Follow-Ups:

- Site Directors continue to prepare sites for possible closure
- IT and sites continue to gather information from families (email and technology needs)

Prepare Families for Child Care Needs, Update Contact Information Families, and Identify Technology Needs

Summary: External communication and preparation with iLEAD families and stakeholders

Outcome: Families feel safe, prepared, and involved

Key Players: Outreach/IT/Site Office Managers/Student Support Coordinators

Estimated Timeline: Hours

Action Steps:

1. Outreach Team Distributes Family Preparedness Email via Mailchimp and Parent Square
2. Free Reduced Lunch preparation
3. Medically Fragile
4. Homeless/Migrant Populations

Follow-Ups:

- IT team monitors google form for technology requests
- Site Office Managers to work to update emergency cards
- IT and sites continue to gather information from families (email and technology needs)

Action Steps:

Identify if essential staff is allowed or needed on site (maintenance, communications, leadership etc.)

Monitor steps taken by school lunch program to put in place needs if lunch pick up or closure

Follow-Ups:

Continue to monitor level of shut down

Train Site Facilitator/Staff for Remote Learning

Summary: Using Paycom and on-site PL time, site facilitators will complete training, receive access to, and make adjustments to online curriculum.

Outcome: Site facilitators have resources and knowledge to implement remote learning.

Key Players: Virtual Coordinators, Mentors, Makers, Site Directors, Site Facilitators and Care Team Staff, ES (Paycom)

Estimated Timeline: 1-2 days and ongoing

Action Steps:

1. Virtual Coordinators and Site/Online Mentors establish site [facilitator training days](#) and times and publish a schedule with coordinating Google Meet room links.
2. Sites train together with Site Directors and Makers attending for support and suggestions.
3. Facilitator Resource Class shared to all facilitators with recorded training inside via Paycom.
4. Site Directors determine Care Team support assignments and provide access to appropriate training.
5. Site Directors establish virtual [live class hours](#) for each facilitator and collect Google Hangout links from facilitators. Outreach team publishes schedule to families.
6. Site Student Support staff attend training with Amber Rogers for online student services. Site student support staff to contact caseload and establish appointments for virtual meetings using [calendly](#).

Follow-Ups:

- Site director works with ES Coordinator to ensure all site facilitators and support staff have completed appropriate training
- Site facilitators to modify and prepare courses
- Site facilitators to prepare packet based curriculum and upload to site google folder
- Virtual Coordinators, Makers, School Directors to provide ongoing support to site facilitators through ticket system and open collabs

Phase I Plan for School Closure

Summary: Emergency team works to implement school site closure and remote learning.

Outcome: School Site(s) close and learners move to remote learning.

Key Players: All iLEAD Staff.

Estimated Timeline: 1-2 days

Action Steps:

1. Notification of School Closure, in consultation with local public health department
2. Execute School Closure Plan
3. Determine with local public health department readmission criteria
4. Implement Phase I Communication Plan, include outreach to learners, parents, staff and community
5. Initiate Virtual Learning Infrastructure Set Up
6. Launch Virtual Learning
7. Provide Ongoing Support to staff, learners and families

Follow Up:

- Work with authorizing districts, LACOE, and Health Department for updates and action steps
- Continue to monitor sites and families
- Work to resume site-based learning

Notification of Closures

Summary: Designated Responsible Official notifies Emergency Coordinator and Site Coordinators of potential, imminent, or immediate site closure(s). Plan is reviewed by the team, completed, and launched.

Key Players: Executive Team iLEAD California, all Coordinators.

Estimated Timeline: 1-3 hours

Action Steps:

1. Decision to implement virtual school plan communicated by Executive Team to Emergency Coordinator. A timeline is established and the Master Plan initiated.
2. Key Players to meet briefly to review action steps, identify key players and roles, and set clear deadlines.
3. Outreach Team meets to coordinate action steps and clarify phase 2 then sends internal notification and external notification, including school board members and the media as appropriate.
4. [Training and Implementation Schedule](#) updated and published.
5. [Who Ya Gonna Call](#) and Site Directories reviewed and updated.

Follow-Ups:

1. Emergency Coordinator to continue to communicate information, make adjustments to master plan, and implement as needed.
2. Outreach Team to continue to message and communicate with families, press, and other stakeholders appropriately.
3. Emergency and Online Coordinators support as needed.

Remote Learning Infrastructure Set Up

Summary: All infrastructure and systems are finished and published.

Key Players: IT Coordinators, Site Directors, Site Facilitators

Estimated Timeline: Initial: 2-4 hours

Action Steps:

1. Site Office and IT Coordinators to provide mass update to roster of learners. Click [HERE](#) for roster. Click [HERE](#) for instructions.
2. Mass upload of learner rosters to PowerSchool
3. Sites work to assign learners to classes (suggested paired care team member with facilitator to add learners to rosters)
4. IT and Site Coordinators work to prepare devices and hotspots for distribution.

Follow-Ups:

1. Ongoing PR and Outreach efforts to support families and media.
2. Ongoing use of collabs to enroll site director, maker, and virtual coordinator support.

Internal and External Outreach Plan

Summary: Outreach Team implements internal and external outreach plan.

Key Players: Responsible Official, Emergency Coordinator, Outreach Coordinator

Estimated Timeline: Initial: 1-2 hours; Ongoing

Action Steps:

1. Outreach team to provide ongoing communication and support both internally and externally via Mailchimp, ParentSquare, on website(s) and Slack (internal).
2. Prepare Families for Child Care Needs, Update Contact Information Families, and Identify Technology Needs (prevention and preparedness)
3. Initial Internal Email (Sent to individual sites 3/11/20: [AD](#), [AV](#), [Empower](#), [Lancaster](#), [SCVi](#), [iSD](#), [Little iLEADers](#), [iLEAD CA](#), [Alakai](#), [Spring Meadows](#), [CSA](#)) (Sent 3/12/20: [Online](#))
4. Initial External Email (Sent to CA individual sites 3/11/20: [Empower Generations](#), [AV](#), [Lancaster](#), [SCVi](#), [AD](#)) (STILL PLANNING OUT-OF-STATE, EXPLORATION, ONLINE)
5. [LMS Log-in and Orientation Email](#)
6. [LMS Parent Account Email](#)
7. Tips and Tricks and Digital Safety Email

Follow-Ups:

- Ongoing PR and Outreach efforts to support families and media.
- Ongoing use of Jostle to enroll site director, maker, and virtual coordinator support.

Execute School Closure Plan

Summary: Individual site school closure, implement school closure protocol within EOP to close physical school campus.

Key Players: Site Director, Site Safety Coordinator, EOP Team, Director of Operations, Facility Maintenance Staff, Facilitators

Estimated Timeline: 1 day

Action Steps:

1. Site teams stay in contact with Emergency Coordinator
2. Immediate Notification of Closures to Families & Staff
3. Emergency Evacuation of Learners, if needed
4. Emergency Evacuation of Staff, if needed
5. Physical Shut Down of Sites
6. Posting of School Closure Signage at Physical locations

Follow-Ups: Site teams stay in contact with Emergency Coordinator, Staff, Families, & Learners

WHILE CAMPUS IS CLOSED FOLLOW BELOW PROCEDURES FOR ALLOWING ACCESS TO SITE:

Maintenance staff on site cleaning and allowing access to staff for personal belonging pick up (by appointment only)

Office staff may return to the site to conduct essential work, for minimal hours with the following guidelines.

- ☐ Staff must complete daily health questionnaires.
- ☐ Temperature checked
- ☐ Maintain social distancing (6ft apart)
- ☐ Wear face mask
- ☐ Clean and disinfect work area before leaving

Office staff may make individual appointments with the following guidelines.

- ☐ Parents/Visitors must complete daily health questionnaires.
- ☐ Temperature checked

- ☐ Maintain social distancing (6ft apart)
- ☐ Wear face mask
- ☐ No sharing of equipment (pens can be kept)

Launch Remote Learning

Summary: Learning Begins Remotely

Key Players: Site Facilitators and Support Staff

Estimated Timeline: 1 Day

Action Steps:

1. Learners receive welcome and orientation email and begin working in orientation. Designated site orientation facilitator monitors and facilitates orientation (this gives facilitators 1 day to prepare coursework before learners start working)
2. Facilitators modify courses, set pacing guide and calendar, and prepare for learners.
3. Facilitators to welcome learners with announcement.
4. Facilitators start live classes, grading, and supporting learners.
5. Open Collabs held daily
6. IT Tickets monitored carefully for initial support of families and staff.
7. Site support staff may choose to make parent shadow accounts at this time

Follow-Ups:

1. Mentors to lead daily open collab via Zoom for facilitator support.
2. Facilitators encouraged to submit a ticket for immediate support and help.

Ongoing Support to Staff and Families

Summary: Learners work remotely for duration of emergency with daily live support and instruction from facilitators and staff, curriculum, and assessment.

Key Players: All

Estimated Timeline: Unknown, Until Site-Based Learning Resumes

Action Steps:

1. [Daily Collabs with site staff for support.](#)

2. Ongoing Help Desk Ticket Support.
3. Coordinators meet regularly with each other and with mentors and site directors to solve problems, share best practices, and support sustainability.
4. Facilitators, Care Team, and Student Support provide daily services to learners.
5. Outreach team to provide regular updates, tips and tricks, and support to families, stakeholders, and media

Follow-Ups:

- Continue to update families about resuming school
- Continue problem solving access to technology, engagement issues, packet based learning, child care, and lunches

Return to Level III

PHASES 1

Summary: Reopening of closed physical school campuses in preparation for learners to return to their site in small cohorts for a [Hybrid Model of Instruction](#) (two days per week to receive in person instruction from an assigned facilitator and three days of independent work off site). Learners have the option to remain completely virtual if they choose.

Outcome: All learners will receive instruction through a Hybrid or all virtual model.

Key Players: Site Directors, Facilitators, IT team, employee service director

Estimated Timeline: 10 days

Action Steps:

- ☐ Notify Families and Staff of Reopening Plan
- ☐ Survey Families and Staff to access needs including model (hybrid or all virtual), cohort A (Mon/Wed) or B (Tues/Thurs), technology, child care needs
- ☐ Identify COVID 19 Team for site
- ☐ Update Emergency Operations Plan- insert following pages in section G with updates
- ☐ Prepare Site for Return
- ☐ Inventory and Order Supplies including PPE
- ☐ Assessment of Site Needs
- ☐ Train all staff (Maintenance, Office, Lunch, Facilitators, Care Team, and Substitutes)
- ☐ Create and notify families and facilitators of classes and cohorts
- ☐ Return to Site-Based Learning
- ☐ Closure and Documentation
- ☐ Assign Illness Check team for each site

CHECKLIST FOR LEADERSHIP TEAM, FACILITATORS AND STAFF

- ☐ Gather survey data and prepare for Hybrid Cohorts
- ☐ Identify COVID 19 Team update Emergency Operations Plan
 - ❖ School Director, Office Manager, Facilitator, Custodial, school health office, administrative support personnel representatives are responsible for maintaining plan.
- ☐ Train All Staff and follow [Covid 19 Response and Communication plan](#)
- ☐ Provide staff with PPE, [Click](#) for resources
- ☐ Create Case Response Illness Check Team-
 - ☐ Drive Through Checks 2 stations - Employees at top, learners at valet
 - ☐ Sonia First one on campus checking employees, Jenna on campus to check learners. Records to be kept daily in the health office. Sonia to take lead on all checks and provide training.

- ❑ Identify Quarantine Area - Room 300 will be cleared and cleaned
- ❑ Ingress/ Egress procedures-Cohort A / Cohort B will have staggered synchronous on-campus days. Out-door classroom will have staggered use areas. After each class, the areas will be sanitized prior to next class using area. Detailed plans to follow. LINK to follow.
- ❑ Visitor Protocols: no visitors during this stage
- ❑ Daily Health questionnaires procedures have been identified and a detailed “[COVID-19 Health and Safety Procedures](#)” Plan has been developed and is available.
- ❑ Temperature check all staff and learners daily (see Illness Check Team Details)
- ❑ Established physical distancing routines, including staggered breaks and lunches, as well as movement of learners and facilitators. [Plan Drafted here](#).
- ❑ Frequent and thorough hand washing at transitions (at least 20 seconds) [CDC hand washing poster](#) - **Creative Services (Jeff) has an iLEAD one or we can choose to use one from the CDC and send to Staples for printing.**
- ❑ Consider Additional Handwashing stations
- ❑ Ensure soap is available in all bathrooms
- ❑ Place hand sanitizers in classrooms, halls and near exits where possible
- ❑ [COVID Response Plan](#)
- ❑ [Cleaning Schedule](#)

Maintenance and Staff

- ❑ Clean and disinfect school buildings, classrooms, water, and sanitation facilities daily
- ❑ Clean and disinfect high traffic areas every 2 hours(railings, lunch tables,door and window handles, teaching learning aids etc)
- ❑ Use sodium hypochlorite at 0.5% (equivalent 5000 ppm) already at all sites. 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff
- ❑ Increase airflow and ventilation where climate allows (open windows,use air conditioning where available, consider outdoor spaces).
- ❑ Post signs encouraging good hand washing and respiratory hygiene practice
- ❑ Ensure trash is remove daily disposed of safely

[Click](#) for Additional Information and Resources

Curriculum Plan Summary

As we begin to return to sites there will be a need to return on a modified plan to adhere to social distancing learners will return to their site in small cohorts for a [Hybrid Model of Instruction](#) (two days per week to receive in person instruction from an assigned facilitator and three days of independent work off site). Learners have the option to remain completely virtual if they choose.

Outcome: All infrastructure, role assignments, and trainings are set up and ready for implementation of hybrid learning

Key Players: IT Director, Site Directors, Makers Team, and Facilitators

Estimated Timeline: 1-2 days

Action Steps:

1. Key Players to meet briefly to review action steps, identify key players and roles, and set clear deadlines.
2. Cohorts created at each site and all learners assigned M/W or T/Th schedule
3. Parents notified of their families assigned facilitator/cohort/days
4. Site Office and IT Coordinators will make sure all students are uploaded in Powerschool/Echo.
5. Training will be provided through asynchronous and synchronous professional development weekly and prior to school opening
6. Site Directors work with Coordinators to implement Site Director Phase III Letter to Staff and [Hybrid Program](#)
7. [School Health Supply and equipment](#)
8. Drop off protocol and maps

Follow-Ups:

- Site Directors continue to support hybrid model and work with families who need more distance learning
- IT and sites continue to gather information from families (email and technology needs)

Train Site Facilitator/Staff for Hybrid Learning

Professional Development:

- Flipped classroom
- IWT/Workshop style instruction
- Filming workshop lessons/and collab
- Choice Boards/Must dos and may dos
- Accountability and work ethic in hybrid environment
- Digital content with weekly plans
- Daily 5
- Workshop Math
- Model PBL - scheduling/Workshops
- Exploration/Outdoor Classroom/Genius Hour

- CAFE Strategies
- Project boards (virtual and tangible)
- POL - Hybrid/online
- equity/equality
- PE during Pandemic

I LEAD Agua Dulce Cleaning Schedule														
DRAFT September 16, 2020														
Monday			Tuesday			Wednesday			Thursday			Friday		
Time	Location	Task	Time	Location	Task	Time	Location	Task	Time	Location	Task	Time	Location	Task
8:00:00 AM - 8:50 AM	All Restrooms	Restroom/Office Sanitizing	8:00:00 AM - 8:50 AM	All Restrooms	Restroom/Office Sanitizing	8:00:00 AM - 8:50 AM	All Restrooms	Restroom/Office Sanitizing	8:00:00 AM - 8:50 AM	All Restrooms	Restroom/Office Sanitizing	8:00:00 AM - 8:50 AM	All Restrooms	Restroom/Office Sanitizing
	Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles
	All buildings			All buildings			All buildings			All buildings			All buildings	
8:50 AM - 9:00 AM	Office	Test & log Water	8:50 AM - 9:00 AM	Office	Test & log Water	8:50 AM - 9:00 AM	Office	Test & log Water	8:50 AM - 9:00 AM	Office	Test & log Water	8:50 AM - 9:00 AM	Office	Test & log Water
9:00 AM - 10:00 AM	Outside work	Leaf Blow	9:00 AM - 10:00 AM	Outside work	Leaf Blow	9:00 AM - 10:00 AM	Outside work	Leaf Blow	9:00 AM - 10:00 AM	Outside work	Leaf Blow	9:00 AM - 10:00 AM	Outside work	Leaf Blow
		Water Garden Area			Water Garden Area			Water Garden Area			Water Garden Area			Water Garden Area
		Any additional outside cleaning			Any additional outside cleaning			Any additional outside cleaning			Any additional outside cleaning			Any additional outside cleaning
10:00 - 10:10 am		Break	10:00 - 10:10 am		Break	10:00 - 10:10 am		Break	10:00 - 10:10 am		Break	10:00 - 10:10 am		Break
10:10 AM - 11:00 AM	All Restrooms	Restroom/Office Sanitizing	10:10 AM - 11:00 AM	All Restrooms	Restroom/Office Sanitizing	10:10 AM - 11:00 AM	All Restrooms	Restroom/Office Sanitizing	10:10 AM - 11:00 AM	All Restrooms	Restroom/Office Sanitizing	10:10 AM - 11:00 AM	All Restrooms	Restroom/Office Sanitizing
	Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles		Main Building	Disinfect Door Handles
	iCREATE Building	Disinfect Railings		iCREATE Building	Disinfect Railings		iCREATE Building	Disinfect Railings		iCREATE Building	Disinfect Railings		iCREATE Building	Disinfect Railings
	All buildings			All buildings			All buildings			All buildings			All buildings	
11:00 AM - 12:00 PM	Outside work	Weed Wack	11:00 AM - 12:00 PM	Outside work	Weed Wack	11:00 AM - 12:00 PM	Outside work	Weed Wack	11:00 AM - 12:00 PM	Outside work	Weed Wack	11:00 AM - 12:00 PM	Outside work	Weed Wack
	Littles Yard	Trim Trees/Bushes		Littles Yard	Trim Trees/Bushes		Littles Yard	Trim Trees/Bushes		Littles Yard	Trim Trees/Bushes		Littles Yard	Trim Trees/Bushes
	Big Yard	General outside cleaning		Big Yard	General outside cleaning		Big Yard	General outside cleaning		Big Yard	General outside cleaning		Big Yard	General outside cleaning
		Other daily requests/tickets			Other daily requests/tickets			Other daily requests/tickets			Other daily requests/tickets			Other daily requests/tickets
12:00 PM - 12:30 PM	TK/K	Sanitizing	12:00 PM - 12:30 PM	TK/K	Sanitizing	12:00 PM - 12:30 PM	TK/K	Sanitizing	12:00 PM - 12:30 PM	TK/K	Sanitizing	12:00 PM - 12:30 PM	TK/K	Sanitizing
	All other restrooms	General Cleaning		All other restrooms	General Cleaning		All other restrooms	General Cleaning		All other restrooms	General Cleaning		All other restrooms	General Cleaning
		Fill Paper products			Fill Paper products			Fill Paper products			Fill Paper products			Fill Paper products
12:30 PM - 1:30 PM		Lunch	12:30 - 1:30		Lunch	12:30 - 1:30		Lunch	12:30 - 1:30		Lunch	12:30 - 1:30		Lunch
1:30 PM - 3:00 PM	Village	Clean/Disinfect Spray	1:30 PM - 3:00 PM	Village	Clean/Disinfect Spray	1:30 PM - 3:00 PM	Village	Clean/Disinfect Spray	1:30 PM - 3:00 PM	Village	Clean/Disinfect Spray	1:30 PM - 3:00 PM	Village	Clean/Disinfect Spray
	All classrooms and Offices	Empty all trash		All classrooms and Offices	Empty all trash		All classrooms and Offices	Empty all trash		All classrooms and Offices	Empty all trash		All classrooms and Offices	Empty all trash
		(All classrooms to have a trash can right outside door. Any inside trash cans should be emptied into outside trash can by facilitator if they choose to use one.)			(All classrooms to have a trash can right outside door. Any inside trash cans should be emptied into outside trash can by facilitator if they choose to use one.)			(All classrooms to have a trash can right outside door. Any inside trash cans should be emptied into outside trash can by facilitator if they choose to use one.)			(All classrooms to have a trash can right outside door. Any inside trash cans should be emptied into outside trash can by facilitator if they choose to use one.)			(All classrooms to have a trash can right outside door. Any inside trash cans should be emptied into outside trash can by facilitator if they choose to use one.)
3:00 PM - 3:10 PM		Break	2:30-2:40		Break	2:30-2:40		Break	2:30-2:40		Break	2:30-2:40		Break
3:10 PM - 5:00 PM	Classrooms 101-106	Vacuum	3:10 PM - 5:00 PM	Rooms 200-204	Vacuum	3:10 PM - 5:00 PM	Classrooms 101-106	Vacuum	3:10 PM - 5:00 PM	Rooms 200-204	Vacuum	3:10 PM - 5:00 PM	Classrooms 101-106	Vacuum
	Exploratorium	Vacuum		Rooms 400-402	Vacuum		Exploratorium	Vacuum		Rooms 400-402	Vacuum		Exploratorium	Vacuum
		Disinfect All Charis, tables, sinks, door handles			Disinfect All Charis, tables, sinks, door handles			Disinfect All Charis, tables, sinks, door handles			Disinfect All Charis, tables, sinks, door handles			Disinfect All Charis, tables, sinks, door handles
		Facilitators to stack all chairs for spraking			Facilitators to stack all chairs for spraking			Facilitators to stack all chairs for spraking			Facilitators to stack all chairs for spraking			Facilitators to stack all chairs for spraking
		All Doors to remain OPEN			All Doors to remain OPEN			All Doors to remain OPEN			All Doors to remain OPEN			All Doors to remain OPEN
	Restrooms (ALL)	Deep Clean		Restrooms (ALL)	Deep Clean		Restrooms (ALL)	Deep Clean		Restrooms (ALL)	Deep Clean		Restrooms (ALL)	Deep Clean
Please add anti-Static Disinfect after lunch and at the end of the day														
5:00		End of Day	5:00		End of Day	5:00		End of Day	5:00		End of Day	5:00		End of Day

Coronavirus (COVID-19)

Response

Plan

Use this Response Plan to guide the actions you need to take and the communications you'll need to send if your site is impacted by COVID-19.

Choose the Scenario that Best Fits Your Situation

Direct COVID-19 Illness Scenarios

- ☐ [A staff member or learner has been presumed positive or has tested positive for COVID-19](#)
- ☐ [A staff member or learner is being tested for COVID-19](#),k
- ☐ [A staff member or learner's household member has symptoms or tested positive](#)
- ☐ [A staff member or learner is in mandatory isolation](#)
- ☐ [A staff member or learner is in voluntary isolation](#)

Other COVID-19 Scenarios

- ☐ [The local/federal government or health department has mandated that our site must close](#)
- ☐ [A school in my community has closed or there are confirmed/presumed cases of COVID-19 in the community](#)
- ☐ [I'm worried I don't have enough staff](#)

Don't see your scenario? Check the [FAQ](#) or email ERT@ileadschools.org

Coronavirus (COVID-19)

Response

Plan

A staff member or learner has been presumed positive or tested positive for COVID (Assume your site maybe closing, but follow directions below)

Site Leadership/ Illness Prevention Team Actions	<ul style="list-style-type: none"> □ Email Emergency Response Team at ERT@ileadschools.org letting them know you had a positive test and complete the fillable form with all necessary details (if you did not submit the form when you learned they were sick or being tested). □ Call your local health department (877)777-5799 for notification and guidance □ If an employee has tested positive provide an update to the email ERT@ileadschools.org □ If you don't get immediate response from DPH, close area impacted until notified □ Inform staff and families using the family letter communication below □ Note: The site and/or the classroom with immediate contact may be required to remain closed for an extended period (up to 14 days). Follow the guidance of your local health department and contact ERT@ileadschools.org to determine closure details. □ Illness Prevention Team shall monitor for illness and inform the Site Director of any additional people showing symptoms or getting tested and results. □ Notify Learners' Families and share family letter with Cohort Directly Impacted and Letter 2 to Cohorts not Directly Impacted
Executive Director Actions	<ul style="list-style-type: none"> □ Support your Site Director through site closure for required 72 hours □ Keep Executive Team, Site Director, and Emergency Response Team informed of any actions or additional positive tests
Staff Communication	<ul style="list-style-type: none"> □ Employee Services will notify staff and give them the Employee Resources document □ Use these talking points as needed
Family Communication	<ul style="list-style-type: none"> □ Customize the Family Letter and email it to ERT@ileadschools.org for approval □ Deliver the letter to families and reference the Family FAQ as needed
Actions	<ul style="list-style-type: none"> □ Follow Guidance from Department of Public Health □ Site Director notifies Illness Prevention Team, validates confirmed case □ Follow up with communication to families □ Site Facilities Team will schedule a deep clean if you have a 72-hour closure. □ If the building has been empty for <u>7 days</u> or MORE , the site staff will continue to routinely clean and disinfect high-touch areas and no deep clean is necessary.

Coronavirus (COVID-19)

Response

Plan

A staff member or learner is being tested for COVID-19

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> ❑ Complete the fillable form for each person tested with all necessary details if you didn't complete it when you learned the person was sick ❑ Email ERT@ileadschools.org and Site Director ❑ Call your local Health Department (877)777-5799 for notification and guidance ❑ Ensure working staff are continuing to routinely clean and disinfect all high-touch surfaces throughout the site ❑ Ensure the tested staff member or child as well as anyone who lived in their home stays out of the site until cleared to return ❑ Do not communicate anything to staff or families until you receive the test results unless instructed to do so by the health department ❑ If the person gets tested or informs you the test comes back positive, or you are told to presume positive, follow directions on Page 2. ❑ Monitor for illness and inform ERT@ileadschools.org and site director of any additional people showing symptoms or getting tested and results. Partner with your local health department.
Staff & Family Communication	<ul style="list-style-type: none"> ❑ If test results come back negative, no communication is necessary ❑ If test results come back positive, follow the staff and family communication guidance on the previous page

A staff or learner's household member has symptoms of COVID-19 or tested positive

(Site remains open unless health department determines a closure)

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> ❑ Email ERT@ileadschools.org ❑ Complete the fillable form ❑ Call your local Health Department (877)777-5799 for notification and guidance ❑ The employee/child who works at/attends your site must stay out of the site until the individual with symptoms is symptom-free for 48 hours unless the state requirement is 72 hours. ❑ If member of the employee/child's household is in isolation with a confirmed case, the employee/child who works at/attends your site must stay home until cleared by the health department or after the 14-day quarantine ends ❑ Treat presumed-but-not-confirmed cases the same as a confirmed case. ❑ Keep Site Director informed ASAP on any additional individuals showing symptoms
Actions	<ul style="list-style-type: none"> ❑ Partner with April Cauthron ❑ Keep Executive Team up to speed on any additional positives/changes
Staff & Family Communication	<ul style="list-style-type: none"> ❑ If health department determines your site should close, follow the staff and family communication guidance on the previous page

Coronavirus (COVID-19)

Response

Plan

A staff member or learner has **2 symptoms** of COVID-19 or loss of taste/smell

Site Director/ Actions	<ul style="list-style-type: none"> □ Submit the fillable form with all necessary details. □ Email ERT@ileadschools.org and your Site Director □ Call your local Health Department (877)777-5799 for guidance if required in your state □ The employee/learner who works at/attends your site and household members must stay home until the individual with symptoms is symptom-free for 48 hours unless state requirement is 72 hours exclusion □ Keep informed ASAP on any additional individuals showing symptoms
Site Actions	<ul style="list-style-type: none"> □ Partner with April Cauthron □ Keep Executive Team up to speed on any additional positives/changes

A staff member or learner is in **mandatory isolation / quarantine (Site remains open unless health department determines a closure)**

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none"> □ Submit the fillable form with all necessary details. □ Email ERT@ileadschools.org □ Call your local Health Department for notification and guidance (877)777-5799 □ Ensure employee or child and household members stay home for 14 days to monitor for illness and if multiple people are displaying symptoms □ Inform ERT if the person gets tested and follow steps on page 3.
Site Director Actions	<ul style="list-style-type: none"> □ If the health department determines the site should close, follow the steps on page 2.
Staff & Family Communication	<ul style="list-style-type: none"> □ None, unless health department determines your site should close, in which case follow the staff and family communication guidance on page 2

A staff member or learner is in **voluntary isolation**

Illness preventions team Actions	<ul style="list-style-type: none"> □ Inform your Site Director and email ERT@ileadschools.org with the details of the situation □ Call your local Health Department (877)777-5799 for notification and guidance □ Ensure employee or learner and household members stay home for 14 days to monitor for illness and if multiple people are displaying symptoms □ Site remains open unless health department issues closure (if so, email ERT@ileadschools.org for next steps)
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Coronavirus (COVID-19)

Response

Plan

The local/federal government or health department has mandated that our site must close

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none">□ Reach out to ERT@ileadschools.org to validate the closure and confirm it applies.
Staff Communication	<ul style="list-style-type: none">□ Notify staff and give them the Employee Resources document□ Use these talking points as needed
Family Communication	<ul style="list-style-type: none">□ Customize the Family Letter and email it to for approval□ Deliver the letter to families and reference the Family FAQ as needed
Actions	<ul style="list-style-type: none">□ Family Support activates possible magnet sites to take children□ Recruiting Team supports AM/SD with placing staff

A school in my local community has closed or there are confirmed/presumed cases of COVID-19 in the community

Site Leadership/ Illness prevention Team Actions	<ul style="list-style-type: none">□ Email ERT@ileadschools.org and your Regional Leader with the details of the situation□ Call your local health department for guidance□ Site remains open unless health department issues closure
SD Actions	<ul style="list-style-type: none">□ Ensure your staff is following the actions outlined in the Precautions & Prevention document
Staff & Family Communication	<ul style="list-style-type: none">□ If staff or families have questions, reference the Family / Teacher Talking Points as needed

I'm worried that I don't have enough

AM/SD Actions	<ul style="list-style-type: none">□ Contact Leadership support and Employee services
Actions	<ul style="list-style-type: none">□ Work with Employee Services,
Actions	<ul style="list-style-type: none">□ Employee Services works with Site Director to find staff

[<< Go back to the top.](#)



**MASKS ARE
REQUIRED FOR ALL
ADULTS ON CAMPUS**

Reopening Foot Path Plan



Room 402
Room 401
Room 400

Storage



Storage

Storage

**Hand
Wash
Station**

Restrooms
4-8 Grade

Room 303
Room 302
Room 301
Room 300

↑
↓
Pathway to Rooms 400-402

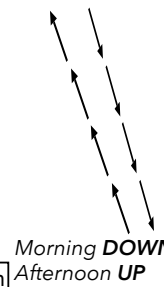
Room 204
Room 203
Room 202
Room 201
Room 200



**Hand
Wash
Station**

Lunch Patio

Rear Ramp



A
G
U
A
D
U
L
C
E
R
O
A
D

Parking Area

Room 502
Room 501

Parking Area

One family
in office at a
time. Please
wait outside
until space
available.



Morning **DOWN**
Afternoon **UP**

**Hand
Wash
Station**

Lower
Parking
Lot

Morning **UP**
Afternoon **DOWN**

Outdoor Classroom
Primary Play Yard

Room 600
iCREATE

OUT GATE

IN GATE

Below are the bullet points for Reopening section #2- please think through how cleaning will be done, how often, when, do you have enough supplies on hand, where will water stations be located, see list below. This section should be done by the end of next week. I will be finishing document in the next week or so, you will then be able to cut and paste your details in.

Maintenance and Staff

- Clean and disinfect school buildings, classrooms and water and sanitation facilities daily
- Clean and disinfect high traffic areas every 2 hours(railings, lunch tables,door and window handles teaching learning aids etc)
- Use sodium hypochlorite at 0.5% (equivalent 5000 ppm) already at all sites. 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff
- Increase airflow and ventilation where climate allows (open windows,use air conditioning where available.
- Post signs encouraging good hand washing and respiratory hygiene practice
- Ensure trash is remove daily disposed of safely