

**Summit Leadership Academy
High Desert
Emergency Operations Plan
2020 – 2021**

Pandemic Addendum/COVID-19 Safety Plan



Purpose/Responsibility/Scope

This Disaster Preparedness Pandemic Addendum is meant to aid Summit Leadership Academy High Desert, in preparing for pandemic health restrictions regardless of academic setting. In the event of a pandemic state of emergency the school, SLAHD must discern what academic setting is most appropriate (i.e. distance learning, blended learning, traditional learning, etc). These guidelines will adapt to ever changing federal, state, and local agency guidelines and to align with changes in the SLAHD academic setting. *In accordance with CDC guidelines, "implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of the community."* The following guidance is a compilation of local, state and federal health department guidance: Hesperia Unified School District, San Bernardino County Health Department, California Department of Health, Center for Disease Control, CalOSHA Covid 19 Prevention Standards, and California Department of Education. This plan is not meant to supersede any federal, state and/or local health regulations and/or requirements.

School Site Infection Prevention Measures

1. Students and staff must stay home when sick and until symptom-free, without medication, for 24 hours and at least 10 days after symptoms first appeared.
 - Persistent dry cough
 - Persistent shortness of breath
 - Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic)
 - Overall body aches
 - Persistent red eyes (not from allergies or environment)
 - Congestion/runny nose
 - Nausea
 - Diarrhea
 - Any other significant cold-like/flu-like symptoms
2. School sites will follow SLAHD and local/state public health guidance regarding temperature checks.
3. Strongly encourage students/staff to wash hands frequently with soap and water for at least 20 seconds. When hand washing is not an option, encourage students and staff to use hand sanitizer with at least 60% alcohol.
4. Students and staff are strongly encouraged to cover coughs with a sleeve or tissue and immediately wash their hands with soap and water afterward. Students and/or staff with repetitive coughing should go to the health office for follow-up screening.
5. Ensure classrooms have ample tissues, as well as no-touch trash cans.
6. Custodians will routinely clean and sanitize frequently touched surfaces. Non-custodial staff will also have access to sanitizing supplies for their optional use.
7. School sites will separate known symptomatic students and staff from others until they can go home.
8. Site administration will discontinue physical attendance related intervention and/or enrichment until further notice i.e. perfect attendance, SARB and tardies.
9. School sites will follow local and state public health guidance when utilizing equipment.
10. School sites will adhere to current state and local health and safety requirements i.e face coverings, social distancing, hygiene, etc.

11. Parents with students who have health conditions that place them at higher risk of illness complications should contact their school site and explore the possibility of distance learning opportunities. Approval should not require a doctor's note during a pandemic state of emergency.
12. School staff will be trained on visual screening of students upon arrival and throughout the day. Visual screening may require secondary screening in the school site isolation room.
13. Students and staff are to social distance through increased spacing, small groups and limited mixing between groups, as practicable.
14. Staff working in an indoor setting will make every effort to cycle fresh air in when feasible i.e. open doors, open windows etc. Do not open windows and doors if doing so poses a safety or health risk, i.e. risk of falling, triggering asthma symptoms, etc., to children using the facility.
15. No campus visitors should be allowed other than those required by Ed. Code/law. Allowed visitors shall adhere to all health and safety requirements (i.e face coverings, social distancing, hygiene, etc.) or they will not be allowed access for any reason. Schools will implement digital meetings/visitations as practicable.
16. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.
17. Site administration will communicate with the SLAHD Governing Board regarding any pandemic-related developments.

Site Administration

1. The principal will work with the executive director and the business manager to ensure sites have adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as required) and no-touch trash cans.
2. Develop a school site schedule for following the SLAHD Pandemic Custodial Illness Prevention Plan. Appendix A
3. Work with staff to clean and disinfect frequently touched surfaces, i.e. door handles, sink handles, drinking fountains, student desks etc., within the school and on school buses at least daily or between use. Use of shared objects, i.e. art supplies, toys, games, etc., should be limited and disinfected or quarantined for at least 24 hours between use.
4. Consider installing physical barriers between employees and the public where practical, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain 6 feet apart i.e. reception desks, health offices, etc.
5. Schools will provide physical guides/markers on floors or sidewalks and/or signs on walls, to promote social distancing i.e. lunch lines, bus lines, campus entry/exit gates, front office/attendance/counseling lines, classroom ramps, etc.
6. Provide daily staff broadcast/all-call announcements regarding limiting the spread of illness.
7. Ensure that bathroom soap dispensers remain stocked and accessible.

8. Ensure that site isolation rooms are properly supplied to complete secondary screenings and help possibly ill students and staff.
9. Have an established school site isolation room to send symptomatic students and/or staff until they can go home. Appendix B
10. Post important health information on campus, social media and websites. Appendix C
11. Communicate with SLAHD Administration regarding pandemic-related developments.
12. Ensure that your staff is familiar with site and SLAHD emergency preparedness and COVID 19 plans.
13. Cleaning supplies/chemicals will not be brought to campus by employees.
14. Regularly communicate opportunities for COVID 19 testing, per SLAHD COVID 19 update information, at no cost to the employees and make provisions for testing during employee work hours.
15. SLAHD Administration personnel will frequently communicate with staff to ensure that all safety protocols are adhered to.
16. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Varied Atmosphere

Bus/Transportation:

1. All bus drivers/passengers will adhere to current health and safety requirements (i.e face coverings, social distancing, hygiene, etc.)
2. Create as much distance between drivers/passengers as possible on school buses. Consider seating children one per row, skipping rows, etc. when practicable i.e. loading students from back to front, same household students may share seats upon arrival, etc..
3. Every reasonable effort will be made to isolate any student showing symptoms.
4. Make every reasonable effort to cycle fresh air in i.e. open windows etc. Do not open windows if doing so poses a safety or health risk i.e. risk of falling, triggering asthma symptoms, etc., to children on the bus.
5. Clean and disinfect frequently touched surfaces on school buses at least daily and as frequently as possible.
6. All students will be visually screened by bus drivers. Those deemed in need of a secondary screening will be isolated on the bus as much as possible and be escorted to school staff upon arrival for secondary screening.
7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.
8. Students who refuse to adhere to health and safety requirements will be isolated as much as possible. Site administration will be notified. Administration will contact the parent to reemphasize the need to adhere to health and safety requirements while on the bus. The

first refusal will result in a warning. The second refusal will result in loss of bus privileges for four school days. The third refusal will result in loss of bus privileges for the remainder of the semester.

In-class:

1. Staff will reconfigure classrooms so that students are six feet apart and not facing each other whenever practicable.
2. Teachers and/or classroom staff will make every effort to cycle fresh air in when feasible i.e. open windows etc. Do not open windows/doors if doing so poses a safety or health risk, i.e. risk of falling, triggering asthma symptoms, etc., to children in the classroom.
3. Discontinue sharing of items that are difficult to clean or disinfect.
4. Each student will be required to keep their belongings in their own space. Use of communal hooks, cubbies, will not be allowed.
5. Staff is strongly encouraged to sanitize classroom supplies/high touch materials between individual or small group use or ensure adequate supplies to minimize sharing of high touch materials to the extent possible i.e. assigning each student their own art supplies, equipment, etc.
6. Discontinue use of shared items such as electronic devices, toys, books, and other games or learning aids unless disinfected or quarantined for at least 24 hours between individual use.
7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Before-School/After-School/Passing Period:

1. Outdoor supervision staff will require social distancing through increased spacing, small groups and limited mixing between groups as much as practicable.
2. Indoor access should only be made available when inclement weather creates an added need i.e. rain, excessive heat, etc.
3. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Lunch:

1. Lunch supervision staff will require social distancing through increased spacing, small groups and limited mixing between groups as practicable.
2. Schools will provide physical guides/markers on floors to encourage social distancing in lunch lines.
3. Indoor access should only be available for lunch pick-up in the cafeterias and/or when weather makes increased access a need i.e. rain, excessive heat, etc.
4. Lunch time activities which require physical contact are prohibited until further notice.
5. Sharing of food between students not living within the same household is prohibited.

6. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Physical Training (PT):

1. Teachers will focus on academic PT activities and/or social distance compliant physical activities i.e. running, calisthenics, tennis, baseball, softball, kickball, badminton, volleyball, etc.
2. Use of shared equipment, i.e. tennis ball, baseball, volleyball, etc, will be limited and in accordance with state and local health guidance.
3. Staff will sanitize necessary shared equipment frequently.
4. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Social Events, Parent Events, Assemblies & Field Trips:

1. Social events, such as dances, pep rallies and assemblies shall be postponed until further notice.
2. Schools will pursue virtual activities and events in lieu of field trips, student assemblies, school-wide parent meetings, and spirit nights.
3. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Illness Prevention Screening Protocols

SLAHD Self-Screening Protocols:

The SLAHD requires all staff and students to be vigilant in daily self-assessing for possible symptoms of illness. If you are experiencing one or more of the following symptoms, you **MUST** stay home from work/school until symptom free, without medication, for 24 hours and at least 10 days after symptoms first appeared. Staff/students must notify their school/employer of their absence due to illness. Appendix D

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting, nausea

SLAHD Visual Screening Protocols:

The SLAHD requires that all staff be vigilant in observing possible symptoms of illness. If you see one or more of the following symptoms, send the individual (adult or child) to the school site isolation room for secondary screening. The appropriate person/s will be notified that an individual is on their way to the isolation room. School site administration will train staff on communication protocols in the event that phone lines are busy and/or not available.

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting, nausea

Note: All SLAHD staff will complete a target solution training which pairs with the guidance above.

SLAHD Secondary Screening Protocols:

If an individual is referred to secondary screening, trained staff should take the following steps to determine the proper course of action:

General secondary screening protocols:

1. Secondary screening staff members must wear a mask, face shield, gown and gloves during screening. The individual receiving the secondary screening must also wear a mask.
2. Assess symptoms and close contact/potential exposure.
3. Determine plan of action based on screening and document in the SLAHD secondary screening google form.

Section 1: Symptoms: Note any and all symptoms present

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting, nausea

Section 2: Close Contact/Potential Exposure: Note all that apply

Revised 3/12/21

- Had close contact (within 6 feet of an infected person for at least 15 minutes, cumulative over a 24 hour period) with a person who is exhibiting illness symptoms and/or has confirmed COVID-19.
- Had close contact (within 6 feet of an infected person for at least 15 minutes, cumulative over a 24 hour period) with person under quarantine for possible exposure to COVID-19

After completing the secondary screening the screening staff member will make the following decision in accordance with current state and local health and safety guidance:

Return to class: Call home to notify parents that a secondary screening was completed and the student was sent back to class.

OR

Isolate and send home: Keep the student or staff member in the isolation room, call home to notify parents that a secondary screening was completed and the student must be picked up as soon as possible. Staff should then follow the school isolation protocols and return-to-school policies. The student may NOT ride the bus home for any reason.

School Isolation Protocols:

Some individuals may develop symptoms of infectious illness while at school. Schools will take action to isolate individuals who develop these symptoms from other students and staff.

Individuals who develop any of the symptoms in Section 1 while at school should be placed in an isolation room separate from staff and other students:

- School staff (e.g., workers, teacher aides, school health staff) who interact with an individual who becomes ill while at school should use [Standard and Transmission-Based Precautions](#) per the CDC when caring for sick people. This includes, but is not limited to masks, gloves, face shields, and disposable gowns.
- Individuals who are sick will go home or to a healthcare facility depending on how severe their symptoms are.
- If a school needs to call an ambulance for transport of an individual to the hospital, and they answered YES to any of the questions in Section 2, they should first alert first responders that the student/staff member may have been exposed to someone with COVID-19.
- After the individual is placed in an isolation room, school staff who work in the isolation area will follow the SLAHD policy regarding cleaning and disinfecting the facility.

Return-to-School/Work Policies

If an individual fails either section 1 or section 2 of the secondary screening protocol, school staff will follow the flow chart below when determining possible return to school date.

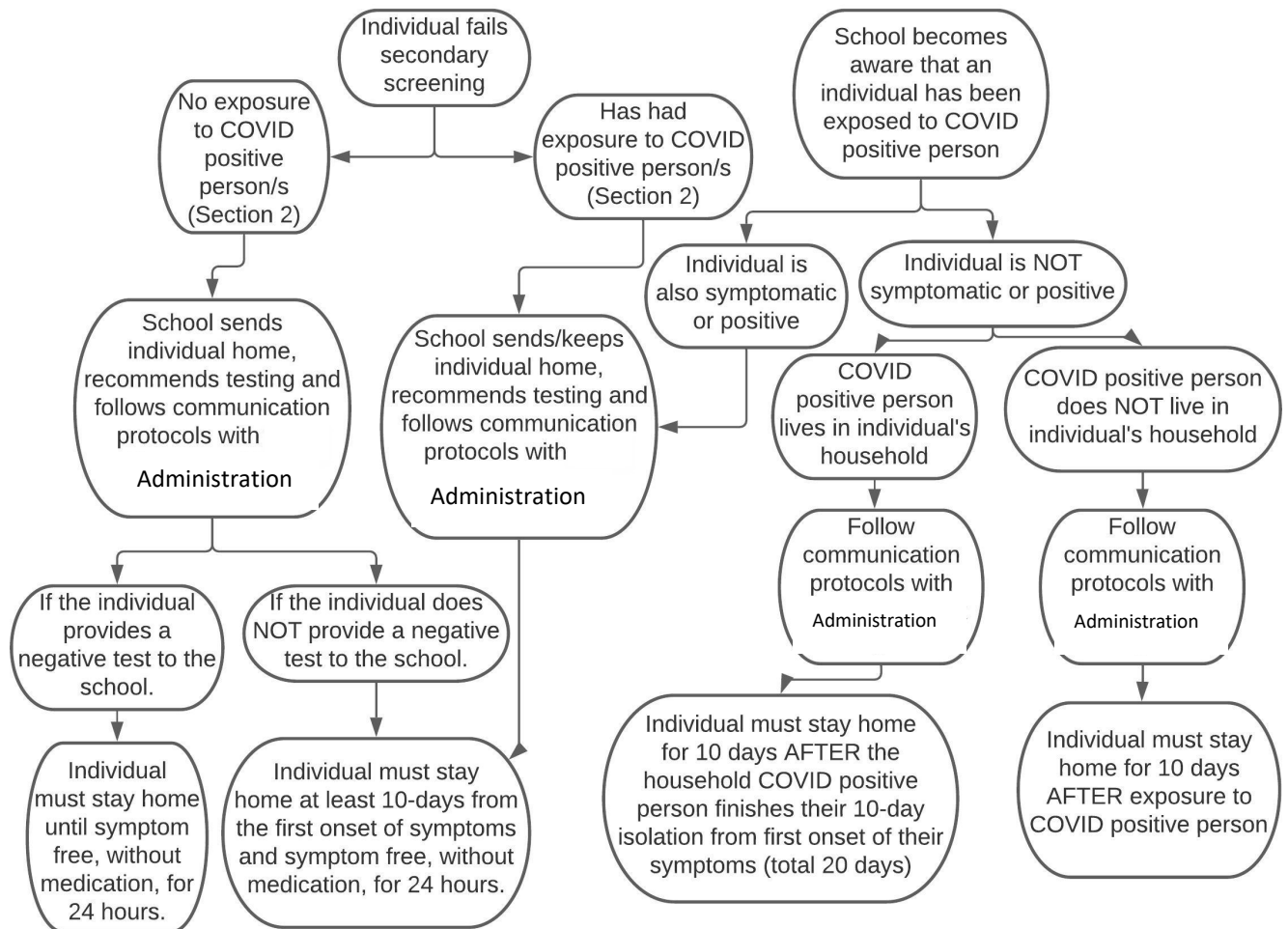
Definitions:

- **Isolation:** 10-days from first onset of symptoms and symptom free, without medication, for 24 hours.
- **Quarantine** (if COVID positive person is not a household member): 10-days **AFTER** exposure to COVID positive person.

- **Quarantine** (if COVID positive person is a household member): 10-days **AFTER the household member has COMPLETED** their 10-day isolation.

Note: Per CDPH and local PHD guidance, quarantine is not required when exposed to symptomatic persons who have not tested positive for COVID-19.

- [Click here](#) for the student COVID Protocols chart displayed below.



SLAHD Pandemic Custodial Illness/COVID 19 Prevention Plan

Custodial Protocols:

7th-12th Grade Classrooms: Sanitize and/or disinfect, with hospital-grade disinfectant, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, 3 times per week.

School Offices/Staff Areas: Sanitize and/or disinfect, with hospital-grade disinfectant, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, 3 times per week.

School site isolation rooms: Sanitize and/or disinfect, with hospital-grade disinfectant, all tables, chairs, benches, counters, doors, door handles, sinks, light switches, beds and all other touch points immediately after a student or staff member has occupied the room and left to go home. Mop, with disinfectant, immediately after a student or staff member has occupied the room and left to go home.

Cafeteria/Multi-Purpose Room: Sanitize and/or disinfect, with hospital-grade disinfectant, all tables, chairs, benches, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, as frequently as possible and every day.

Common Areas/Playgrounds: Sanitize and/or disinfect, with hospital-grade disinfectant, all common touch points and playground equipment every day.

Restrooms: Restrooms will be sanitized and/or disinfected, with hospital-grade disinfectant, as many times as possible and every day. Utilize the Electrostatic no-touch sanitizer guns to clean, disinfect and mop every day. Hand soap will remain readily available at all times in all restrooms.

New Custodial Practices/Equipment:

1. During school hours staff will use food safe sanitizer to frequently clean. Outside of school hours staff will use hospital grade disinfectant to kill 100% of bacteria and viruses on all surfaces daily.
2. Custodial staff will provide all staff access to Waxie 910 food safe sanitizer for use as needed.
3. School sites shall maintain a date and time log for completion of the duties to be shared with site administration and appropriate SLAHD office personnel
4. Marked increase in sanitizing and/or disinfectant frequency, protocols and procedures
5. Protexus PX300ES/Victory backpack cordless electrostatic lithium-ion battery-powered sprayers
6. PROTEXUS - HANDHELD CORDLESS ELECTROSTATIC SPRAYER
7. Versa 2 no-touch restroom cleaning caddy.
8. Increased hand sanitizing stations

Athletics/Competition/Performance Guidance

Mission

Summit Leadership Academy - High Desert (SLAHD) recognizes that athletics/activities programs are not only essential to the learning of all students involved, but also a key to lifelong success for many of our students. As such, SLAHD is committed to following federal, state and local health agency guidelines during our tiered reopening of our athletics/activities programs while minimizing the risk of transmission of illness to students, families, coaches and the community. The SLAHD tiered reopening of our athletics/activities programs will be guided by what is feasible, practical, acceptable, and tailored to the needs of the community so that we may help our students participate in these highly meaningful and essential programs in the safest way possible. In accordance with the [California Department of Health Youth Sports COVID-19 Guidance](#) and [San Bernardino County Department of Health Guidance](#) SLAHD has approved the plan in Appendix E.

Personnel Protocols Training and Instruction

All employees will take the COVID-19 training in Safe Schools.

Administrators will report exposed or known positive employees to the executive director as well as classified and certificated personnel. The procedures below will be followed. Supporting documentation is included in Appendix F:

- Employee will be sent the appropriate letter, depending on their individual circumstances,
- Employee will be placed on a Paid Administrative Leave until they are able to test and until they receive their results
- Upon receipt of results, one of two actions will happen
 - o Negative result – Employee returns to work
 - o Positive result – Employee isolates per the San Bernardino County DPH
- Leave information is included in the letters sent from Personnel according to an individual's circumstances.
- Per AB 685, written notice will be sent to other employees at the positive employee's site or department notifying them of a positive co-worker within 24 hours. Appendix G
- Return to work will be determined according to the San Bernardino County DPH flow chart.

Additional procedures that will be followed:

- o Admin will notify the appropriate personnel to ensure that the infected employee's workspace is sanitized and disinfected according to the custodial procedures included in this document.
- o Admin will investigate the employee's close contacts if any, and with personnel determine the appropriate course of action.
- o Admin will work with the site/department to determine if hazards exist that haven't been addressed. If so, appropriate corrective action(s) will be taken.
- o Positive employees will be reported to the SLAHD's TPA who will then include them on the SLAHD's OSHA 300, if applicable
- o Contact the San /Bernardino County DPH as appropriate.
- o Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- o Maintain records of the steps taken to implement this addendum
- o This plan will be available in workplaces to employees, authorized employee representatives and be a Cal/OSHA representative immediately upon request.
- o Use SLAHD contact tracing form to keep a record of and track all COVID-19 cases. The information will be made available as required by law, with personal identifying information removed.

Health & safety violations and/or COVID 19 Hazard Reporting Protocols:

1. SLAHD operations are to adhere to local and state health agency and OSHA guidelines.
2. Individuals who observe health & safety violations and/or COVID 19 hazards are to immediately report the issue/s to site administration. Site administration is to work with SLAHD Admin to assess the situation. If a violation or hazard is found, site administration will correct the situation in accordance with state and local health and OSHA guidelines within SLAHD Admin assigned timelines. If the issue is not corrected as stated above the matter should be directly reported to SLAHD Admin.
3. OSHA concerns should be immediately reported to the SLAHD OSHA compliance officer, business manager, or dean of students.

Student/Parent Protocols for Illness Prevention Training and Instruction

All students will receive teacher led classroom instruction regarding illness prevention protocols. This instruction will include, but will not be limited to:

1. Individuals must stay home when sick and until symptom-free, without medication, for 24 hours and at least 10 days after [symptoms](#) first appeared.
 - Persistent dry cough
 - Persistent shortness of breath
 - Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic)
 - Overall body aches
 - Persistent red eyes (not from allergies or environment)
 - Congestion/runny nose
 - Nausea
 - Diarrhea
 - Any other significant cold-like/flu-like symptoms
2. If any student develops any of the symptoms above during a school day they should immediately notify a teacher and/or other school official and immediately report to the school site isolation room.
3. Following SLAHD and local/state public health guidance regarding temperature checks.
4. Wash hands frequently with soap and water for at least 20 seconds. When hand washing is not an option use hand sanitizer with at least 60% alcohol.
5. Cover coughs with a sleeve or tissue and immediately wash hands with soap and water afterward. Individuals with repetitive coughing should go to the health office for secondary screening.
6. Wear proper face covering, over the nose and mouth in accordance to state and local health and safety requirements.
7. Social distance at least six feet from other non-household individuals in accordance with state and local health requirements.
8. Parents with students who have health conditions that place them at higher risk of illness complications should contact their school site and explore the possibility of distance learning opportunities. Approval should not require a doctor's note during a pandemic state of emergency.
9. Community testing and opportunities:

Percy Bakker Center

9333 E Ave., Hesperia

Monday – Friday from 9:30 a.m. – 8 p.m.

Victor Valley College

71 Mojave Fish Hatchery Rd., Victorville

Monday – Friday from 9:30 a.m. – 8 p.m.

Saturday from 9:30 a.m. – 5 p.m.

Go to <https://sb.fulgentgenetics.com/appointment/screen/landing> to schedule a free testing appointment. Or contact your local CVS, RiteAid, Walgreens or Community Health Center for further testing opportunities.

10. Students/Parents should go to <https://sbcovid19.com/vaccine/> to learn more about community vaccination opportunities and schedule appointments when the vaccine becomes available to their phase/subgroup.
11. Students/parents who witness health and safety violations should immediately report the matter to school site administration.
12. Staff will take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

13. If malicious and purposeful intent to harm others is found to be present, school site administration will consider possible student discipline and/or loss of privileges.

Students will also receive in-class daily broadcast/all-call announcements regarding limiting the spread of illness.

Students/Parents will also have access to frequent health and safety updates and/or reminders, including testing and vaccination information, on SLAHD websites and social media.

Symptomatic testing of Staff and Students

Symptomatic students and staff will be immediately sent home or told to stay home and test for COVID 19 as soon as possible in accordance with state and local health and safety requirements. Symptomatic individuals will be given information regarding free testing opportunities including San Bernardino county department of public health testing facilities, local pharmacy testing facilities and/or local health center facilities.

Asymptomatic testing of Staff

Asymptomatic staff will be given information regarding COVID 19 testing in accordance with state and local health and safety requirements. School site and SLAHD office administration will also regularly communicate opportunities for COVID 19 testing at no cost to the employees and make provisions for testing during employee work hours and in accordance with state and local health and safety requirements. These testing opportunities will include San Bernardino county department of public health testing facilities, local pharmacy testing facilities, local health center facilities and/or SLAHD contracted laboratory testing as available. School site and SLAHD office administration will regularly update staff on testing opportunities through email and/or social media communications.

Asymptomatic testing of Students

Asymptomatic students who are receiving in-person instruction will be given information regarding COVID 19 testing in accordance with state and local health and safety requirements. SLAHD administration will also regularly communicate opportunities for COVID 19 testing at no cost to families in accordance with state and local health and safety requirements. These testing opportunities will include San Bernardino county department of public health testing facilities, local pharmacy testing facilities, local health center facilities and/or SLAHD contracted laboratory testing as/if available. SLAHD office administration will regularly update students and parents on testing opportunities through email and/or social media communications.

Appendix A

CUSTODIAL CLEANING PROCEDURES

Summit Leadership Academy High Desert

Custodial Cleaning Procedures and Standards

2020-2021

Table of Contents

Introduction

Daily Restroom Cleaning Procedures

Restroom Cleaning Standards

Restroom Cleaning Schedule Form

Office, Conference Room, and Staff Room Cleaning Procedures

Office, Conference Room, and Staff Room Cleaning Standards

Classrooms Cleaning Procedures

Classrooms Cleaning Standards

Health office Cleaning Procedures

Health office Cleaning Standards

Introduction

The purpose of the Summit Leadership Academy High Desert Custodial Cleaning Procedures and Standards Handbook is to bring **coherence** to the excellent work of our custodial teams. The goal of our custodial team is to provide a **sanitary** learning and working environment that is second to none.

Please refer to the **Summit Leadership Academy High Desert Injury and Illness Prevention Plan Addendum** for a complete description of the **SLAHD COVID-19 Prevention Plan**. Custodial Protocols are specified for each area of the school site. The **Custodian Illness and Prevention Plan** is outlined below:

7th-12th Grade Classrooms: Disinfect, with disinfectant, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and other touch points as frequently as possible and every day. Vacuum once a week. Mop, with disinfectant, 3 times per week.

Daily Restroom Cleaning Procedures

Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Johnny mop and bucket (for TOILETS and URINALS ONLY)
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.

Workflow

Remove litter from floors, ceilings and walls.

Empty trash, replace liners when soiled.

Sanitary napkin receptacle, clean and replace liner daily.

Disinfect all restroom fixtures with mop and bucket (toilets, urinals).

Disinfecting Sinks-Spraying and wiping sinks.

*Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet. **Scrub toilets, sinks, urinal often or as needed***

Check, Restock and disinfect all dispensers (soap, toilet paper, towels, feminine napkins).

Report any broken latches, locking mechanisms, hazards, lights and fixtures (toilets, urinals, faucets, and sinks, etc.) to Lead and Administration (email).

Clean walls, stalls, stall doors, tiles, ceilings, doors, mirrors and hand dryers.

Wipe down all flushing mechanisms, sinks, urinals and toilets (flush chemical in toilet).

Pour water/disinfectant down drains daily

Mop floors (Change out cleaning solution when it becomes soiled/discolored). **Mop handle and bucket labeled "restroom only" and with a chemical label.**

Clean all equipment and restock custodial cart.

Allow the kill time for the Disinfectant to do its job. Please refer to the user manual for kill times. Chemical # 710 & 764 are 10 minutes. Chemical #730, 1 minute.

Restroom Cleaning Standards

After a restroom has been cleaned, the following standards should be met:

1. Toilets, toilet seats, bases, fronts, undersides and flush valves should be free of dirt, grease, hair, urine and feces. All ceramic, stainless steel, and chrome should shine. Toilet seats should be in an upright position.
2. There should not be any waste or debris in the toilet bowl. There should not be any water rings or stains inside the toilet bowl or under the toilet rim. Age and condition of the toilet must be considered when evaluating toilets.
3. Urinal tops, sides, fronts, undersides, inner edges and rims should be free of dirt, grease, hair and urine stains. There should not be any trash or debris in the base of the urinal.
4. Sinks should not have any disinfectant, detergent or cleaner residue. Sinks should shine. Age and condition of the sink must be considered when evaluating sinks.
5. Chrome sink faucets should be free of dirt, grease and lime or calcium deposits. Faucets should shine.
6. Tops, sides and undersides of sinks should be free of dirt, soap, stains, hair and other debris.
7. All soap, paper towel, toilet paper, toilet seat and sanitary napkin dispensers should be replenished to ensure availability for the next day.
8. All trash cans should be empty and the liners clean and without tears.
9. All sanitary napkin receptacles should be empty and relined.
10. The outside area of all trash and sanitary napkin receptacles should be free of dirt and stains.
11. All partitions, toilet stalls, doors and walls shall be free of dust, dirt, stains and graffiti.
12. The ceilings shall be free of paper wads and other items.
13. The exhaust vent grills shall be free of dust.
14. The thresholds and entryways shall be dirt and stain free.
15. The mirrors should be free of spots, smears, smudges and dirt.
16. The floors, including edges, corners, behind toilets and around partition standards should be free of dirt, gum, stains, smears, trash and debris. Floors should not be sticky.

17. Restroom air should be odor free.
18. Restrooms should be well lit (lights must be replaced as a team)
19. All locking mechanisms in stalls shall be in working order. Immediately report broken latches.

Restroom Cleaning Schedule

MON	Dispenser Check/Restock				Sanitation/Disinfecting						
/ /	Toilet Paper	Paper Towels	Soap	Seat Covers	Sink(s)	Mirror(s)	Toilet(s)	Trash	Napkin Disp. Check	Mop	Initial
8:00 AM											
9:00 AM											
10:00 AM											
11:00 AM											
12:00 PM											
1:00 PM											
2:00 PM											
3:00 PM											
FULL SERVICE					Completed by:						
Tues	Dispenser Check/Restock				Sanitation/Disinfecting						
/ /	Toilet Paper	Paper Towels	Soap	Seat Covers	Sink(s)	Mirror(s)	Toilet(s)	Trash	Napkin Disp. Check	Mop	Initial
8:00 AM											
9:00 AM											
10:00 AM											
11:00 AM											
12:00 PM											
1:00 PM											
2:00 PM											
3:00 PM											
FULL SERVICE					Complete by:						
Wed	Dispenser Check/Restock				Sanitation/Disinfecting						
/ /	Toilet Paper	Paper Towels	Soap	Seat Covers	Sink(s)	Mirror(s)	Toilet(s)	Trash	Napkin Disp. Check	Mop	Initial
8:00 AM											
9:00 AM											
10:00 AM											
11:00 AM											
12:00 PM											
1:00 PM											
2:00 PM											
3:00 PM											
FULL SERVICE					Completed by:						
Thurs	Dispenser Check/Restock				Sanitation/Disinfecting						
/ /	Toilet Paper	Paper Towels	Soap	Seat Covers	Sink(s)	Mirror(s)	Toilet(s)	Trash(s)	Napkin Disp. Check	Mop	Initial
8:00 AM											
9:00 AM											
10:00 AM											
11:00 AM											
12:00 PM											
1:00 PM											
2:00 PM											
3:00 PM											
FULL SERVICE					Completed by:						
Fri	Dispenser Check/Restock				Sanitation/Disinfecting						
/ /	Toilet Paper	Paper Towels	Soap	Seat Covers	Sink(s)	Mirror(s)	Toilet(s)	Trash	Napkin Disp. Check	Mop	Initial
8:00 AM											
9:00 AM											
10:00 AM											
11:00 AM											
12:00 PM											
1:00 PM											
2:00 PM											
3:00 PM											
FULL SERVICE					Completed by:						

Completed by:
Check box only if an item has been restocked or completed

Office, Conference Room, and Staff Room Cleaning Procedures

Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Feather duster
- Electrostatic Sprayer
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.

Workflow

Daily

1. Empty pencil sharpeners, trash can and paper shredder receptacles.
2. Replace trash can and paper shredder liners if soiled or torn.
3. Dust horizontal surfaces.
4. Disinfect telephones.
5. Disinfect reception and service counters.
6. Disinfect conference tables and chairs
7. Disinfect doors, door frames, door glass, partition glass and light switch plates.
8. Disinfect windows.
9. Disinfect doorways and thresholds.
10. Remove gum and stains from floors and carpets.
11. Check, restock, and disinfect paper towel dispensers
12. Check, restock and disinfect hand sanitizers
13. Check, restock and disinfect hand soap dispensers.
14. Replace burned out lights (report any issues to Lead, Administrator or Plant Supervisor (email)).
15. Mop floors **Mop handle and bucket labeled "Office/classroom only"**.
16. *Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet.*

Weekly

1. Dust under office equipment, screens, under chairs, and fixtures placed on horizontal surfaces.
2. Dust window ledges.
3. Clean under rollaway and easily movable furniture.
4. Use cleanser to clean drinking fountain
5. Disinfect furniture.
6. Perform high dusting.
7. Clean lower windows.

Monthly

1. Dust blinds and window ledges
2. Vacuum upholstery.
3. Clean vents and registers.

Office, Conference Room, and Staff Room Cleaning Standards

After the office, conference room and staff room have been cleaned, the following standards should be followed:

1. Trash cans, paper shredder receptacles and pencil sharpeners should be empty.
2. Trash can liners should be clean and tear free.
3. Tops of desks, shelves and other furnishings should be dust free.
4. Telephones should be free of hand marks and dust.
5. Receptionist area and countertops should be free of marks, hand prints and dust.
6. Doors, door frames, door handles, push bars, door glass, partition glass should be free of hand prints, dirt and smudges.
7. Light switch plates, cabinets, countertops should be free of dirt and smudges.
8. Window ledges should be free of dust and debris.
9. Carpet and/or floor areas should be free of dust, dirt and debris, gum and stains
10. Air intake and exhaust vents or registers should be reasonably free from dust.
11. All lights should be in working order. Should there be lights out, replace bulbs with co-worker.
12. Drinking fountains and sinks should be free of dirt, debris, calcium spots or build up. Fixtures should shine.
13. Thresholds and entry areas should be free of dirt and dust.
14. Conference tables and chairs should be free of marks and smudges.
15. Lower, easily accessible windows should be free of dirt and spots.
16. Window blinds should be dust free.
17. Upholstered furniture should be free of dust and stains.

Classrooms Cleaning Procedures

Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Sinks-Cleaning Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Electrostatic Sprayer
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.

Workflow

Daily

1. Empty the pencil sharpeners.
2. Empty wastebaskets.
3. Replace liners if necessary.
4. Disinfect sink and surrounding area.
5. Check, restock, and disinfect paper towel dispensers
6. Check, restock and disinfect hand sanitizers
7. Check, restock and disinfect hand soap dispensers
8. Disinfect light switch plates, light switches and walls.
9. Vacuum carpets.
10. Remove gum from carpet.
11. Disinfect desks and tables.
12. Remove stains and spots from carpet.
13. Sweep/dust mop or sweep floors.
14. Disinfect doorway, door frames and thresholds.
15. Secure windows and doors.
16. Disinfect student desks, tables, and chairs
17. Disinfect all touch points and use electrostatic sprayer daily
18. ***Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet.***

Twice a Week

1. Dust horizontal surfaces (i.e. Shelves, window sills, book cases, etc.)

Once a week

1. Dust all horizontal surfaces
2. Vacuum window ledges if necessary.
3. Clean corners and edges of carpeted areas.

Twice a Month

1. Use a cleanser on sinks and faucets.

Monthly

1. Perform high dusting.

Classrooms Cleaning Standards

After classrooms, library, computer lab and reading rooms have been cleaned, the following standards should be followed:

1. Pencil sharpeners should be empty.
2. Trash cans shall be emptied and the trash liners should be soil free. The trash liners should be without tears. The outside area of the trash cans should be free of dirt, stains and marks.
3. Sinks, faucets and easily accessible surrounding areas should be shiny.
4. Towel and soap dispensers should be full. At least enough supply for the next school day. Dispensers should be free of dirt, dust, and marks.
5. Horizontal surfaces should be dust free (i.e. Shelves, window sills, book cases, etc.)
6. Carpet and/or floor areas should be free of dirt and debris including corners and edges. Areas under roll-away cabinets and "clustered" student desks should be free of debris and dirt.
7. Floor surfaces should be free of chewing gum.
8. Floor areas should be cleaned when spills and spots are present.
9. Carpets should be free of stains.
10. Doors, door frames, door handles, push bars should be disinfected and free from dirt and marks.
11. Light switch plates, cabinets, counter tops and areas around the pencil sharpeners should be free of dirt, and marks.
12. The thresholds and entry areas should be free of dirt, dust and debris.
13. All air intake and exhaust vents and registers should be dust free.
14. All lights should be in working order. Should there be lights out, replace bulbs with co-worker
15. Student desks shall be free of dirt and marks and disinfected daily.
16. Chairs shall be free of dirt and marks and disinfected daily
17. Windows should be reasonably clean.

Health Office Cleaning Standards

After the health office has been cleaned, the following standards should be followed:

1. Trash cans should be empty.
2. Trash can liners should be clean and tear free.
3. Tops of desks, shelves and other furnishings should be dust free. Difficult areas should be dust free.
4. Telephones should be free of hand marks and dust.
5. Doors, door frames, door handles, push bars, door glass, partition glass should be free of hand prints, dirt and smudges.
6. Light switch plates, cabinets, countertops should be free of dirt and smudges.
7. Window ledges should be free of dust and debris.
8. Air intake and exhaust vents or registers should be reasonably free from dust.
9. All lights should be in working order. Should there be lights out, replace bulbs with co-worker.
10. Sinks should be free of dirt, debris, calcium spots or build up. Fixtures should shine.
11. Thresholds and entry areas should be free of dirt and dust.
12. Window blinds should be dust free.
13. Chairs shall be free of dirt and marks and disinfected daily
14. Recovery couch should be disinfected daily
15. Follow restroom procedures for health office restrooms

COVID-19 Disinfecting Cleaning Procedure

Equipment and Materials Needed

- Microfiber rags
- Disinfectant bucket
- Soiled bucket
- Electrostatic Sprayer

Workflow

STEP A

- Electrostatic disinfect all areas that were exposed by covid-19. Allow the area to sit for 15 minutes. After 15 minutes begin step B.

STEP B

- Manually disinfect all surfaces, including all touch points (tables, chairs, doors, dispensers etc.) exposed by covid-19 using the two bucket system.
 - The disinfectant bucket may only contain clean microfiber rags with disinfectant. **At no point may you dip a soiled microfiber rag back into the bucket, this will contaminate the entire bucket.** Only use the rag once and replace it when soiled.
 - Soiled bucket- Place all soiled microfiber rags into the soiled labeled bucket. Do not use microfiber rag after it has been placed into the bucket.

STEP C

- Electrostatic disinfect all areas that were exposed by covid-19. Allow the area to sit for 15 minutes.

COVID B

SAMPLE POSTERS

Mask Do's & Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:

- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers



cdc.gov/coronavirus

Tu superpoder es
LAVARTE LAS MANOS



**¡COMBATE
LOS
MICROBIOS!**

**¡LÁVATE
LAS
MANOS!**

CS294906-E

www.cdc.gov/handwashing/esp



APPENDIX C

ISOLATION ROOM GUIDANCE

Isolation Room Guidance

03/17/21

1. Must be an indoor room and/or building. No tents, ez-ups, etc.
2. Must NOT be the same location students are sent for non-illness reasons. For instance, students with a scraped knee must be sent to another location.
3. Isolation room must be its own separate room and/or building. For instance, it cannot be a corner of the front office, etc.
4. It is recommended, but not required, that the isolation room supervising staff member/s set their desk up outside of the isolation room, but with clear visual access to anyone inside the isolation room. Secondary screenings may be conducted outside of the isolation room. HEALTH STAFF MUST MAKE THE DETERMINATION AS TO WHETHER A STUDENT SHOULD BE MONITORED CLOSELY OR FROM OUTSIDE THE ROOM.
5. Isolation room supervising staff are strongly encouraged to NOT remain in the isolation room with an individual who has failed a secondary screening as long as adequate supervision can be provided from outside the room.
6. When a person is sent to the isolation room, the isolation room supervision staff member will conduct a secondary screening. If the person is cleared they will be sent back to work/class and the issue will be properly documented. If the person fails the secondary screening they will be immediately sent home and the issue will be properly documented.
7. If a parent of a student who has failed a secondary screening REFUSES to come and pick the student up, site administration must be immediately notified. In most situations like these, law enforcement will be contacted by site administration.
8. When a person who failed a secondary screening goes home the isolation room will be properly sanitized by custodial staff as soon as possible. If multiple people who have failed the secondary screening are in the isolation room at the same time they will remain socially distanced with masks on until all have gone home and the room will be sanitized as soon as possible.
9. Please contact the business manager or dean of students, with any other questions.

APPENDIX D

STAFF SELF SCREENING POLICY AND ACKNOWLEDGEMENT

STAFF SELF SCREENING POLICY AND ACKNOWLEDGEMENT

Summit Leadership Academy High Desert is committed to the health and safety of our employees, students, and community. **Employees are expected to practice social distancing and wear face coverings as required by the Department of Public Health and/or local guidelines.**

SLAHD requires all staff to be vigilant in daily assessment for possible symptoms of illness. **If you are experiencing one or more of the following symptoms, you MUST stay home from work until symptom free, without medication, for 24 hours and at least 10 days after symptoms first appeared.** Staff must notify their employer supervisor of their absence due to illness.

- New persistent dry cough
- Persistent shortness of breath
- Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic)
- Overall body aches
- Persistent red eyes (not from allergies or environment)
- Congestion/runny nose
- Nausea
- Diarrhea
- Any other significant cold-like/flu-like symptoms

I acknowledge the following:

The best way to prevent infection is to avoid being exposed to this virus. Safety and health procedures to help prevent the spread of COVID-19 include:

- Stay home from work when sick.
 - Practice social distancing from others.
 - Frequently wash hands with soap and water for at least 20 seconds.
 - Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Place used tissues in a wastebasket.
 - Avoid the sharing of supplies, technology equipment, etc. or sanitize between use.
- Wear face coverings as required by the Department of Public Health and/or local guidelines.

- Notify your supervisor if you experience symptoms of acute illness (i.e., persistent dry cough, persistent shortness of breath, fever of 100.4 degrees or higher, overall body aches, persistent red eyes not from allergies or environment or any other significant cold-like/flu-like symptoms) so you can be separated from others and be sent home immediately.

Additionally:

- There is a potential risk for contracting COVID-19 while at work.
- Cleaning and disinfecting practices may help to reduce the spread of COVID-19, but cannot stop the spread.
- Due to the nature of our facilities and programs, social distancing of 6 feet per person among students and staff in a school or office setting is not always possible.

Acknowledgment

I have read Summit Leadership Academy High Desert’s Self Screening Protocols and COVID-19 Acknowledgement, and fully understand the potential risks of COVID-19. While Summit Leadership Academy High Desert is making significant efforts to ensure the safety of students and staff, I acknowledge our schools, transportation, offices, and athletic environments are not guaranteed to be COVID-19 free environments.

Staff Name

Staff Signature

Date

APPENDIX E

ATHLETIC GUIDANCE

Athletics/Activities Guidance

Updated 3/8/21

Mission

Summit Leadership Academy High Desert (SLAHD) recognizes that athletics/activities programs are not only essential to the learning of all students involved, but also a key to lifelong success for many of our students. As such, SLAHD is committed to following federal, state and local health agency guidelines during our tiered reopening of our athletics/activities programs while minimizing the risk of transmission of illness to students, families, coaches and the community. The SLAHD tiered reopening of our athletics/activities programs will be guided by what is feasible, practical, acceptable, and tailored to the needs of the community so that we may help our students participate in these highly meaningful and essential programs in the safest way possible. In accordance with the [Outdoor and Indoor Youth and Recreational Adult Sports](#), the [California Department of Health Youth Sports COVID-19 Guidance](#) and [San Bernardino County Department of Health Guidance](#) SLAHD approves the following athletic activities with the following health and safety restrictions based on county tier assignment per [covid19.ca.gov](#) and any possible regional stay-at-home order according to regional ICU data per [covid19.ca.gov](#) of the COVID-19 virus.

Purple County Tier Assignment (>14 new county cases per day per 100,000 residents):

Practice Guidelines Modification:

1. All staff are required to train students on proper illness prevention/hygiene protocols
2. All staff/players will agree to the illness prevention pledge and COVID-19 acknowledgement also known as informed consent forms.
3. All staff will complete illness screening training prior to the first practice
4. Shared equipment should be cleaned and disinfected frequently.
5. When equipment is shared during an activity, participants should perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.
6. Balls or other objects or equipment can be touched by multiple players and used during practice and play if the above hand hygiene practices are followed.
7. All weight training activities must take place outside and all shared equipment, hand hygiene and social distancing protocols must be observed.
8. Drink bottles must not be shared, and other personal items and equipment should not be shared.
9. No guest/visitor attendees at practices
10. Participants in youth sports are strongly encouraged wear face coverings when participating in the activity and in accordance with [California guidance for the use of face coverings](#), even with heavy exertion as tolerated, both indoors and outdoors (unless the face covering could become a hazard), and face coverings must be worn when not participating in the activity (e.g., on the sidelines)*.
*Players/coaches should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
11. Staff will provide frequent visual screening for all who attend
12. Staff will be available for secondary screenings, as needed
13. Per [California youth sports guidance](#), practices/conditioning should take place outdoors to the maximum extent practicable. No indoor practices are permitted.

14. Hand washing or hand sanitizer** will be readily available and frequently encouraged
***Hand sanitizer with at least 60% ethanol or 70% isopropanol alcohol. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children under 9. Isopropanol hand sanitizers are more toxic when ingested or absorbed in skin. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed. If you suspect poisoning, contact Poison Control right away at 1-800-222-1222*
15. No one with symptoms of COVID-19 or who is in isolation or quarantine for COVID-19 is permitted to attend practices or competitions.
16. Anyone with symptoms of COVID-19 should consult their physician for testing and notify their coach, athletic trainer and/or school administrator of their symptoms and test results. The coach, athletic trainer and/or school administrator will communicate these situations to SLAHD Admin.
17. Youths recovering from COVID-19 will have different paths to return to sports based on the severity of their illness. See the American Academy of Pediatrics Interim Guidance on Return to Sports for additional guidance for more serious infections.
18. No locker room use
19. Athletes and coaches should cohort by team, and are strongly encouraged to refrain from participating with more than one team over the same season or time period (notwithstanding competitions permitted as outlined below).
20. Participants should maintain at least six feet of distance from others to the maximum extent possible, including when on the sidelines. Coaches should avoid contact with participants, and facilitate physical distancing between participants to the maximum extent possible (e.g., staggered starts instead of mass starts for races).
21. SLAHD recognizes that some essential practice/training activities do involve momentary instances of physical proximity within 6 feet (e.g. runners passing each other, baseball/softball base running, etc.). These instances should be limited as much as practicable and every effort should be made to limit these instances between participants to less than 15 minutes cumulative over a 24 hours period to minimize the risk of transmittance per CDPH guidelines.
22. Sports participants, including coaches and support staff, are strongly encouraged to be vaccinated once eligible as vaccines will protect residents and reduce the likelihood of transmission from infected persons to others.

Competition Guidelines Modification:

1. The following sports are approved for competition between teams: cross country, golf, skiing, snowboarding, tennis (outdoor singles) & track and field (outdoor).
2. No tournaments or events that involve more than two teams to occur. Exceptions may be made, with authorization from the local health department where the event is being held and each of the local health departments where teams originate from, for sports where individual competitors from multiple teams are routine such as: track and field; cross-country; golf; skiing/snowboarding; tennis; swimming/diving/surfing; biking and equestrian events.
3. Local Health Departments to be notified of any cross country competitions within their jurisdiction and reserve the right under their own discretion to deny the competition at any time in their jurisdiction. Teams participating in cross county competitions will follow the more stringent rules if the participating teams are coming from counties that may be at different case rate thresholds.
4. Only one competition, per team, per day maximum to be played.
5. Coaches/officials/referees/staff must wear face coverings in accordance with [CDPH Guidance for Face Coverings](#).
6. Participating athletes are encouraged to wear facial coverings during play when safe and in accordance with [American Academy of Pediatrics](#). Participating athletes are required to wear facial coverings when on sidelines/benches in accordance with [California guidance for the use of face coverings](#).
7. All coaches, players and trainers are encouraged to COVID-19 antigen or PCR test weekly. Tests are provided free of charge through the county at sb.fulgentgenetics.com/appointment/screen/landing and through the weekly SLAHD COVID update information on the SLAHD website at www.hesperiausd.org/live_feed
8. Social distancing of 6 feet should be maintained on sidelines/team benches to the maximum amount practicable.
9. Outdoor competitions only. No indoor facilities will be made available except for restrooms which will have all appropriate illness prevention signage.
10. Parents are encouraged to self-transport athletes to and from away events when possible.
11. Bus/van travel for members of a team may pose a greater risk. To mitigate COVID-19 transmission risk during bus/van travel, employ universal masking, physical distancing and windows to remain open the full duration of the trip unless not feasible. SLAHD defines physical distancing on travel buses/vans as no more than one individual per bench seat and 6ft whenever feasible.
12. Plan for proper communication of all travel rules, protocols and expectations to everyone in the travel party. When feasible, teams should aim to travel and play the same day to avoid overnight stays.
13. Travel by private car limited to only those within the immediate household.
14. Schools will encourage students to bring their own meals and/or utilizing nutritional services sack lunches for students riding the bus on any long distance away trip.

15. For youth sports (age 18 years and under), immediate household members may observe outdoor games as needed for age-appropriate supervision, but observers should be limited to ensure physical distance can be maintained, reduce potential crowding, and maintain capacity limits allowed by Tiers.
16. Observers must stay at least 6 feet from non-household members and wear face coverings in accordance with [CDPH Guidance for Face Coverings](#).
17. All spectators will be subject to temperature checks.
18. Household spectators who fail SLAHD staff visual health screenings and/or temperature checks (100.4 or greater) will not be allowed to attend events per CDPH guidelines.
19. Sneeze guards at ticket booths
20. Schools should explore touch-free ticket options, if feasible.
21. Hand stamps for re-entry will be discontinued or replaced with touch-free re-entry protocols.
22. No snack bars/concessions.
23. SLAHD staff should take an educational approach to helping individuals not adhering to health and safety guidelines.
24. Household spectators who refuse to follow health and safety restrictions will be removed and banned from further competitions for the 20-21 school year.
25. Per CDPH guidance, people who are immune-compromised, who have pre-existing conditions, or are age 65 and older should not attend events. Individuals who are feeling sick or believe they might have been exposed to COVID-19 must stay home and may not attend events per CDPH guidelines.

Purple County Tier Assignment (≤ 14 new county cases per day per 100,000 residents):

Competition Guidelines Modification:

1. The following **outdoor** moderate-contact and high-contact sports are approved for competition between teams with the following additional general guidance that should be implemented to the greatest extent possible and are strongly encouraged: Soccer, Cheerleading, Basketball, Baseball, Softball, Volleyball, Wrestling and Football.
 - a. Face coverings (during play)
 - b. Physical distancing (during play)
 - c. Hygiene and sanitation: When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity. Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed.
 - d. Limitations on mixing by participants: Strongly encourage limiting participation by athletes and coaches during practice and competition to one team, and strongly encourage refraining from participating with more than one team over the same season or time period. For larger teams, limit mixing by establishing stable smaller training groups for drills and conditioning. Review practice or game footage virtually, to the greatest extent possible. If not feasible, then it should be conducted outdoors, with all participants wearing face coverings and following appropriate physical distancing measures.
 - e. Travel considerations: Bus/van travel for members of a team may pose a greater risk. To mitigate COVID-19 transmission risk during bus/van travel, employ universal masking, physical distancing and windows to remain open the full duration of the trip unless not feasible. SLAHD defines physical distancing on travel buses/vans as no more than one individual per bench seat and 6ft whenever feasible. Plan for proper communication of all travel rules, protocols and expectations to everyone in the travel party. When feasible, teams should aim to travel and play the same day to avoid overnight stays. Travel by private car limited to only those within the immediate household.

Red County Tier Assignment with no regional stay-at-home order in effect:

Practice Guidelines Modification:

1. Practices/training should take place outdoors whenever practicable and safe.
 2. Indoor practice/training is approved with occupancy restriction in accordance with [CDPH Guidance for Fitness Facilities](#). As of 2/19/20 occupancy restrictions in the red tier is 10%.
 3. Weight training activities may be moved indoors if maximum occupancy restrictions are observed.
 4. Participants in youth sports should wear face coverings when participating in the activity and in accordance with [California guidance for the use of face coverings](#), even with heavy exertion as tolerated, both indoors and outdoors (unless the face covering could become a hazard), and face coverings must be worn when not participating in the activity (e.g., on the sidelines)*.
- *Players/coaches should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

Competition Guidelines Modification:

1. The following sports are cleared for competition between teams: baseball, cheerleading (outdoor) and softball.

2. No spectators are allowed for indoor competitions.
3. Schools should make efforts to live stream competitions when household spectators are not allowed, when feasible and in keeping with the SLAHD's media release protocols.

Orange County Tier Assignment with no regional stay-at-home order in effect:

Practice Guidelines Modification:

1. Indoor practice/training is approved with occupancy restriction in accordance with [CDPH Guidance for Fitness Facilities](#). As of 2/19/20 occupancy restrictions in the orange tier is 25%.
2. Participants in youth sports should wear face coverings when participating in the activity and in accordance with [California guidance for the use of face coverings](#), even with heavy exertion as tolerated, both indoors and outdoors (unless the face covering could become a hazard), and face coverings must be worn when not participating in the activity (e.g., on the sidelines)*.
*Players/coaches should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

Competition Guidelines Modification:

1. The following sports are cleared for competition between teams: Basketball (outdoor), Football, Soccer (outdoor), Tennis (indoor), Track and field (indoor) and Volleyball.
2. Household spectators are allowed at indoor competitions up to maximum occupancy restrictions in accordance with [CDPH Guidance for Fitness Facilities](#). As of 12/16/20 occupancy restrictions in the orange tier is 25%. Attendance is on a first come, first served basis.

Yellow County Tier Assignment with no regional stay-at-home order in effect:

Practice Guidelines Modification:

1. Indoor practice/training is approved with occupancy restriction in accordance with [CDPH Guidance for Fitness Facilities](#). As of 2/19/20 occupancy restrictions in the yellow tier is 50%.
2. Participants in youth sports should wear face coverings when participating in the activity and in accordance with [California guidance for the use of face coverings](#), even with heavy exertion as tolerated, both indoors and outdoors (unless the face covering could become a hazard), and face coverings must be worn when not participating in the activity (e.g., on the sidelines)*.
*Players/coaches should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.

Competition Guidelines Modification:

1. The following sports are cleared for competition between teams: Cheerleading (indoor), Basketball (indoor), Soccer (indoor) and Wrestling.
2. Household spectators are allowed at indoor competitions up to maximum occupancy restrictions in accordance with [CDPH Guidance for Fitness Facilities](#). As of 12/16/20 occupancy restrictions in the yellow tier is 50%. Attendance is on a first come, first served basis.

Conditions to Return to Play for "Not Otherwise Authorized" Indoor Sports:

Based on the [CDPH Guidance Update 3/5/21](#) and in collaboration with the San Bernardino County Department of Public Health indoor basketball, volleyball, cheerleading, athletic trainers and wrestling are approved for indoor practice and play with the following requirements and guidance. Once a sport is cleared for indoor practice/play per the CDPH tiered guidance the sport will adhere to those guidelines and no longer follow the "Not Otherwise Authorized" guidance below.

Testing Requirement:

- SLAHD will provide weekly COVID-19 testing of athletes and support staff. Testing must be established and implemented prior to return to practice (other than the "[physical conditioning, practice, skill-building, and training that can be conducted outdoors, with 6 feet of physical distancing, and within stable cohorts" that is currently authorized in all tiers). Testing will continue until the sport in question is cleared for return to indoor play per CDPH tiered guidance above.
- If a player/support staff member misses their SLAHD provided testing opportunity they must provide the school site Athletic Director or other School Site Administrator with a negative COVID-19 test result conducted on the same day or after their SLAHD appointment within 48 hours of their missed SLAHD appointment. If the player/support staff member is not able to do so they will be barred from

any practice, game and/or event until they are able to provide such a test result or until after a negative result is received from the following week's SLAHD provided testing appointment.

- For high-risk indoor contact sports (basketball, volleyball, and wrestling), competition between teams is permitted only if both teams can provide COVID-19 testing and results of all athletes and support staff within 48 hours of each competition.

Safety Plan/Contact Tracing:

- All SLAHD will adopt and adhere to the [SLAHD Pandemic Addendum/COVID-19 Safety Plan](#).
- In the event of an athlete/support staff member testing positive for COVID-19 the player, parent and coach will immediately inform the school site Athletic Director or other School Site Administrator. The AD/Administrator will then immediately notify the SLAHD Admin Department. The SLAHD Admin Department and the School Site Administrative team will then notify all schools that the team in question competed against since the positive athlete's/support staff's last known negative test.
- In the event of a positive player/support staff member COVID-19 test or being informed of a positive test result within a team that an SLAHD team had recently competed against the SLAHD Admin Department will follow SLAHD contact tracing protocols in accordance with current CDPH guidance and in collaboration with the San Bernardino County Department of Public Health.
- Any athlete/support staff member found to be exposed, within 6 feet for 15 minutes or more over a 24 hour period, to anyone who has recently tested positive for COVID-19 will follow the SLAHD isolation/quarantine protocols in accordance with current CDPH guidance and in collaboration with the San Bernardino County Department of Public Health. Exposed athletes/parents/support staff, as defined above, will be notified by the School Site Principal.

School Site Specific Plan/Risk Assessment:

- Every SLAHD school must establish a written, facility-specific COVID-19 prevention plan at every indoor facility to be utilized by athletes/support staff who fall into the "Not Otherwise Authorized" category. At each SLAHD High School the School Site Athletic Director will perform a comprehensive risk assessment of all indoor facilities to be utilized by athletes/support staff not approved for play by the CDPH tiered guidance above. At each SLAHD Middle School a School Site Administrator will perform a comprehensive risk assessment of all indoor facilities to be utilized by athletes/support staff not approved for play by the CDPH tiered guidance above. At SLAHD High Schools the School Site Athletics Director will be designated as the Prevention Plan Implementation Coordinator at each indoor facility. At SLAHD Middle Schools a School Site Administrator will be designated as the Prevention Plan Implementation Coordinator at each indoor facility.
- All schools must designate a person responsible for responding to COVID-19 concerns for athletics overall, and for each team or sport, as applicable.
- All schools must train and communicate with workers, worker representatives (as applicable), and athletes on the plan and make the plan available to workers and their representatives.
- All schools must evaluate the facility for compliance with the plan and document and correct deficiencies identified at least once per month.

"Not Otherwise Authorized" Indoor Practice Guidelines:

1. Temperature checks for all athletes/support staff upon arrival.
2. Every effort will be made to cycle fresh air into indoor facilities when feasible i.e. open doors, open windows etc. Do not open windows and doors if doing so poses a safety or health risk, i.e. risk of falling, triggering asthma symptoms, etc., to athletes using the facility.
3. All staff are required to train students on proper illness prevention/hygiene protocols
4. All staff/players will agree to the illness prevention pledge and COVID-19 acknowledgement also known as informed consent forms.
5. All staff will complete illness screening training prior to the first practice
6. Shared equipment should be cleaned and disinfected frequently.
7. When equipment is shared during an activity, participants should perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.

8. Balls or other objects or equipment can be touched by multiple players and used during practice and play if the above hand hygiene practices are followed.
9. All weight training activities must take place outside and all shared equipment, hand hygiene and social distancing protocols must be observed.
10. Drink bottles must not be shared, and other personal items and equipment should not be shared.
11. No guest/visitor attendees at practices
12. Participants in youth sports are strongly encouraged wear face coverings when participating in the activity and in accordance with [California guidance for the use of face coverings](#), even with heavy exertion as tolerated, both indoors and outdoors (unless the face covering could become a hazard), and face coverings must be worn when not participating in the activity (e.g., on the sidelines)*.
*Players/coaches should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
13. Staff will provide frequent visual screening for all who attend
14. Temperature checks will be provided for all attendees upon their arrival
15. Staff will be available for secondary screenings, as needed
16. Hand washing or hand sanitizer** will be readily available and frequently encouraged
***Hand sanitizer with at least 60% ethanol or 70% isopropanol alcohol. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children under 9. Isopropanol hand sanitizers are more toxic when ingested or absorbed in skin. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed. If you suspect poisoning, contact Poison Control right away at 1-800-222-1222*
17. No one with symptoms of COVID-19 or who is in isolation or quarantine for COVID-19 is permitted to attend practices or competitions.
18. Anyone with symptoms of COVID-19 should consult their physician for testing and notify their coach, athletic trainer and/or school administrator of their symptoms and test results. The coach, athletic trainer and/or school administrator will communicate these situations to SLAHD Admin.
19. Youths recovering from COVID-19 will have different paths to return to sports based on the severity of their illness. See the American Academy of Pediatrics Interim Guidance on Return to Sports for additional guidance for more serious infections.
20. No locker room use
21. Athletes and coaches should cohort by team, and are strongly encouraged to refrain from participating with more than one team over the same season or time period (notwithstanding competitions permitted as outlined below).
22. Participants should maintain at least six feet of distance from others to the maximum extent possible, including when on the sidelines. Coaches should avoid contact with participants, and facilitate physical distancing between participants to the maximum extent possible (e.g., no shaking of hands before/after competition, increased distancing during team huddles, separating benches/chairs so that players/coaches will sit at least 6ft apart, etc.).
23. SLAHD recognizes that some essential practice/training activities do involve momentary instances of physical proximity within 6 feet (e.g. basketball offense/defense, volleyball digs, trainer ankle wrapping, cheerleading throws, general wrestling training, etc.). These instances should be limited as much as practicable and every effort should be made to limit these instances between participants to less than 15 minutes cumulative over a 24 hours period to minimize the risk of transmittance per CDPH guidelines.
24. Sports participants, including coaches and support staff, are strongly encouraged to be vaccinated once eligible as vaccines will protect residents and reduce the likelihood of transmission from infected persons to others.

“Not Otherwise Authorized” Competition Guidelines Modification:

1. If all “Not Otherwise Authorized” requirements, above, are fulfilled the following sports are approved for competition between teams: indoor basketball, indoor volleyball, indoor athletic training and indoor wrestling.
2. Temperature checks for all individuals upon arrival.
3. Every effort will be made to cycle fresh air into indoor facilities when feasible i.e. open doors, open windows etc. Do not open windows and doors if doing so poses a safety or health risk, i.e. risk of falling, triggering asthma symptoms, etc., to athletes using the facility.
4. No tournaments or events that involve more than two teams to occur. Exceptions may be made, with authorization from the local health department where the event is being held and each of the local health departments where teams originate from, for sports where individual competitors from multiple teams are routine.
5. Local Health Departments to be notified of any cross country competitions within their jurisdiction and reserve the right under their own discretion to deny the competition at any time in their jurisdiction. Teams participating in cross county competitions will follow the more stringent rules if the participating teams are coming from counties that may be at different case rate thresholds.
6. Only one competition, per team, per day maximum to be played.

7. Coaches/officials/referees/staff must wear face coverings in accordance with [CDPH Guidance for Face Coverings](#).
8. Participating athletes are encouraged to wear facial coverings during play when safe and in accordance with [American Academy of Pediatrics](#). Participating athletes are required to wear facial coverings when on sidelines/benches in accordance with [California guidance for the use of face coverings](#).
9. Social distancing of 6 feet should be maintained on sidelines/team benches to the maximum amount practicable.
10. Parents are encouraged to self-transport athletes to and from away events when possible.
11. Bus/van travel for members of a team may pose a greater risk. To mitigate COVID-19 transmission risk during bus/van travel, employ universal masking, physical distancing and windows to remain open the full duration of the trip unless not feasible. SLAHD defines physical distancing on travel buses/vans as no more than one individual per bench seat and 6ft whenever feasible.
12. Plan for proper communication of all travel rules, protocols and expectations to everyone in the travel party. When feasible, teams should aim to travel and play the same day to avoid overnight stays.
13. Travel by private car limited to only those within the immediate household.
14. Schools will encourage students to bring their own meals and/or utilizing nutritional services sack lunches for students riding the bus on any long distance away trip.
15. For youth sports (age 18 years and under), immediate household members may observe indoor games as needed for age-appropriate supervision, but observers should be limited to ensure physical distance can be maintained, reduce potential crowding, and maintain capacity limits allowed by Tiers. In the purple tier all parents/immediate household members are strongly encouraged to drop their athlete off and supervise via online streaming of the competition and/or other means as available. In the purple tier supervision capacity limits will be a maximum of 4 immediate household members per player up to 10% facility capacity.
16. Observers must stay at least 6 feet from non-household members and wear face coverings in accordance with [CDPH Guidance for Face Coverings](#).
17. All spectators will be subject to temperature checks.
18. Household spectators who fail SLAHD staff visual health screenings and/or temperature checks (100.4 or greater) will not be allowed to attend events per CDPH guidelines.
19. Sneeze guards at ticket booths
20. Schools should explore touch-free ticket options, if feasible.
21. Hand stamps for re-entry will be discontinued or replaced with touch-free re-entry protocols.
22. No snack bars/concessions.
23. SLAHD staff should take an educational approach to helping individuals not adhering to health and safety guidelines.
24. Household spectators who refuse to follow health and safety restrictions will be removed and banned from further competitions for the 20-21 school year.
25. Per CDPH guidance, people who are immune-compromised, who have pre-existing conditions, or are age 65 and older should not attend events. Individuals who are feeling sick or believe they might have been exposed to COVID-19 must stay home and may not attend events per CDPH guidelines.

Indoor sports are approved for competition between teams with the following additional general guidance that should be implemented to the greatest extent possible and are strongly encouraged: Cheerleading, Basketball, Volleyball, Athletic Training and Wrestling.

- a. Face coverings (during play)
- b. Physical distancing (during play)
- c. Hygiene and sanitation: When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity. Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed.
- d. Limitations on mixing by participants: Strongly encourage limiting participation by athletes and coaches during practice and competition to one team, and strongly encourage refraining from participating with more than one team over the same season or time period. For larger teams, limit mixing by establishing stable smaller training groups for drills and conditioning. Review practice or game footage virtually, to the greatest extent possible. If not feasible, then it should be conducted outdoors, with all participants wearing face coverings and following appropriate physical distancing measures.
- e. Travel considerations: Bus/van travel for members of a team may pose a greater risk. To mitigate COVID-19 transmission risk during bus/van travel, employ universal masking, physical distancing and windows to remain open the full duration of the trip unless not feasible. SLAHD defines physical distancing on travel buses/vans as no more than one individual per bench seat and 6ft whenever feasible. Plan for proper communication of all travel rules, protocols and expectations to everyone in the travel party. When feasible, teams should aim to travel and play the same day to avoid overnight stays. Travel by private car limited to only those within the immediate household.

Note: Athletics/activities programs are not to apply consequences as a direct result of attendance related issues due to illness or general safety concerns. Students who were ill or had general safety concerns will be afforded the opportunity to try out for the teams when they are capable and feel safe to do so.

APPENDIX F

SECONDARY CHECKLIST

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 03/17/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Summit Leadership Academy

Number of schools: Two

Enrollment 267

Superintendent (or equivalent) Name: Victor Allende

Address: _____

12850 Muscatel St. Hesperia, Ca92344

Phone Number: (760)949-9202

Email: victor.allende@slahd.com

Date of proposed reopening: _____

March 30, 2021

County: San Bernardino

Current Tier: Red

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Charter School

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, Victor Allende, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

■ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Stable A,B & C cohorts. No cohort to exceed 1/3 of school enrollment.

If you have departmentalized classes, how will you organize staff and students in stable groups?

A and B cohorts in-person hybrid instruction. No mixing of A and B cohorts.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

A and B cohorts in-person hybrid instruction. No mixing of A and B cohorts.

■ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

■ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

■ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

■ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

■ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

■ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum feet

Minimum feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

■ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

■ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

■ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Weekly L.P.C. meetings to train staff on guidelines for returning students.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department:

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.