Date: 1/27/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:
Keiller Leadership Academy

Number of schools:
1

Enrollment:
595

Superintendent (or equivalent) Name:
Joel Christman, Executive Director

Address:
7270 Lisbon Street

Phone Number:
619 - 263 - 9266

City
San Diego

Email:
jchristman@mykla.org

Date of proposed reopening:
2/22/2021

County:
San Diego

Current Tier:
Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:
Charter School

Grade Level (check all that apply)

X TK	X 2nd	X 5th	X 8th	11th
X K	X 3rd	X 6th	9th	12th
X 1st	X 4th	X 7th	10t	

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, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

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 >=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 5 consecutive days.

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

X I, Joel Christman, 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:

X **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.

Same as "Entrance, Egress, and Movement Within the School" section below.

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?)

Each classroom will have 12 - 15 students. There will be between 1 -2 staff members per classroom.

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

SECONDARY
Each classroom will have between 12 - 15 students. The desks will be 6 ft apart and if necessary, plexiglass will separate long classroom desks, so 2 students can sit at each long classroom desk when needed. Students will limit the amount of personal items being brought to school each day. Students will be seated starting from the front (or furthest from the entrance) of the classroom in order to prevent students from walking pass each other. Students who exit first, should be the ones that sit in the back (or closest to the exit).Extra shelves and bookcases will be removed to allow spacing of desks and students in the classroom.

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

PRIMARY P.E. CLASSES
There will be 12 - 14 students in a class at one time. P.E. classes will be conducted outdoors and the students will be spread apart. There will be whole group activities within the space at the blacktop. There will be individual components to the lessons. The P.E. teacher has polydots that will help the students to stay on their own individual dot. This skill will need to be practiced by the students.

SECONDARY P.E. CLASSES
There will be up to 15 students in a class at one time. There will be up to 15 students in the locker room at one time. The students can bring their own bags with clothes. The P.E. curriculum will involve contactless activities and the P.E. classes will be outdoors. When the students are within 6 ft of each other, they will keep their masks on. When

the students are more than 12 feet from each other (i.e. running), the students can take their masks off.

X **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.

Entering Campus
a) PRIMARY
Students will wait outside the Main Gate and Church Gate on 6 ft markers until the gates open. After the students have passed the Active Screening process (grades K - 3rd graders' parents will be asked and shown the 9 Active Screening Questions while in the car, grades 4th - 5th graders will be asked and shown the 9 Active Screening Questions while in the car, and temperatures will be checked for grades K - 5th), they will enter the campus. According to the A Guidebook for Safe Reopening of California's Public Schools, it states to "purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings." Therefore, we will use no-touch thermal scan thermometers to check all students, staff, and visitors' temperature. Students will be given hand sanitizer while their school uniform is being checked. The Guidebook for Safe Reopening of California's Public Schools states "all students must wash or sanitize hands as they enter campuses…"

b) SECONDARY
When secondary students enter the campus, they will enter through the Gates of Wisdom during one of the four soft start times. Mrs. Sartain will ask each student the 9 Active Screening Questions and their temperature will be checked. The students will wait outside the gate on 6 ft markers until the gates open. There will be between 37 - 45 secondary students who will be coming through the gate per soft start time. The secondary students will come in through the Gates of Wisdom during one of the four soft start times: 1) 7:30 a.m., 2) 8:00 a.m., 3) 8:15 a.m., and 4) 8:30 a.m. Before each soft start time, the students can arrive at school no earlier than 10 minutes before their class starts. Therefore, there will not be any secondary students "hanging out" outside of the Gates of Wisdom before their soft start time. The students will also be given hand sanitizer while their school uniform is being checked.

Cafeteria
a) PRIMARY
Once on campus, the students will get their breakfast. They will eat their breakfast either inside the classroom or at the lunch tables. The UCSD's Expert Scientific Panel recommends that while eating indoors, students reduce talking while eating. Therefore, students and staff will limit the amount of conversations that take place while eating breakfast and lunch inside the classroom. Classrooms which have carpet will be given first priority if they would like to eat at the lunch tables. Plexiglass will be installed at the outdoor lunch tables so up to 4 students can sit at a table at one time. For lunch, the students will get a "Grab & Go" lunch from the cafeteria. They can either eat in the classroom, eat at the lunch tables, or eat at a designated space outside.

b) SECONDARY
According to the "COVID-19 Industry Guidance: Schools and School Based Programs" (12 Guidelines), "serve meals in classrooms or outdoors…" Therefore, as each student enters the Gates of Wisdom, he/she can stop by the cafeteria, pick up a "Grab & Go" breakfast, and walk to his/her 1st Period classroom (soft opening) to eat their breakfast. For lunch, secondary students can pick up a "Grab & Go" lunch from the cafeteria. All secondary students will have lunch in their REACH teacher's classroom. Students and staff will limit the amount of conversations that take place while eating breakfast and lunch inside the classroom. If weather permits, secondary students will either eat their lunch at the cafeteria tables, the amphitheater, or at the lunch tables in front of the counseling center.

Physical Layout of Classrooms
a) PRIMARY

Each classroom will have between 12 - 15 students. As suggested in the "COVID-19 Industry Guidance: Schools and School Based Programs" (12 Guidelines), desks will be 6 ft apart and plexiglass will separate long classroom desks, so 2 students can sit at each long classroom desk when needed. Students will limit the amount of personal items brought to school each day. Students will be seated starting from the front (or furthest from the entrance) of the classroom in order to prevent students from walking pass each other. Students who exit first, should be the ones that sit in the back (or closest to the exit). Extra shelves and bookcases will be removed to allow spacing of desks and students in the classroom.

b) SECONDARY
Each classroom will have between 12 - 15 students. The desks will be 6 ft apart and if necessary, plexiglass will separate long classroom desks, so 2 students can sit at each long classroom desk when needed. Students will limit the amount of personal items being brought to school each day. Students will be seated starting from the front (or furthest from the entrance) of the classroom in order to prevent students from walking pass each other. Students who exit first, should be the ones that sit in the back (or closest to the exit).Extra shelves and bookcases will be removed to allow spacing of desks and students in the classroom.

c) PRIMARY P.E. CLASSES
There will be 12 - 14 students in a class at one time. P.E. classes will be conducted outdoors and the students will be spread apart. There will be whole group activities within the space at the blacktop. There will be individual components to the lessons. The P.E. teacher has polydots that will help the students to stay on their own individual dot. This skill will need to be practiced by the students.

d) SECONDARY P.E. CLASSES
There will be up to 15 students in a class at one time. There will be up to 15 students in the locker room at one time. The students can bring their own bags with clothes. The P.E. curriculum will involve contactless activities and the P.E. classes will be outdoors. When the students are within 6 ft of each other, they will keep their masks on. When the students are more than 12 feet from each other (i.e. running), the students can take their masks off.

Recess
There will be a staggered recess schedule for primary students. Although there will be no playground structure use, the students will have structured play, such as the use of an obstacle course. The teacher will give directions about how to play the game inside the classroom, and when the class goes outside, the students will know what to do for the game. That way teachers can supervise students more during recess to make sure the students are practicing physical distancing. The ratio of students to teacher will be 15:1. There will be an additional 5 minutes added to recess for disinfecting and handwashing.

Hallways
a) PRIMARY
A campus map will layout one-way routes. "One-way" signs and markers will be used to show the direction of traffic for each hallway. Students will follow a one-way route, walking up the hallway (following the arrows). Students will follow a one-way route, walking down the hallway (following the arrows). Students will be encouraged to keep moving/walking while in the hallways. 6 feet yellow circles will be located along the Primary Wing to enforce physical distancing when transitioning. Six (6) feet markings along the yellow lines in Primary Hallway. Students will stay with the same cohort throughout the school day.

b) SECONDARY
A campus map will layout one-way routes. "One-way" signs and markers will be used to show the direction of traffic for each hallway. Students will follow a one-way route, walking up the hallway and walking up the stairs (following the arrows). Students will follow a one-way route, walking down the hallway and down the stairs (following the arrows). Students will be encouraged to not stop and talk when walking in hallways. During passing periods, there will be staggered schedules to reduce the number of students and staff moving through

the hallways at the same time. Secondary students are divided into 4 Houses and each house will travel together to the same classroom during the passing period.

Boys & Girls Restrooms
a) PRIMARY
Each student will have their own laminated restroom pass. This restroom pass will be kept in their individual cubby or pencil box. The restroom next to Room 1 will be used for staff and students who are in the isolation room (Room 1 is where the Isolation Room will be located). The lower restroom will be used for Rooms 1-8 and the upper restroom will be used for Rooms 9-18. A post of the classroom numbers that the restroom is for, will be outside the restroom. Based on the number of stalls in the restroom, will be the number of students who will be allowed in the restroom at one time. The modified capacity of each restroom and physical distancing rules will be located outside the restrooms. There will be an adult supervising the restrooms to ensure social distancing is occurring, to monitor restroom capacity, and to encourage proper handwashing. There will be "stand here" signs or a marker at each restroom. The restroom monitor will also make sure each student is standing on a 6 ft marker, waiting until the next restroom stall becomes available. When students return from the restroom, they will use hand sanitizer as they enter the classroom.

b) SECONDARY
Each student will have their own laminated restroom pass. The number of stalls in the restroom will determine the number of students allowed in the restroom at one time. The modified capacity of each restroom and physical distancing rules will be located outside the restrooms. There will be an adult supervising the restrooms to ensure social distancing is occurring, to monitor restroom capacity, and to encourage proper handwashing. There will be "stand here" signs or a marker at each restroom. The restroom monitor will also make sure each student is standing on a 6 ft marker, waiting until the next restroom stall becomes available. When students return from the restroom, they will use hand sanitizer as they enter the classroom.

Exiting Campus
a) PRIMARY
At dismissal, KLA will use the Pikmykid app, allowing KLA staff to be notified when a parent is within 1 mile of the school. Primary staff with radios will be along the hallway to ensure students are making their way to the appropriate dismissal gate. Students will wait in the amphitheater on 6 feet markings for their older siblings to pick them up. Adult supervision will be in the amphitheater to ensure social distancing.

b) SECONDARY
Secondary students will be dismissed at staggered times to make sure there are less students in the hallway and less mixing of students. Older siblings will pick up their younger siblings in the amphitheater. Adult supervision will be in the amphitheater to ensure social distancing. Class sizes will be about 6 students. Extended Day Program (EDP) students will leave the classroom last.

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

Face coverings will be required for staff, students, and any permitted visitors. Face coverings help to make sure if a person is carrying the virus, it is not being transferred to someone else. Face coverings such as masks or clear face shields are important. Masks help control respiratory droplets transmission. Masks are meant to protect other people in case the person who is wearing the mask carries COVID-19 but does not know it. Teachers may decide to wear face shields so younger students can see their faces and to avoid

potential barriers to phonological instruction. According to UCSD's Expert Scientific Panel, "face shields (with or without a drape) are not substitutes for a mask...masks with valves should not be permitted..." Therefore, staff members who are administrating instruction may wear a face shield without a mask, as long as the staff member is at least 6 feet away from students and other staff members.
Staff and students will be provided information in regards to proper use, removal, and washing of cloth face coverings. Students will wear face coverings while on KLA campus, except when they are eating and drinking. Accommodations will be made for those students, who are unable to wear a mask (i.e. gain a feeling of anxiety when wearing a mask). Anyone, unable to remove their face covering without assistance, will not be permitted to wear one. We will encourage parents to talk to their kids about masks and handwashing.

X **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.

Passive Screening
a) Students
Parents will be asked to check their child's temperature before leaving home. Parents will also check their child for symptoms consistent with COVID-19. A child's temperature needs to be less than 100.0 degrees Fahrenheit. If the child does not pass either one of the passive screening tests, parents will be asked to call KLA and let us know their child is sick.

b) Staff
Staff are encouraged to do pre-screening at home (i.e. check to see if they have a fever of 100.0 degrees Fahrenheit, check to see if they have any one of the symptoms associated with COVID-19) and not come to work if sick. According to the COVID-19 Symptom Decision Tree from the San Diego County Office of Education (last updated 1/11/2021), if a staff member develops any one of the following signs or symptoms (i.e. fever with or without chills/rigors, cough, shortness of breath, nasal congestion, sore throat, nausea, vomiting, or diarrhea, fatigue, new loss of taste/smell, headache, muscle or body aches, or poor appetite), he/she will be recommended to reach out to a health care provider for instructions. If a staff member, with a PCR COVID-19 viral test, tests negative, he/she will provide proof of a negative test to his/her administrator and may return 72 hours after symptoms are resolved or 10 days if the symptoms are improving. If a staff member, with a PCR COVID-19 viral test, tests positive, he/she would need to quarantine and exclude close contacts for 10 - 14 days from the last day of exposure. A "close contact" is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19's patient's symptoms began, and until the COVID-19 patient is no longer required to be isolated, and the contact: 1) were within 6 feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period or 2) had unprotected contact with body fluids and/or secretions of a COVID-19 patient. The Executive Director has created a schedule for when staff will be tested. Staff will be tested bi monthly.

Active Screening
a) Students
Students, whose parents drop them off at school, will have their active screening done while they are still in the car. The staff member will do a visual wellness check, take each student's temperature with a no-touch thermometer, and ask/show a series of 9 Active Screening questions. These are 9 Active Screening Questions recommended by the SDCOE:
1) Do you have a new cough, nasal congestion, or runny nose?
2) Are you experiencing shortness of breath or difficulty breathing?
3) Are you having new muscle pain or fatigue?
4) Do you have a headache (that is not normal for you)?
5) Do you have a sore throat?

6) Are you experiencing a new loss of taste or smell?
7) Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
8) Do you have a new rash?
9) Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?

If one student has a temperature that is 100.0 degrees Fahrenheit or higher, then the student's name will be written down along with a record of his/her temperature. If there are other siblings in the car, but do not have a high fever, they will still be asked to go home or to go to a healthcare facility. Students who walk to school, will also follow the same Active Screening procedures. If they do not pass the Active Screening procedures, they will be escorted to the Isolation Room, where their parent/guardian will be contacted to come and pick up the student. The Guidebook for Safe Reopening of California's Public Schools states "any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility." The student will be monitored by the Health Clerk until he/she is picked up. When the parent arrives, the student will be escorted to their parent who will be waiting in the parking lot. The parent will be provided with a handout which recommends parents to 1) know what certain symptoms to look out for and 2) the criteria for returning to school.

b) Staff
Active Screening: Staff, who arrive at school between 6:30 a.m. - 7:05 a.m., can enter through the side gate to go through the Active Screening procedures and get their temperature checked with a no-touch thermometer.
The staff member who is conducting the Active Screening will wear a face covering. Each staff member will read the 9 Active Screening Questions. The 9 Active Screening Questions will be posted at the side gate.

These are the 9 Active Screening Questions recommended by the SDCOE:
1) Do you have a new cough, nasal congestion, or runny nose?
2) Are you experiencing shortness of breath or difficulty breathing?
3) Are you having a new muscle pain or fatigue?
4) Do you have a headache (that is not normal for you)?
5) Do you have a sore throat?
6) Are you experiencing a new loss of taste or smell?
7) Are you experiencing nausea, vomiting, abdominal pain, or diarrhea?
8) Do you have a new rash?
9) Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?

After 7:05 a.m., staff may only enter the main office to go through the Active Screening procedures and get their temperature checked with a no-touch thermometer. Each staff member will read the 9 Active Screening Questions. The 9 Active Screening Questions will be posted in the main office by the sign-in sheet. The staff member who is conducting the Active Screening will wear a face covering. If a staff member does pass the Active Screening procedures, he/she will sanitize his/her hands as they enter campus. If a staff member does not pass the Active Screening procedures (showing symptoms: fever, cough, chills, etc.), he/she will be asked to go home or a healthcare facility, and an on-site substitute will fill their position for the day. If a staff member, with a PCR COVID-19 viral test, tests negative, he/she will provide proof of a negative test to his/her administrator and may return 72 hours after symptoms are resolved or 10 days if the symptoms are improving. If a staff member, with a PCR COVID-19 viral test, tests positive, he/she would need to quarantine and exclude close contacts for 10 - 14 days from the last day of exposure. A "close contact" is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19's patient's symptoms began, and until the COVID-19 patient is no longer required to be isolated, and the contact: 1) were within 6 feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period or 2) had unprotected contact with body fluids and/or secretions of a COVID-19 patient. If a staff member leaves campus during the day for any reason and returns to campus the same day, he/she will enter the

main office and go through the Active Screening procedures and have their temperature checked again.

X **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.

All staff and students will be trained in proper healthy hygiene practices. We would like for the students to know WHY it is important to use proper healthy hygiene practices, so they will take ownership in upholding these practices. Students will attend College Classes or participate in pre-recorded lessons on the different healthy hygiene practices. KLA has adequate supplies on site to support healthy hygiene behaviors, such as soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and no-touch trash cans. Signage, such as “how to stop the spread of COVID-19”, “properly wash hands”, “promote everyday protective measures”, and “properly wear a face covering” will be posted throughout the KLA campus to remind staff and students about healthy hygiene practices.

Handwashing
Staff and students will learn the appropriate process for handwashing (i.e. washing hands with soap for 20 seconds). Students will wash their hands before entering and exiting the classroom. Hand sanitizers will be installed in every classroom. Students who are under the age of 9 will use hand sanitizer under adult supervision). “COVID-19 Industry Guidance: Schools and School Based Programs” (12 Guidelines) recommended that portable handwashing stations will be placed throughout the campus and near classrooms to minimize movement and potential long lines to use the restroom to wash one's hands. Therefore, portable handwashing stations have been stationed throughout the KLA campus. There will be staggered intervals throughout the day to give students and staff an opportunity to regularly wash their hands. Handwashing should occur:
1) After using the restroom
2) Before eating
3) When entering a classroom or office
4) After putting on face mask/face shield
5) If hands are visibly soiled
6) If the student has encountered chemicals or other items such as soil in a science lab, art room, or other educational venue
7) If the student encountered chemicals during cleaning the school environment

X **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.

Executive Director will investigate and contact Epidemiology Branch.

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

Same as information in "Entrance, Egress, and Movement Within the School" section.

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

Maximum: 20 feet

Minimum 6 feet

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

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

Town Hall Meetings for all staff and parents during the summer. Town Hall Meetings are being conducted throughout the school year.

X **Testing of Staff**: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone withCOVID-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.

The Executive Director created a schedule for staff to follow to get tested bi monthly.

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

X **Testing of Students**: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone withCOVID-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.

Students will be tested bi monthly.

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

X **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.

At all times, reporting of confirmed positive and suspected cases in students, staff, and employees will be reported to the local health department.

X **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.

The Executive Director will e-mail a letter to staff about cases and exposures at the school. The Executive Director will also send a letter to students and parents via Constant Contact about cases and exposures at the school.

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:

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

☐ Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases San Diego. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub