KLA's Safety Reopening Plan (2020 - 2021)

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
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The purpose of this Safety Reopening Plan is to provide a safe and healthy campus for the entire KLA community. We miss our students and believe that reopening is best for them right now because they need consistency and a place where they can continue to grow academically, mentally, and socially. Creating KLA's Safety Reopening Plan involved the entire KLA community which included the Pandemic Response Committee, Summer Academy Teachers, and KLA parents.

We used the following resources to help us make the best decisions in reopening so everyone is safe and healthy: 1) "COVID-19 Industry Guidance: Schools and School Based Programs" (10 Guidelines) that was released on June 5th by the California Department of Public Health (CDPH) [an updated "COVID-19 Industry Guidance: Schools and School Based Programs" (12 Guidelines) came out on August 3rd by the California Department of Public Health & an updated "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California" came out March 20, 2021 by the California Department of Public Health], 2) *A Guidebook for Safe Reopening of California's Public Schools* that was released on June 8th by the California Department of Education (CDE), 3) The San Diego County Office of Education (SDCOE) released a comprehensive framework of campus reopening guidance on June 17th, 4) The CDC (Centers for Disease Control and Prevention), and 5) UCSD's Expert Scientific Panel Report provided to the Superintendent of the San Diego Unified School District, Cindy Marten. These resources will be referred to throughout this safety reopening plan. There are 5 key elements that all 5 of these resources focused on: Physical Distancing, Healthy Hygiene Practices, Cleaning & Disinfecting, Screening (at home & at school), and Quarantine Procedures.

Throughout the school year, students will participate in pre-recorded lessons that will incorporate topics such as **Disease Prevention Lessons** (i.e. Handwashing/Hand Sanitizer; How to properly use, remove, and wash cloth face coverings; Respiratory Etiquette [i.e. covering coughs and sneezes; using tissue to wipe nose; avoiding contact with ones' eyes, nose, or mouth]; and the importance of Social/Physical Distancing) and **Health Promotion Lessons** (i.e. Eating healthy meals and snacks - Nutrition [not sharing food and snacks while at school]; Getting plenty of sleep; Physical Activity - Exercise). KLA will daily check the County of San Diego Triggers Dashboard (13 Triggers) and the Blueprint for Safer Economy (4 Tiers) to monitor San Diego County. Staff will participate in Safe Schools Trainings such as Coronavirus: Managing Stress and

Anxiety, Coronavirus: Cleaning and Disinfecting Your Workplace, Coronavirus Awareness, and Personal Protective Equipment (PPE).

When it is the safest to return back on campus, students will return in three phases: Phase 1: 15% - 20%, Phase 2: 20% - 30%, and Phase 3: 30% - 50%. The return of students will be organized in priority groups based on the following factors: 1) students with specific needs, 2) students that have experienced significant learning loss, and 3) students that are homeless or in foster care.

These are the plans as of today, but we may need to slightly adjust as we receive updated information from San Diego Public Health.

Physical Distancing

Physical distancing is being implemented where possible. We are limiting the number of students and staff who can be on campus at one time on a daily basis in order to help with physical distancing. No more than 50% of our students will be on campus at one time. We can no longer have class sizes of up to 30 students. Therefore, this will help with social distancing. Sometimes students might get closer than 6 feet, but our goal is to keep individuals as far away from each other as possible. Field trips will be temporarily suspended. At this time, students will not be permitted to enter or use the library, unless a teacher is permitted to use the library to facilitate a class. The number of visitors and volunteers will be reduced. Systems will be put in place to limit the number of people coming in the main office at one time. In the workroom, there is signage which states that up to 6 staff members can be located in the workroom at one time. In the staff lounge, there is signage which states that up to 5 staff members can be located in the staff lounge at one time. Staff restrooms will have “stand here” markers at 6 ft intervals. Physical distancing rules will also be posted.

I. Entering Campus

a) PRIMARY

Parents of K - 5th grade students will use the PikMyKid app to announce their student(s) arrival. A staff member will walk over to the car, look to see that the parent has announced their student(s) in the PikmyKid App, and the parent has answered “No” to the 9 Active Screening Questions. If the parent answered “No” to all of the 9 Active Screening Questions, then the staff member will check each student’s temperature in the car. Each student’s temperature in the car must be less than 100 degrees Fahrenheit. After the students have passed the Active Screening process, the student(s) will wait outside the Main Gate and Church Gate on 6 ft markers until the gates open to 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 depending on which House the student is located in : 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.

II. Cafeteria

a) PRIMARY

At this time, breakfast will not be served on campus. During dismissal, the day before, students will receive a "supper" bag which includes dinner for that night and breakfast for the following morning. However, students will eat lunch on campus. Student will eat their lunch either at the lunch tables in the lunch arbor, at the folding tables in the amphitheatre, or the round tables in the amphitheatre. Plexiglass will be installed at lunch tables in the lunch arbor area so up to 4 students can sit at a table at one time. Plexiglass will be installed at the folding tables in the amphitheatre so up to 4 students can sit at a table at one time. Also, plexiglass will be installed at the round tables in the amphitheatre so up to 2 students can sit at a round table at one time. Staff members will serve each student a sack lunch. In between each lunch period, staff members will use soap and water to clean the tables and seats.

During inclement weather, students eat at folding tables in the auditorium. Plexiglass will be installed at the folding tables in the auditorium so up to 4 students can sit at a table at one time. The doors are opened to increase ventilation throughout the auditorium. Staff members will serve each student a sack lunch. In between each lunch period, staff members will use soap and

water to clean the tables and seats.

b) SECONDARY

At this time, breakfast will not be served on campus. During dismissal, the day before, students will receive a “supper” bag which includes dinner for that night and breakfast for the following morning. According to the “COVID-19 Industry Guidance: Schools and School Based Programs” (12 Guidelines), “serve meals in classrooms or outdoors…” Students will eat lunch on campus. Student will eat their lunch either at the lunch tables in the lunch arbor, at the folding tables in the amphitheatre, or the round tables in the amphitheatre. Students who are in House A, B, or D will eat their lunch at staggered times in the amphitheatre. Students who are in House C will eat their lunch in the lunch arbor. Plexiglass will be installed at lunch tables in the lunch arbor area so up to 4 students can sit at a table at one time. Plexiglass will be installed at the folding tables in the amphitheatre so up to 4 students can sit at a table at one time. Also, plexiglass will be installed at the round tables in the amphitheatre so up to 2 students can sit at a round table at one time. Staff members will serve each student a sack lunch. In between each lunch period, staff members will use soap and water to clean the tables and seats.

During inclement weather, students who are in House A, B, or D will eat at folding tables in the auditorium. Plexiglass will be installed at the folding tables in the auditorium so up to 4 students can sit at a table at one time. The doors are opened to increase ventilation throughout the auditorium. Students who are in House C will eat at the lunch tables in the lunch arbor which has a protective covering. Staff members will serve each student a sack lunch. In between each lunch period, staff members will use soap and water to clean the tables and seats.

III. <u>Physical Layout of Classrooms</u>

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 if necessary, plexiglass will separate long classroom desks, so 2

students can sit at each long classroom desk when needed. Each student will sit at a desk/table with their own individual student desk shield. 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.

In order for primary staff to continue to provide student support, the following table is followed:

Role	Work with Stable Group only	Work with only one group from MTW Cohort *Must be the same group of students or classroom each day of the cohort*	Work with only one group or classroom of students from THF cohort *Must be the same group of students or classroom each day of the cohort*
Staff assigned to a physical classroom with students	X		
Staff **not** assigned to a physical classroom with students		X	X

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. Each student will sit at a desk/table with their own individual student desk shield. 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.

IV. 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 “stand here” signs or a marker at each restroom. 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 “stand here” signs or a marker at each restroom. When students return from

the restroom, they will use hand sanitizer as they enter the classroom.

V. Recess

There will be a staggered recess schedule for primary students. Kinders will use the playground structure. Students in grades 1st - 5th grade will have structured play. 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. At the upper blacktop, it is divided into 4 sections, as to help to deter the mixing of classes. The ratio of students to teacher will be 15:1. There will be an additional 5 minutes added to recess for disinfecting and handwashing.

VI. 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.

VII. 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. Primary students will be picked up at the appropriate dismissal gate based on the following table:

Grade Level	Gr. K-2 Including siblings **within** K-2	Gr. 3-5	K-2 students **WITH** siblings in Gr. 3-5	Walkers All Grades
Dismissal Location	Main primary gate	Church gate	Church gate	Main primary gate

Secondary students will pick up their primary siblings at either the Main Gate or the Church Gate. Primary students who are in the Extended Day Program (EDP) will be picked up from their classroom by the Extended Day Coordinator and the Extended Day Coordinator “checks” them into the PikMyKid app.

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. These 4 staggered times are: 2:15 p.m., 2:45 p.m., 3:00 p.m., and 3:15 p.m. Older siblings will pick up their younger siblings at either the Main Gate or the Church Gate. Secondary students who are in Extended Day Program (EDP) will meet a staff member at the lunch tables in the lunch arbor to be “checked in” to EDP.

Healthy Hygiene Practices

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.

I. Face Coverings

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.

II. 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, four 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

III. Avoiding contact with one's eyes, nose, and mouth

Staff and students will be taught how to avoid making contact with their eyes, nose, and mouth. Also, how to not touch their face or face coverings.

IV. Covering coughs & sneezes

Staff and students will be taught how to cover coughs and sneezes. According to the "COVID-19 Industry Guidance: Schools and School Based Programs" (12 Guidelines), staff and students should be reminded on how to use a tissue to wipe the nose and to cough and sneeze inside the tissue. If no tissue is available, do not use hands to sneeze in, but cough and sneeze in the upper sleeve or elbow. Staff and students will also be taught that after coughing or sneezing near ones hands, wash hands with soap and water for 20 seconds.

V. Preventing the sharing of equipment and educational materials

VI. Personal Protective Equipment (PPE) for Staff, as needed

Staff members who will be doing symptom screening (i.e. health technician) will be using surgical masks, face shields, and disposable gloves. Front office and cafeteria staff will be wearing face coverings and disposable gloves. Custodial staff will wear the appropriate PPE for cleaning and disinfecting. Classified staff will wear disposable gowns, gloves, eye protection, and masks when doing deep cleaning and disinfecting for COVID-19 disinfection.

Cleaning & Disinfecting

Spaces will have enough ventilation and windows will be open (if weather permits), so there is an adequate and increased circulation of outdoor air. We have lots of cleaning supplies. All water systems and features (i.e. drinking fountains) have been checked for safety due to the long school closure last school year. However, drinking fountains will be turned off in order to prevent the spread of illness. Touchless water fountain bottle filler adaptors have been installed to replace the existing fountain spouts on four drinking fountains across the campus for staff and students to get water.

I. Cleaning/Disinfecting schedule

There will be a cleaning/disinfecting schedule that the custodial staff and staff members will follow throughout the week. The staff lounge will be cleaned and disinfected at 10 a.m. & 1 p.m. The bathrooms will be cleaned at 6 a.m., 8 a.m., noon, 2 p.m., and after school during the time frame of 3 p.m. - 7:30 p.m. Custodial staff will be provided with equipment and PPE (i.e. gloves). The *Guidebook for Safe Reopening of California's Public Schools*, recommends that classified staff deep clean and disinfect their workspaces and will use gloves, eye protection, and masks.

Each classroom/room will have a bottle of "Hard Surface Sanitizer" (the staff member can spray the tables and chairs and let the solution dry). Each classroom/room will have a bottle of soap and water (the staff member can use this bottle to clean the desks and chairs before the next class enters the room) and paper towels. Teachers will clean their classrooms 10 minutes before the next period class comes in or 10 minutes after the class has left the classroom. The teachers will clean their classrooms before recess. Teachers will clean and disinfect their classrooms before and after lunch with the "Hard Surface Sanitizer". When cleaning and disinfecting, the space will be aired out before students arrive. We cleaned and had our HVAC system inspected. Mr. Varela, our Lead Custodian, attended a training titled "Coronavirus Cleaning and Disinfecting Your Workplace."

II. According to the *Guidebook for Safe Reopening of California's Public Schools*, High-Touch Surfaces that will be disinfected **daily** are**:**

a) door handles
b) sink handles
c) handrails
d) drinking fountains (closed for use at the moment)
e) playground equipment
f) shared objects (i.e. art supplies, games, etc.)

Our custodians are using those disinfecting products that are approved for use against COVID-19. We are making sure we have adequate supplies to minimize the sharing of high-touch items (such as art supplies and games), limiting the use of these supplies, and cleaning and disinfecting the objects between each use.

III. Areas used by a person who is ill will be closed off

According to the *Guidebook for Safe Reopening of California's Public Schools*, custodial staff will wait 24 hours before cleaning and disinfecting the area.

IV. Students' belongings need to be separate and individually labeled.

Screening Procedures

It is important to take temperature and check for respiratory issues. We are encouraging families to do pre-screening at home with their child before coming to school and to stay home if they are sick. If a student has been directly exposed to someone who tested positive for COVID-19, they would need to complete 10 days of self-isolation even if they are not experiencing symptoms. Also, staff will also be encouraged to do pre-screening at home (i.e. check to see if they have a fever of less than 100.0 degrees Fahrenheit, check to see if they have any of the symptoms associated with COVID-19) and not come to work if sick. If a staff member has been directly exposed to someone who tested positive for COVID-19, they would need to complete 10 days of self-isolation even if they are not experiencing symptoms. *A Guidebook for Safe Reopening of California's Public Schools* suggests that schools do passive screening and active screening before entering campuses.

I. 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 will be asked to check their temperature before leaving home to come to work. They will also check themselves for symptoms consistent with COVID-19. Staff will be tested bi monthly.

II. 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. If the student is a primary student, then the parent would have already answered the 9 Active Screening Questions in the PikMyKid app before arriving at school to drop off their student(s). 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. Student may not return until they have met CDC criteria [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html] to "discontinue home isolation". If a student 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.

b) Staff

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. Each staff member will read the 9 Active Screening Questions. After 7:05 a.m, staff may only enter the main office to go through the Active Screening procedures. 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. Staff member may not return until they have met CDC criteria [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html] to "discontinue home isolation". 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.

c) Visitors

KLA will not have any visitors at this time. Visitors will be permitted on a case by case basis or emergencies only. If a visitor is permitted to come on campus, he/she will enter the main office to go through the Active Screening procedures. If a visitor does not pass the Active Screening procedures (showing symptoms: fever, cough, chills, etc.), he /she will not be permitted on campus. If a visitor 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.

Quarantine Procedures

If there is a confirmed case of COVID-19, KLA will contact the Public Health for guidance. KLA will also follow the updated "COVID-19 Communication for schools with San Diego County Epidemiology Branch": https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/Communication-Epidemiology-Tree.pdf?ver=2020-10-07-112651-010 and the updated "COVID-19 Symptom Decision Tree": https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf . Public Health will do contact tracing. KLA will inform the staff, students, and parents about the exposure and explain what KLA is doing to address the situation. The Public Health will advise KLA what we should do: 1) close the school or close the classroom for an extended period of time or 2) the individual has to quarantine until they no longer have the symptoms. The California Department of Public Health (CDPH) suggests closing a school when there are multiple cases in multiple cohorts, or when at least 5% of the total number of teachers/students/staff are cases within a 14-day period. An entire school district may need to be closed if 25% or more schools in a district have closed due to COVID-19 within 14 days.

I. Student

The staff member will make sure that the student is wearing a mask and escort him/her to the isolation room. The parents will be contacted to pick up the student. The health clerk will follow-up with the student by phone. The health clerk will ask the following questions: 1) Have symptoms persisted or resolved?, 2) Are there new symptoms?, 3) Does the parent plan to contact their physician?, and 4) Does anyone else in the house have symptoms?

II. Staff Member

The staff member will be asked to go to the isolation room. Then, he/she will be sent home immediately. If the staff member was in a classroom, students will be moved to a different classroom. Students will not be allowed to return to that classroom until the custodial staff has cleaned and disinfected it. This area/classroom will be closed off and the custodial staff will wait at least 24 hours to clean the area/classroom.

Wellness Team

The development of the Wellness Team was in response to COVID-19. The times that we are currently in are quite challenging. Virtual Learning is our new normal which can be challenging for the social and emotional component of our students, especially if there are families having internet or technical issues. The Wellness Team has developed a Strength Based Social Emotional program designed to give students, families, and staff helpful new concepts to think about, activities to engage in, and skills to acquire which will lead everyone in the direction to stay positive, happy, and healthy.

I. Character Strength Survey

One aspect of the Wellness Team is to meet and check-in (via home visit, virtual check-in, or phone call) with our families before the start of the school year. Students will be asked to complete a Character Strength Survey. The purpose of this survey is for the Wellness Team to see how it can address the social and emotional needs of the students and to continue to connect with families.

II. Social & Emotional Learning

The Wellness Team will also inform families what the social/emotional component will look like for the school year. Weekly lessons will be provided for students to complete based on their character strengths. These lessons help students to gain self-awareness, self management, and social awareness. Students will learn how to become responsible decision makers and to learn how to build and manage healthy relationships.

III. Trauma - Informed Practices & Suicide Prevention

According to the *Guidebook for Safe Reopening of California's Public Schools*, providing training to staff on trauma-informed practices and suicide prevention will help staff. This will also provide staff with additional support during this time of COVID-19.

In order to protect the health and safety of KLA, everyone has to do their part. It is important that we all work together in order for our school to stay open. We need all staff and students to take the highest personal responsibility to take these preventive measures. As mentioned before, the items in this plan may change. But this is our best thinking at this time.