KEILLER LEADERSHIP ACADEMY PHASE ONE CHECKLIST

School Name: Keiller Leadership Academy
School Address: 7270 Lisbon Street San Diego, CA 92114
Executive Director: Joel Christman
COVID-19 Plan Implementation Designee: Joel Christman

Date of Adoption
February 1, 2021

Checking the box to the left of each section indicates that the school has developed plans that address each of the elements described in the section.

1. General Measures

☑ A. The school has a COVID-19 Prevention Plan webpage

(https://sites.google.com/mykla.org/distancelearning/How-to-protect-yourself) that provides access to a written, worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks, and that designate a person at each school to implement the plan.

i. Teachers and staff must complete a health and safety training prior to accessing the school campus.
ii. Teachers and other staff may only enter the site after completing the health screening process. The health screening is a daily process.
iii. Train and communicate with employees on Phase One for Reopening: Campus Access Guide during Town Hall Meeting.
iv. Regularly evaluation for compliance will be done by Joel Christman, every 2 weeks by doing the following: 1) testing of students and staff and 2) meeting with the Pandemic Response Committee.
v. For processes and protocols when a school has an outbreak, collaborate with the Health Technician, Health Office, and follow the Decision Tree from San Diego County Public Health Department.
vi. Administration will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. Site nurse or designee will be determining from teacher/others as to who was in contact with the COVID-19 positive person(s).

☐ B. The following external community organizations may use this campus as described:

N/A

These external community organizations must follow school district guidance on COVID-19 Safety Procedures.

☑ C. All parents are being educated to reach their family physician if a student or a household member of the student is particularly vulnerable to a COVID-19 infection and to base their decision on in-person education on that discussion with their physician. Verbal parent confirmation has been received from parents to declare understanding this step has been received before in- person education.

2. Promote Healthy Hygiene Practices

☑ A. KLA will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and mask coughs and sneezes among students and staff in class.

☑ B. The routine for students and staff to regularly wash/sanitize their hands at staggered intervals is as follows:

BEFORE	AFTER
Preparing food (and during food preparation)	Preparing food
Eating	Blowing your nose, coughing, or sneezing
Touching your face	Touching your face Using
the restroom	Using the restroom
Putting on your face mask	Removing your face mask
Treating a wound	Treating a wound
Changing diapers or caring for someone else	Changing diapers or caring for someone else
Entering a room	Touching an animal, animal feed, or animal waste
	Touching garbage
	Being in public/coming home from school
	Enter a room

☑ C. KLA provides adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face masks, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

☑ D. KLA has a sufficient supply of face masks on site (surgical masks, face shields, and N95 when available) as well as protocols on when it should be used.

☑ E. KLA has a sufficient supply of personal protective equipment (PPE) (gowns, gloves) on site necessary to protect employees as well as protocols on when it should be used.

☑ F. Site communication to strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

i. Protect the school community
ii. Reduce demands on health care facilities
iii. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

3. Face Masks

☑ A. Please refer to the CDPH Guidance for the Use of Face Masks. During Phase One, all students and staff must wear face masks at all times. There will be no exemptions during Phase One. For students who are unable to wear face masks safely, they will remain enrolled in online learning.

i. Teach and reinforce use of face masks, or in limited instances, use face shields in addition to face masks
ii. Students and staff should be frequently reminded not to touch the face mask and to wash their hands frequently.

☑ B. KLA's plans regarding staff use of face covers includes the following elements:

i. All staff must use face masks in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
ii. In limited situations where typical face masks cannot be used for pedagogical or developmental purposes, specialized forms of face masks will be provided.
iii. All persons handling or serving food must use gloves in addition to face masks

4. Ensure Teacher and Staff Safety

☑ A. KLA's plan to protect teachers and staff includes the following elements:

i. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
ii. Ensure that all staff use face masks in accordance with CDPH guidelines and Cal/OSHA standards.
iii. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
iv. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
v. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
vi. Implement procedures for daily symptom monitoring for staff.

5. Intensify Cleaning, Disinfection, and Ventilation

☑ A. Staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

i. Door handles
ii. Light switches
iii. Sink handles
iv. Bathroom surfaces
v. Tables
vi. Student desks
vii. Chairs

☑ B. The following is a list the locations of school site's portable handwashing stations placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

i. Outside of Room 1
ii. Outside of Room 8
iii. Outside of Room 15
iv. _____
v. _____

☑ C. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day. (N/A)

☑ D. When choosing disinfecting products, use district-approved disinfecting products and those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-appro ved list "N" and follow product instructions.

☑ E. Ensure safe and correct application of disinfectant and keep products away from students.

☑ F. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

☑ G.	If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV-13).
☑ H.	Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
☑ I.	Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of L egio nnaires' disease and other diseases associated with water.

6. Implementing Distancing Inside and Outside the Classroom

☑ A. The following procedures have been put in place regarding arrival and departure:

i. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
ii. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
iii. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
iv. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
v. Implement health screenings of students and staff upon arrival at school. (See section 9)
vi. Ensure each bus is equipped with extra unused face masks on school buses for students who may have inadvertently failed to bring one.

☑ B. The following procedures have been put in place regarding in-classroom spaces:

i. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
ii. Prioritize the use and maximization of outdoor space for activities where practicable.
iii. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
iv. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
v. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
vi. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
vii. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
viii. Implement procedures for turning in assignments to minimize contact.
ix. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

☑ C. The following procedures have been put in place regarding non-classroom spaces:

i. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
ii. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
iii. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
iv. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
v. Consider holding recess activities in separated areas designated by class.

7. Limit Sharing

☑ A. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

☑ B. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

☑ C. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

8. Train All Staff and Educate Families

☑ A. A training module exists for the following (enhanced sanitation, physical distancing, masks, screening practices, COVID-19 symptoms and preventing the spread, when to seek medical attention, protect workers from COVID-19 illness).

i. Administrator will ensure that each staff member is trained from SafeSchools.
ii. School communication to all families regarding Parent Learning Menu health modules.

9. Check for Signs and Symptoms

☑ A. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

☑ B. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

☑ C. Implement screening and other procedures for all staff and students entering the facility.

☑ D. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

☑ E. School sites are monitoring staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other COVID-19 symptoms.

☑ F. Policies are in place as to not penalize students and families for missing class.

10. Plan for When a Staff Member, Child or Visitor Becomes Sick

☑ A. An isolation room or area to separate anyone who exhibits symptoms of COVID-19 has been identified and is located here: Next door to the Health Technician's office (Room 1)

☑ B. Any students or staff exhibiting symptoms should immediately be waiting an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

☑ C. School site established procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

i. Fever
ii. Cough
iii. Shortness of breath or difficulty breathing
iv. Chills
v. Repeated shaking with chills
vi. Fatigue
vii. Muscle pain
viii. Headache
ix. Sore throat
x. Congestion or runny nose
xi. Nausea or vomiting
xii. Diarrhea
xiii. New loss of taste or smell

☑ D. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

☑ E. When there is a positive case of COVID-19 on campus, fill out the County Office of Education forms and e-mail jchristman@mykla.org for any questions. KLA will fill out the county forms and notify the county while maintaining confidentiality as required by state and federal laws. Additional privacy information can be found here. Administration in cooperation with site Health Technician will inform school representative regarding contact tracing.

☑ F. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

☑ G. Collaborate with the Health Technician and Administration to adhere to guidelines as to when sick students and staff may return.

☑ H. Ensure that all enrolled students have access to online learning. In addition, some students will also have access to campus.

11. Maintain Healthy Operations

☑ A. The school has plans that describe how it will:

i. Monitor staff absenteeism and have a roster of trained back-up staff where available.
ii. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
iii. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional privacy guidance can be found here.

12. Considerations for Reopening and Partial or Total Closures

☑ A. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the Phase One Reopening Plan, and implement the steps in the procedure.

☑ B. Repeated closures of classes, groups, or entire facility when persons associated with the facility or in the community become ill with COVID-19 will continue class virtually.