SOCIAL DISTANCING AND SANITATION PROTOCOL

Business Name: Keiller Leadership Academy

Facility Address: 7270 Lisbon Street San Diego, CA 92114

Businesses must implement all mandatory measures listed in A, B, and F below. Businesses shall select applicable measures listed in C, D, and E below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

A. Signage (Mandatory):

- ☑ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- ☑ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

- ☑ Everyone who can carry out their work duties from home has been directed to do so.
- ☑ All employees have been told not to come to work if sick.
- ☑ All desks or individual work stations are separated by at least six feet.
- ☑ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - ☑ Breakrooms:

    The Staff Lounge will be cleaned and disinfected at 10 a.m. & 1 p.m. each school day.
  - ☑ Bathrooms:

    The following bathrooms will be cleaned & disinfected each school day at 6 a.m., 8 a.m., 10 a.m., noon, and 2 p.m. and after school during the time frame of 3 p.m. - 7:30 p.m.: Front Office Bathrooms, Primary Staff Bathrooms, Lower Primary Bathrooms, Upper Primary Bathrooms, Secondary Staff Bathrooms, Secondary Student Bathooms, and Isolation Room Bathroom.
  - ☑ Other: Door knobs, counters, primary & secondary classrooms will be cleaned & disinfected : Door knobs & counters:every 2 hrs starting @ 6 a.m.; rooms - b/f recess & b/f class, after lunch

- ☑ Disinfectant and related supplies are available to all employees at the following location(s):

  Each classroom/room will have a bottle of "Hard Surface Sanaitizer" (the staff member can spray the tables and chairs and let the solution dry) and paper towels. Each classroom/room will have a bottle of soap and water (the staff member can use this bottle to clean desks and chairs after students eat lunch and before the next class enters the room) and paper towels.

- ☑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  Hand sanitizer stations are located at the entrance of each classroom/room.

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B. Measures To Protect Employee Health (Mandatory) Continued:

☑ Soap and water are available to all employees at the following location(s):

Employees may use soap and water in the Front Office Bathrooms, Primary Staff Bathrooms, Secondary Staff Bathrooms, and the Bathroom for the Isolation Room. Soap and water are also available at portable handwashing stations placed throughout the campus.

☑ Copies of the Protocol have been distributed to all employees.

C. Measures To Prevent Crowds From Gathering (Check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to _____ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ Ensure an employee is at the door to monitor that the maximum number of customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

☐ Optional – Describe other measures:

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.

☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

☐ Separate order areas from delivery areas to prevent customers from gathering.

☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

☐ Optional – Describe other measures:

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E. Measures To Prevent Unnecessary Contact (Check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
  - ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
  - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe below:
- ☐ Optional – Describe other measures (e.g., providing senior-only hours):

F. Measures To Increase Sanitization (Mandatory):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shipping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☑ Hand sanitizer, soap, and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☑ Disinfecting all high-contact surfaces frequently.

G. Hospitals/Health Care Facility Only:

- ☑ Symptoms/temperature checks to ensure any staff or visitors (allowed pursuant to Section 2c of the Order) entering the facility are not ill.

*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: Joel Christman Phone Number: 619-263-9266

Date of Form Completed: 8/6/2020