****

**Return to In-Person Instruction Safety Plan v1.1**

|  |
| --- |
| **Student drop-off (Arrival)**  **All Students**   * Families will be advised that students should only bring a water bottle and folder to campus. * Specific gates will be designated for each grade level (see below). * For families with students in multiple grades, they will be encouraged to drop-off/pick-up at the gate designated for the youngest sibling attending school during that session. * Gates will open 20 minutes prior to the start of the session. * Parents will be instructed to place a sign in their passenger window with student’s name, grade, and teacher’s name * Large signs will be placed at each entrance reminding parents/families to:   + Complete their Parent Locker questionnaire   + Remain in their vehicles   + Wear their masks * Families will be encouraged to drive their student to school and drop-off via a valet model whenever possible. * For students who walk: Markers will be placed on the sidewalk to indicate where students should wait in line (6 feet apart). * Only one parent/guardian may escort the student while in line. * All students and escorting parent/guardian must wear a mask. * At the gate, SA will verify the completion of Parent Locker and take the student’s temperature.   + If the student passes the health screening, they will receive a colored sticker.   + If the parent has not completed Parent Locker, the SA will ask the health screening questions and clear Parent Locker at the gate.   + If Parent Locker has not been completed, and the parent is not present, administration will be notified and will make contact with the parent to ask the screening questions. The student will not be allowed to class until the parent has been asked the screening questions. * Once cleared via the health screening and temperature check, the student will enter campus and walk straight to their classrooms designated waiting area (blacktop at center of campus).   + Signs with the teacher’s names will indicate where students line up.   + Ground markers will be placed 6 feet apart to indicate to students where to sit/stand to ensure 6 feet of distance. * During inclement weather, K/1st/2nd grade students will wait in the cafeteria and 3rd/4th/5th grade students will wait under covered walkways. * Students who do not pass the health screening will be sent home with information regarding when they can return. * Parents/Guardians will not be allowed to enter campus.   **TK/K**   * Students will line up on the sidewalk, off of Avenue J-12 and enter the gate east of Room 4. * Students & vehicles will line up from west to east. If necessary, the line can wrap the corner and extend onto the sidewalk off of Gadsden Avenue.   **1st Grade, 2nd Grade & 3rd Grade**   * Students will line up on the sidewalk, off of Heaton Avenue and enter the gate between rooms 18 and 21. * Students & vehicles will line up from north to south.   **4th Grade & 5th Grade**   * Students will line up on the sidewalk, off of Gadsden Avenue and enter the gate between rooms 37 & PS-1. * Students and vehicles will line up from south to north.   **Exiting Campus (Dismissal)**   * Teachers will walk students to the designated waiting area (same location where students line up in the morning). Students will walk in line, with 6 feet of distance between each student. * Students will stand/sit in a waiting area, with 6 feet of distance between each student.   + Signs with the teacher’s names will indicate where students line up.   + Ground markers will be placed 6 feet apart to indicate to students where to sit/stand to ensure 6 feet of distance. * During inclement weather, K students will wait in their classrooms, /1st/2nd grade students will wait in the cafeteria, and 3rd/4th/5th grade students will wait under covered walkways. * The teacher will remain with the students for 10 minutes. * One supervision aide will also supervise waiting students. * One supervision aide will work each dismissal gate. * Families will be encouraged to drive to the school and pick-up their student via a valet model whenever possible. * Families will pick up students at the same gate where they dropped off their student. * For families with students in multiple grades, they will be encouraged to drop-off/pick-up at the gate designated for the youngest sibling attending school during that session. * SA at the dismissal gate will greet parents and verify identity, then radio the supervising aid to send the child to the gate.   **Late student pickup**   * After 10 minutes, all remaining students will be brought to the picnic tables outside of the front office. During inclement weather, remaining students will be brought inside of the cafeteria. All students will wait, sitting with 6 feet of distance between them.   + Supervision Aids will supervise students waiting for late pick-up.   + Office staff will call parents of students who have not been picked up.   **Sick student in a classroom**   * Teacher or Assessor maintains social distance and other infection control measures to the greatest extent possible. * Immediately provide a medical grade mask to the student.   Lancaster SD CRP v 2.2.3 20   * Notify the staff in the health office (or call administration office). Report the name of the student and symptoms exhibited. * Direct the student to collect belongings and wait by the door for health staff to arrive. * **Health staff**   + Check the student health record in PowerSchool for chronic health issues.   + Don PPE in the following order – Be sure to wash or sanitize hands prior to donning:     - 1. Gown – Secured at the back of the neck and tied in the back completely so that it remains in place at all times.     - 2. Surgical-grade Mask – Secure ties or elastic at the middle of the head and neck, fit flexible band to nose bridge securely, fitting snugly on the face and below the chin.     - 3. Face shield – Put over the face and adjust to fit.     - 4. Gloves – Extend gloves over the wrist of the gown to completely cover the skin. Pick up the student from the classroom or assessment room, taking the contactless thermometer with you.     - Triage (screen) the child’s symptoms to determine if the student should go to the health office or Isolation Room * Health office procedures:   + Follow regular health office procedures, including infection control measures, for students that are NOT exhibiting symptoms consistent with COVID-19.   + If it is deemed that the student is showing COVID-19 symptoms, site administration will initiate a Catapult Incident Management System notification.   + If in the evaluation of the Health Office staff it is determined that the student is showing COVID symptoms, the following process shall be followed for placing the student in the Isolation Room. * Administration or the site secretary will submit a work order to have the student’s area disinfected. The teacher should place a colored post-it on the student’s area to indicate to the custodian which surfaces the students would have had contact with.   **Student Restroom Use**   * During a scheduled 10-minute break, each class will be assigned a supervision aid or paraeducator. The assigned SA or paraeducator will escort students in a social distanced line to use the restroom one at a time. * During inclement weather, the SA or paraeducator will have students stand in line under the covered walkway near the restroom. * All restrooms will be cleaned and disinfected after coordinated restroom breaks. * If a student needs to use the restroom during instructional time, the teacher will call the office to have a Campus Supervisor or Supervision Aide provide supervision for restroom use. * Only one student will be allowed in the restroom at a time. * The campus supervisor or SA will remind the student to wash their hands after using the restroom.   **Diapering & Toileting Protocol (SDC Classrooms)**  **Diaper Changing Process:**   * Per best practices two staff members should be supporting the student during the diapering process. * Staff members must thoroughly wash their hands * Staff will put on PPE following the correct order:   + Gown - fasten in back and neck (do not knot)   + Secure mask on face   + Secure face shield   + Gloves, ensure extension to cover wrist of isolation gown * Staff members will escort/transport student following standard mobility procedures * Student will keep their designed face covering on during the diaper exchange process * Before changing one staff member will assist student with washing their hands * The other staff member will wipe down with a disinfect wipe or spray the changing table (ensure student is not in close proximity to spray) * Staff will replace gloves before changing student * Staff will then place a disposable sanitary liner on the changing table * Staff will work together to ensure the student is thoroughly cleaned and all waste (wipes, diaper, sanitary liner) is placed in a closed receptacle. * Staff will wash their hands and put on new gloves. * Staff will support student with washing their hands * One staff member will escort student back to class * The other staff member will use disinfectant spray or wipes to thoroughly wipe down changing table and other areas the student/staff came into contact with (toilet, if used), sink area, and door/stall handles. * Staff members will repeat the above process for each student   + Staff **must** change their gloves each time they toilet or change a student's diaper.   + Staff members should also change their PPE if there is any indication of bodily fluids on any part of their PPE.   Reminders:   * Only one student at a time in the restroom * Multiple classrooms cannot be in a restroom at the same time * Immediately contact the custodian if there is any human waste that needs to be cleaned-up   **Student Toileting Process:**   * Per best practices two staff members should be supporting the toileting process. * Staff members must thoroughly wash their hands * Staff will put on PPE following the correct order:   + Gown - fasten in back and neck (do not knot)   + Secure mask on face   + Secure face shield   + Gloves, ensure extension to cover wrist of isolation gown * Staff members will escort/transport student following standard mobility procedures * Students will keep their designed face covering on during the toileting process * One staff member will support the student with washing their hands * The other staff member will use disinfectant spray to completely spray the toilet and surrounding area prior to the student using it. * Staff will work together to support the student at their level of need within the toileting process * Staff will support student with washing their hands * Staff members will take off their PPE and put in appropriate waste receptacle unless they are toileting or diapering more students (replace gloves between students). * Staff will wash their hands. * One staff member will escort the student back to class * The other staff member will use disinfectant spray to thoroughly wipe down areas the student/staff came into contact with (toilet sink area, and door/stall handles). * Staff members will repeat the above process for each student   + Staff **must** change their gloves with each student they toilet.   + Staff members should also change their PPE if there is any indication of bodily fluids on any part of their PPE.   Reminders:   * Only one student at a time in the restroom * Multiple classrooms cannot be in a restroom at the same time * Immediately contact the custodian if there is any human waste that needs to be cleaned-up   **Fire drills**   * Drills will not exceed the number required by law. * All drills will be announced in advance. * Students will be led out to the field as usual. Students will stand/sit on the grass 6 feet apart. |
| **NEW PRACTICES AND PROTOCOLS IN THE COVID ENVIRONMENT**  **Staff Exhibiting COVID-19 Symptoms**  Sick staff members must stay home. If a staff member feels sick while on campus, the following actions will be taken (Lancaster SD CRP v 2.2.3 20):   * The employee shall immediately put on a medical-grade face covering at the onset of symptoms. * If the employee exhibits any of the following symptoms, 911 should be called immediately to secure medical help:   o Trouble breathing  o Persistent pain or pressure in the chest  o New confusion  o Inability to stay awake  o Bluish lips or face   * The employee shall call the supervisor from a secure location or private phone to provide information about symptoms. * To prevent the spread of COVID-19, the employee should not leave the location   from which she or he has made contact with the supervisor.   * The employee shall notify the supervisor of all locations visited while at the facility that day in order to instigate the disinfection protocol (see Disinfection Protocol). * The supervisor will begin the completion of a Contact Tracing form * The employee shall notify the supervisor of all encounters with other individuals within 6 feet for more than 15 cumulative minutes within a 24-hour period. * The supervisor will hold the Contact Tracing form pending the outcome of a COVID test by the employee. * The employee shall be strongly encouraged to get a COVID-19 test. * The employee shall leave the facility as directed by the supervisor to return home immediately, if able to safely do so. * If the employee is unable to drive home safely, arrangements should be made with someone from the employee’s household to pick up the employee. * School staff should not drive the ill employee home. * Employees unable to drive themselves home who cannot shelter in place in an isolated area are required to report to the site’s Isolation Room (see Isolation Room protocol) until a family member can transport them home. * Upon arriving home, the employee shall call Human Resources immediately and will follow all directives (seek medical help, obtain a COVID-19 test, quarantine, etc.) as soon as possible. The employee will share with their supervisor any locations they may have visited during the work day and any employees with whom they came in contact with at a distance closer than 6 feet for more than 15 minutes through the course of the work day. * Employees who had potential COVID-19 exposure (defined as being within 6 feet for more than 15 cumulative minutes with or without a mask of a COVID-19 positive or symptomatic individual) in the workplace will be:   + Offered a COVID-19 test conducted during work hours at no cost.   Lancaster SD CRP v 2.2.3 11  Information on access to free COVID-19 testing has been shared with all employees.  **Custodial Staff Disinfecting Protocols**   * Common areas and frequently touched objects and surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, printers/copiers, grab bars, and handrails) are disinfected at least daily. * Restrooms, the lounge, lobby and entry area, classrooms, and front office are disinfected every 2 hours. * Use of shared objects is eliminated wherever possible, and high touch playground equipment is off limits. * All cleaning products are kept out of reach of children and stored in a place with restricted access. * Enhanced cleaning is done when students are not at school. * The isolation room will be disinfected by the custodian after use before it is returned to service for normal operation.   **Isolation rooms procedures (Room 10)**  Isolation room entry and use procedures—For students exhibiting NEW symptoms consistent with COVID-19 and not attributed to other chronic health conditions:   * The teacher will have already provided the student with a medical grade mask. * Escort the student to the Isolation Room.   Lancaster SD CRP v 2.2.3 22   * Sign in on the sheet posted on/near door with date and time (do NOT write student’s name on sign in sheet. Hang “ROOM IN USE” sign on the outside of the door. * Notify school administrators by phone or email (determined by individual school) that Isolation Room is in use. Administration will initiate a Catapult Incident Management notification. * Activate the HEPA portable filter and place near the student. Leave the filter running until the beginning of the disinfection process. * Provide basic care for the student – temperature check, restroom use, etc. Escort student to the designated restroom if outside of the Isolation Room, if necessary. * Contact caregivers for pick up. Using the developed script, inform the caregiver of the location designated for student pick up (Appendix: Isolation Room Script)., if different than regular dismissal point. * Walk the student out to the caregiver through the gate adjacent to Rm 9 and complete the student sign out process. Provide Lancaster School District COVID Symptom Illness letter, COVID-19 testing location, and LADPH Home Isolation Instructions to caregivers. * Document student’s symptoms and parent pick up in the student’s PowerSchool health log. Do NOT reference “COVID” or “Isolation Room” in the documentation. Wipe down areas touched by the student with a disinfecting solution before leaving the room. Isolation Room exit procedures   + Remove PPE in the doorway, as follows: Gown and Gloves – Grasp the gown from the front and pull away from your body. As you are removing the gown, peel off your gloves at the same time. Only touching the inside of the gown and gloves. Place in a waste receptacle. Face shield – Grab the back of the band and slide forward away from the face. Disinfect using the “Cleaning and Caring for Your Face Shield” handout.   Lancaster SD CRP v 2.2.3 23   * Mask – Remove the mask by the straps or elastic from bottom to top or back to front. Do NOT touch the front of the contaminated mask! Place in waste receptacle. Close the Isolation Room door. * Wash or sanitize hands immediately before touching anything else. * Remove “Room in Use” sign from the door. Place “No Entry” sign with exit time on the door. * If student used a restroom outside of the Isolation Room, notify custodian or other designated staff to lock the room. Place “No Entry” sign on the door and note the time. * Sign out on the Isolation Room Sheet on/near the door with the time. * Notify the custodian that the Isolation Room has been cleared of occupants.   **Requesting PPE and other COVID related supplies**   * Prior to the return of students to the classroom, the teacher will be provided an initial supply of PPE for 14 students. * Staff can request additional PPE or materials as needed by emailing administration and the site secretary.     **Reporting Safety Concerns**   * All safety concerns should be brought to the immediate attention of administration and the site secretary. * Safety concerns can also be brought to the attention of the COVID Compliance Task Force:   + Rebekah McConnell (Principal)   + Jill Culver (Assistant Principal)   + Cynthia Aguilar (Site Secretary)   + Ana Filomia (Instructional Coach)   + Tab Bowers (Day Custodian)   **Eating & Drinking on Campus**   1. Each teacher with an operational sink will be issued 300 6oz paper cups for student use.    * All sinks will be inspected for proper operation..    * Day custodians will perform flushes off all water lines prior to students returning. 2. Each teacher without a sink will be allocated 10 cases (24 bottles per) of water. Two cases at a time will be provided. 3. Teachers may request replacement supplies via your request system. 4. All sites will receive an adequate supply of water bottles to distribute to teachers, even those who have water. 5. Students may lower their mask solely to take a drink of water and then will replace their mask immediately to cover their mouth and nose.   **Responding to Behavioral Challenges that Impact Health & Safety**  **Expectation: Tier 1 Behavior Support are In Place**   * All teachers will teach our PBIS expectations and review our matrix with students on the first day of return and regularly throughout the remainder of the year. * All teachers will create a social contract with students on the first day of return. The social contract should contain these expectations (in addition to others selected by the class):   + Keeping our masks on at all times.   + Social distancing/staying 6 feet apart at all times   + Maintaining and using only our own supplies   + Washing hands upon entering the classroom and after using the restroom * All teacher will reinforce and support students through the use of positive incentives (Class Dojo points) * All teachers will reteach expected behaviors and review expectations regularly. * All teachers will provide students with a reminder to wear their mask or social distance prior to moving on to Tier 2 supports. * All teachers will contact the parent/guardian of a student who is displaying challenges following safety protocols and routines.   **Tier 2: Ongoing Challenges Adhering to Safety Protocols and Routines**   * The teacher will refer the student to the school counselor for reteaching and review of behavioral expectations. The teacher can call the office to ask for support from the school counselor. * Conference will be held with student, parent, and school counselor. * The parent may be asked to pick up the student for the remainder of that day.   **Tier 3: Continued Refusal or Inability to Adhere to Safety Protocols and Routines**   * The teacher or school counselor will refer the student to administration for reteaching and review of behavioral expectations. * Conference will be held with student, parent, and administration. * Administration will warn parent that the student will be returned to virtual instruction with the next offense. * The parent may be asked to pick up the student for the remainder of that day.   ***On the next offense, student will return to virtual instruction.***  **Students who struggle adhering to safety protocols due to a disability (with an IEP)**   * The IEP team will convene to develop a plan to support the student in adhering to safety protocols. In the event that the child is unable to adhere to safety protocols, he or she will be returned to virtual learning in order to ensure the safety of staff and students in the physical setting. The school psychologist will assist in this process. * Per LACDPH, students with disabilities are required to wear a face covering to participate in in-person instruction.   **Responding to students who physically vacate the classroom setting**   * The following steps will be taken:   + Classroom teacher intervenes   + Administration/counselor intervenes   + Parent/guardian will be notified to pick-up the student   + The student will attend virtually and an IEP team meeting will be held   **Responding to parents who do not pick up students on-time**   * Per the Parent Compact, parents are required to pick-up their students on-time, after their session ends or in the situation that their child is ill and needs to leave school. For parents who habitually do not pick up their student on time, the following steps will be taken:   + Administration and parent conference   + Administration will warn parent that continued late pick-up may result in their child being returned to distance learning   + Student will be returned to distance learning if problem is not resolved |