

ACMS Site Safety Plan for the Remainder of the 20/21 School Year

All protocols are subject to change, as they are based on current state and local guidelines.

Signage

Signs are posted throughout the campus reminding staff and students to remain 6' apart, maximum occupancy, hand washing and the direction of walking traffic.

Staff Entry/Exit

Staff members enter and exit ONLY through the front office. Staff members must sign in and out, write rooms they have been in, and have their temperature checked daily. Until ParentLocker is active for staff, we will continue to use the paper sign-in and provide where staff has been so that it may be cleaned appropriately. Staff must follow all LACDPH guidelines for example but not limited to the following: social distancing of 6', wearing a mask that covers their mouth and nose etc.

Any staff member who is sick must stay home.

Mask rules for staff

- A mask must be worn at all times on campus, unless you are **alone** in your room. If you are in a room with another person, a mask must be worn at all times. This applies in any room, including the cafeteria, library, and office etc.
- The mask must cover the mouth and nose
- Maximum occupancy signs have been posted outside the lounge for eating
- Eating is permitted if you are alone in a room or outdoors if socially distanced. For example, teachers eating at an outdoor picnic table more than 6' apart with masks off is permitted.

Maximum Occupancy

- Maximum occupancy signs are posted for the lounge and workrooms. Maximum occupancy of all restrooms, student and adult, is 1.

Requesting PPE

Teachers will be given an initial supply of PPE for 14 students. Staff can request PPE at any time by talking with the health clerk, the custodian, or administration. A google form is also

available for requesting PPE materials. Debbie will keep an inventory of PPE and it is ordered by Debbie/Amber so that we have plenty of extra stock on hand. Every classroom must have hand sanitizer, soap, paper towels, masks for student use, medical grade masks for suspected COVID cases, and a working sink [note: drinking fountains may not be used and have been covered]. A portable handwashing station is also provided to serve rooms without sinks. Anytime any of these are not fully in place the office must be notified immediately. It is recommended that teachers wash personal cloth masks regularly. Disposable masks for staff use are available on Debbie's desk. Hand sanitizer is available to the public near the front door. A Google form is also available for requesting PPE materials.

Student drop off (Arrival)

- Parents must complete the ParentLocker survey prior to students being dropped off
 - If parents do not complete it, students will be sequestered by the health clerk/supervision aide and their parents called for either verbal confirmation from a parent about all the questions, or they can complete the ParentLocker questionnaire from home.
 - Any student who does not have a ParentLocker survey completed by parent or verbal confirmation from a parent will not be permitted to enter campus and will remain sequestered at tables out front until Parentlocker is completed or until student is picked student up
- Parents will be notified that students do not need to bring anything as all supplies will be provided.
- Gates will open 20 minutes prior to start of school
- Large signs will be placed at the entrance reminding parents/families to:
 - Complete their Parent Locker questionnaire
 - Wear masks
 - Practice social distancing while on campus
 - No food allowed on campus
- For students being dropped off: Parents may show parent locker completed to supervision aide/campus supervisor/administrator before exiting the vehicle
- For students who walk: Markers will be placed on the sidewalk to indicate where students should wait in line appropriate for social distancing.
- If a parent is escorting a student to check in, only one parent/guardian may do so while following the LACDPH guidelines of wearing a mask, social distancing etc.
- Students will line up at the gym gate in two lines
 - In the gate area next to the gym, staff (supervision aides/campus supervisors/admin) will first verify ParentLocker has been completed, providing a "stamp" and send to

take temperature for each student prior to entry. A student must be wearing a mask once in line and to be permitted entry to campus.

- If the parent has not completed ParentLockert:
 - If parent is present the SA/CS/Admin will assist with completing ParentLocker
 - If a 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 on campus until the parent has completed ParentLocker
- Students waiting in line to come on campus will line up on markers on the parking lot sidewalk going toward the entrance, and on the parking lot going toward the gym.
- Once students have entered the school they may only be in the quad area supervised by the campus supervisors, supervision aides and admin. They must socially distance. At 8:00, students will be asked to go to their markers outside of the classrooms.
 - Each teacher will assign each student a number, 1-14, for lineup outside of the classroom. The ground will be marked (first in chalk, so we can make changes as needed) with numbers 6' apart for each classroom that has students. The teacher will also number the seats in the classroom, with #1 being the furthest from the door and #14 being the closest to the door. The teacher will invite #1 in first, then #2, etc. Exiting the classroom will go in the opposite order. This minimizes student contact during entry and exit of the classroom.
- During inclement weather students will go to the cafeteria, library, gym or under the shade structures depending on the inclement weather.

Dismissal

- Students will be dismissed from the classroom to their dots on the ground outside the classroom in reverse number order, 14-1. The teacher will remind students to socially distance and to leave masks on until they're picked up.
 - Violations should be reported to administration
- Students will be walked out to the gate by the gym by the teacher and released to walk out
- Students will leave out the gate by the gym, if they are being picked up or walking home from school. SPED bus riders will be socially distanced until the bus arrives. Once the bus is here they will be screened before loading.
- Campus Supervisors/Supervision aides and admin when available will monitor students at the gate by the gym, the parking lot and out in front of the school
- Students will walk home, go to their parent(s) car or line up on dots to wait for pick up.
- Any situation where students are not picked up within 10 mins will be handled by administration. Students will be brought to the admin office or library where parents will

be notified. If it becomes habitual, parents will be notified that student(s) may need to return to virtual learning.

- During inclement weather students will go to the cafeteria, library, gym or under the shade structures depending on the inclement weather.

Sick student in a classroom

- If a teacher suspects a student is ill, the teacher should immediately contact the office, provide a medical grade mask to the student and have the student wait outside the classroom (Under the visual supervision of a Supervision Aide/Campus Supervisor). The health clerk will come to the classroom to escort the student once she dons PPE (secondary for this role is administrator, then campus supervisor, all of whom were trained by Nurse Tessiny for this).
- The health clerk and office staff will use the “Screening and Exposure Decision Pathways for Symptomatic Persons and Contact of a Potentially Infected Persons [*sic*] at Educational Institutions,” under the guidance of Nurse Tessiny to determine next steps. If the health staff determines that it is safe for the student to return to class (e.g. the student has documented chronic allergies and it’s evident the student is having allergies), the health clerk, school nurse, or principal will speak with the teacher to explain the situation prior to the student returning to class.
- If the health staff determines the student is possibly infected, the isolation room protocol will begin.
- **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/Debbie 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, then the 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.

Isolation rooms procedures (Room 129)

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.
- The campus supervisor/supervision aide (or secondary person) will escort the student to meet the health clerk (Lancaster SD CRP v 2.2.3 22).
- If the health clerk determines we have a possible case of COVID, Debbie/administrator will initiate the Catapult emergency response notification system. The health clerk with a secondary person escorts the student to room 129 which serves as the isolation room and leave the door open. The health clerk will call the parent to pick up the child at the doors outside of room 129. The parent will not be permitted to enter the office for pickup. The health clerk and campus supervisor/supervision aide will have the child wait at the designated area in the isolation room (determined with consultation of Nurse Tessiny, Jenny, Dr. Freise) with a HEPA filter running.
- 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 Debbie/administrator that Isolation Room is in use. Debbie/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.
- Parent will meet health clerk at the exit doors outside Room 129 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 "disinfecting 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.

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:
 - Richelle Pulos (Principal)
 - Tim Hunter & Dr. Juanita Kelley (Assistant Principals)
 - Debra Mitchell (Site Secretary)
 - Chris Becker/Brandon Rough (Safety Team)
 - Mr. Barnes/Ms. Alvarez (Campus Supervisors)
 - Janet Mason (health clerk)
 - Amber Rowles (OA II)

Students who won't wear a face covering

- Students must wear a face covering to be on campus. If the violation is inadvertent, such as the mask slipping off of the nose or a student forgetting, the student will be reminded of the procedure. Progressive disciplinary action will be used on a case by case basis.

- District protocol: if a student is unable to wear a mask due to a disability, the IEP team will meet to address this before the student arrives on campus.

Students who won't socially distance

- If the violation is inadvertent, students will be reminded to socially distance. For intentional violations or repeated infractions progressive discipline will be used on a case by case basis and students will be subject to school discipline, including the possibility of returning them to distance learning.

Fire/Earthquake Drills

- Drills will not exceed the number required by law
- All drills will be announced in advance
- Students will be escorted to the blacktop area, maintaining 6' distance in the line

Eating and drinking

- Staff and students may not remove masks at any time in class. Masks may be lifted just enough to drink water from a bottle or cup, and must be replaced immediately after drinking.
- Drinking fountains are not provided, but functional sinks will be stocked with disposable water cups. A limited number of water bottles will be available to students.
- Teachers with operational sinks will be issued 300 6oz paper cups for student use.
- Each teacher without a sink will be allocated water bottles for student use.
- Students may not eat at school or bring snacks etc.

Restroom Use

- If a student needs to use the restroom, the supervision staff will be at the restroom assigned for student use to monitor students using the restroom. Only one person at a time is allowed in the restroom, so classes will not have overlapping restroom break times.
- Physical restroom passes will not be used

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:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to stay awake
 - 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.
- Plexiglas in classrooms will be cleaned if it's dirty.
- Restrooms, the lounge, lobby and entry area and front office are disinfected every 2 hours.
- Classrooms are disinfected at least daily.
- Use of shared objects is eliminated wherever possible
- All disinfecting products are kept out of reach of children and stored in a place with restricted access.
- Enhanced disinfecting 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.

