

**Reopening Protocols for Glendora Unified Schools
Due to Marc Chaldou on Sept. 25**

This template, a summary of the LAPDH Health Officer's Order, covers:

- A. Workplace policies and practices to protect employee and student health.
- B. Measures to ensure physical distancing.
- C. Measures to ensure infection control.
- D. Communication with employees, students and families of students and the public.
- E. Measures to ensure equitable access to critical services.

Institution Name: Sellers Elementary .

Address: 500 N. Lorraine Ave
Glendora, CA 91741 .

Maximum Occupancy, per Fire Code: 650

Approximate total square footage of space open to faculty and/or students: 59,538 square feet (including District Office)

As you complete this template for your school, you must address each area or justify/explain why it is not applicable at your school.

Section A. Workplace policies and practices to protect staff and students. Address all that apply or write N/A and an explanation in the box to the right of the item.

Item from LADPH Protocols	Specific Question	Site Administrator's Response
The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus (see appendix T2 exposure plan).	Who are the members of your site's COVID-19 Compliance Team? Suggested Members: <ul style="list-style-type: none">• Principal• Office Manager• Health Clerk• Lead Teacher• Head Custodian	Principal Office Manager Health Clerk (2- RN) Lead Teacher Head Custodian

	<p>Describe the protocol/steps that will be taken upon notification that any member of the school community (students, staff, faculty, or visitor) tests positive or has symptoms consistent with COVID-19.</p> <ol style="list-style-type: none"> 1. How will the case be isolated from the school community, if the notification occurs while the case is on campus? 2. What fact sheets or informational materials will be given to the case (or case's adult guardian) to describe the requirements of self-isolation and provide links to sites with further information? 3. How will your site use the Exposure Management Plan (paper packet Appendix T2)? 4. How will you report a cluster of cases (3 or more cases within 14 days) to GUSD HR and LADPH? Sonia will notify Exec. Cab. and serve as liaison to LADPH. 5. What contingency plans does your site have for full or partial closure of in-person school operations? 	<ol style="list-style-type: none"> 1. Isolation will be in an empty classroom or meeting room. In event of no empty classroom, a three sided easy up could be used. 2. Provided by District nurse/health professional. 3. District nurse/health professionals will utilize CDPH documents to manage student staff exposure. 4. The District Nurse will notify the Executive Cabinet and serve as liaison to LADPH. 5. Students will return to distance learning in the event of full or partial closure.
	How will your site conduct employee screenings before employees may enter the workplace?	Scan the QR code at entry point to open and to complete a health survey. Temperature taken upon arrival and record and steps followed as outlined.
	How will you ensure that anyone entering school grounds is aware of physical distancing requirements?	Signage posted at main entrances and reiterated verbally upon arrival.

	How will you ensure that anyone entering school grounds who has contact with others is wearing a cloth face covering? What notification of this requirement will you provide in advance?	Signage and all people monitored as they enter campus. Verbal statement if needed. All students, staff and community will be made aware of all protocols prior to entering campus
	How will you move employee workstations and classroom furniture to ensure that there is at least 6 feet of distance between each person?	Furniture will be moved prior to arrival by school staff and according to measurements to insure appropriate distance.
	How will you communicate the expectation that employees and students minimize the time spent in common areas, including break rooms and quads?	Signage will be posted. Verbal communication and removal of furniture. It will be communicated through the guidelines and protocols shared with employees and the school community.
	How will you eliminate the need for shared work surfaces, such as shared desks or tables? How will you see to it that each employee and student is assigned their own tools, supplies, and equipment?	Individual work surfaces and spaces will be assigned as will student materials which will be labeled individually..
	Attach a copy of your site's disinfecting plan for spaces, cleaning of high touch surfaces, locations of hand sanitizer, and locations of soap and water.	Please see attached disinfecting plan.
	How will you distribute the information from section A to all employees?	Electronically

Section B. Measures to ensure physical distancing by staff, students, and visitors.

Item	Number or Response
Maximum number of employees permitted in facility to maximize physical distancing	Dependent upon the number of students. Not to exceed 12 students and 2 adults total.
Maximum number of students permitted in facility to maximize physical distancing	65 students

Describe the measures your site will take to ensure physical distancing on school buses (see page 5 of 19 in your paper packet).	Contracted with Durham and the bus company will monitor distancing while students are on the bus.
Describe the measures your site will take to ensure physical distancing as students, parents or visitors arrive at entry to school (see page 5 of 19 in your paper packet).	Markings delineating appropriate spacing will be visible to all on campus.
Describe the measures your site will take to ensure physical distancing as students, parents or visitors enter and move through the school building (see page 6 in your paper packet).	Signage and markings delineating the proper procedures will be visible. (arrows and noon duty supervisors will be available for directing people)
Describe the measures your site will take to ensure physical distancing within classrooms and, if necessary, in alternative spaces being used for assessment or teaching (see page 6 in your paper packet).	Cohorts will be developed and assigned spaces. Cohorts sizes will be limited to 12 students with 2 adults.
Describe the measures your site will take to ensure physical distancing during school meals (see page 7 in your paper packet).	Nutrition services will provide and distributed as a grab and go option as students exit campus.
Describe the measures your site will take to ensure physical distancing in school areas used for student support services (see page 7).	Empty classrooms and outside spaces will be utilized to ensure physical distancing is available.
Describe the measures your site will take to ensure physical distancing in administrative areas of the school (see pages 7 and 8 in your paper packet).	Signage and plexiglass delineate spacing. Verbal reminders are shared. Alternating office work times will be scheduled for office staff.

Section C. Measures to Ensure Infection Control

Write the word *yes* next to every item that applies to your site. Write *N/A* next to the item if it does not apply.

Overview	Specific Item	Yes or N/A
Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. A temperature check with a no-touch thermometer is		yes

included in the symptom check at entry, if feasible.		
	Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by orders of the Health Officer.	yes
	Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.	yes
	The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan (Appendix T2) consistent with DPH directives.	yes
	Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the Health Officer.	yes
	<p>Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to the preselected quarantine space where they remain until arrangements are made for their return home.</p> <p>The space must be different for the one set aside for symptomatic students.</p>	yes
Screening of adults and of middle and high school age students includes a question about close contact with anyone		Yes to adults on campus. No middle or high school age students on campus.

at home, school or elsewhere that the individual has been told they have tested positive for COVID-19.		
	Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.	yes
	Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.	N/A
Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These may include:		yes
	Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.	yes
	Visitors to the school site other than parents of enrolled students are limited to those who are essential to the school's operation. Visitors are by appointment only and are pre-registered in a visitors log. They are instructed to come alone when necessary. If a visitor must be accompanied, then their information is registered in the log as well.	yes

	Visitors arriving at the school with non-enrolled children must ensure that their children stay next to an adult, avoid touching any other person or any items that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.	yes
Closing Items	I have reviewed all HVAC-related requirements with the District Maintenance Director and Risk Manager.	Through Tommy Portugal and Marc Chaldu. Director of Maintenance and Assistant Superintendent of Business, respectively.
	I have reviewed all cleaning and disinfecting requirements with the District Maintenance Director and Risk Manager.	Through Tommy Portugal and Marc Chaldu. Director of Maintenance and Assistant Superintendent of Business, respectively.
	I have reviewed all requirements for face coverings with the District Risk Manager.	Marc Chaldu. -Assistant Superintendent of Business,
	I have reviewed all hand washing requirements with the District Risk Manager.	Marc Chaldu - Assistant Superintendent of Business,
	I have reviewed all infection control procedures related to the school cafeteria and other areas where food is served.	Marc Chaldu - Assistant Superintendent of Business,

Section D. Measures that Communicate to the Campus Community and the Public

Write the word *yes* next to every item that applies to your site. Write *N/A* next to the item if it does not apply.

Overview or Opening Statement	Specific Item	Yes or N/A
Information was sent to parents and students prior to the return to school campuses concerning school policies related to:		
	Isolation and quarantine policies as they apply to students who	Yes

	have symptoms or may have been exposed to COVID-19.	
	Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19.	yes
	Who to contact at the school if the student has symptoms or may have been exposed.	Yes - site health professional
	How to conduct a symptom check before the student leaves home.	yes
	Required use of face coverings.	yes
	Importance of student compliance with physical distancing and infection control policies.	yes
	Changes in academic and extracurricular programming in order to avert risk.	yes
	Changes in school meals in order to avert risk.	yes
	School policies concerning parent visits to school and advisability of contacting school remotely.	yes
	Importance of providing the school with up-to-date emergency contact information including multiple parent contact options.	yes
	Other (please specify):	

A copy of the protocol is posted at all public entrances to the school.	yes
Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of handwashing.	yes

Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.	yes
The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.	yes
Online outlets of the school provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.	yes
Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.	yes

Section E. Measures that Ensure Equitable Access to Critical Services

[This section requires no writing at this time; instead, your site's lists of students who plan to return will be used to write the summary.]

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

You may contact the following person with any questions or concerns:

Business Contact Name: Steve Bishop

Phone Number: 626-852-4574

Date Last Revised: 9-16-2020