McAuliffe Middle School Los Alamitos Unified

ORANGE COUNTY TOGETHER

SCHOOL REOPENING CHECKLIST

In accordance with the OC Health Officer's Orders effective June 20, 2020, all businesses, industries and entities that reopen in Orange County shall post an industry-specific checklist and attestation at a visible location at the public entrance of each property. The OC Health Care Agency and the Orange County Department of Education recommend county schools follow this checklist that is supplemental to the COVID-19 California Department of Public Health (CDPH) Industry Guidance: Schools and School-Based Programs. The checklist is a summary. Districts and schools should familiarize themselves with the complete CDPH guidance before using this checklist.

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1. Develop a Written Worksite Specific Plan

- ☑ Identify the person(s) responsible for implementing the plan.
- ☑ Perform a risk assessment and identify the measures that will be taken to prevent spread of the virus. (May be completed by the school or district)
- ☑ Develop a plan that is consistent with recommendations by the California Department of Public Health (CDPH) for when a staff member, child or visitor becomes sick or tests positive for COVID-19. The plan should include the following:
  - ☑ Identify a process to investigate COVID-19 cases, alert the local health department, and identify and isolate close contact with students or staff until they are tested.
  - ☑ Considerations for a partial or total closure in response to a student, teacher or staff members testing positive for COVID-19.
  - ☑ A plan for communicating positive cases to staff and parents, and for the return of students or employees who have recovered from the illness.
- ☑ Develop a plan for maintaining healthy operations that is consistent with recommendations by the CDPH.
- ☑ Train and communicate the plans with employees and employee representatives.
- ☑ Develop a process to check for compliance and to document and correct deficiencies.
- ☑ Develop a plan for distance learning should school(s) need to temporarily close due to COVID-19.

Please post this checklist on campus in a visible location.

2. Provide Relevant Training for Employees and Students

- [x] Train all staff and students and provide educational materials to families in the following safety actions:
  - [x] Enhanced sanitation practices
  - [x] Physical distancing guidelines of six feet and their importance
  - [x] Use of face coverings including proper use, removal, and washing of cloth face coverings according to CDPH guidelines.
  - [x] Use a tissue to wipe their nose and to cough/sneeze inside a tissue or elbow. Throw tissues away and wash hands immediately.
  - [x] Screening practices using CDC guidelines.
  - [x] Information related to COVID-19 including the following:
    - [x] Specific symptom identification
    - [x] Emphasis on not coming to work or school when exhibiting signs or symptoms of COVID-19
    - [x] Practices for preventing spread
    - [x] When to seek medical attentions
    - [x] Vulnerable populations
- [x] Provide information to staff regarding:
  - [x] Leave and workers' compensation benefits.
  - [x] For janitorial workers and plumbers, communicate the hazards associated with working on sewage or plumbing, and performing janitorial services, since COVID-19 has been found in feces of infected persons.

3. Plan Individual Control Measures and Screening

- [x] Identify a process for symptom screenings and/or temperature checks for all staff and students.
  - [x] Students and staff who have a temperature 100.4 or higher will be sent home and remain home until fever free without using fever reducing medications for 72 hours.
- [x] Require staff or students who are sick or exhibiting symptoms of COVID-19 to stay home.
- [x] Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
  - [x] Gloves should be disposed of immediately after use and not be worn for extended periods of time unless being changed frequently.
- [x] Face coverings should be worn by students, staff and visitors when six feet of distancing is not feasible and other exemptions do not apply. In some circumstances, Cal/OSHA standards may require respiratory protection for staff.
- [x] Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- [x] Post signage to remind students, staff, family members and any authorized visitors to wear face coverings and practice physical distancing according to CDPH guidelines and Executive Orders.

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4. Implement Thorough Cleaning and Disinfecting Protocols

- ☑ Perform thorough cleaning in high traffic areas.
- ☑ Clean and disinfect frequently touched surfaces within school and on school buses at least daily and, if practicable, frequently throughout the day by trained custodial staff.
- ☑ Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
- ☑ Limit use of shared playground equipment and objects and encourage physical activity that requires less contact with surfaces.
- ☑ Regularly clean and sanitize shared equipment when transferred between students and/or staff.
- ☑ Provide time for workers to implement cleaning practices during their shift.
- ☑ Ensure that sanitary facilities stay operational and stocked at all times.
- ☑ Ensure adequate supplies to support healthy hygiene behaviors.
- ☑ Post signs in schools, workplace and common areas emphasizing basic infection-prevention measures, including posting hand-washing signs in restrooms.
- ☑ Use products approved for use against COVID-19 on the Environmental Protection Agency-approved list, and follow product instructions and Cal/OSHA requirements including proper ventilation during cleaning and disinfecting. Keep products away from students.
- ☑ Discontinue any shared food or beverages by students and/or staff.
- ☑ Check air filters and filtration systems to ensure optimal air quality.

5. Promote Physical Distancing Guidelines

- ☑ Implement measures to promote six feet of physical distancing in accordance with the Orange County Health Officer's strong recommendation effective June 20, 2020.
- ☑ For classroom space, consider the following:
  - ☑ Limit the number of students/staff in enclosed areas.
  - ☑ Students remaining in the same space and group as small and consistent as practicable, and minimize movement of students and teachers/staff as much as practicable.
  - ☑ Consider ways to establish separation of students through other means if practicable such as:
    - ☑ Six feet between desks
    - ☑ Partitions between desks; use clear plastic, study carrels or other barriers where six feet of physical distancing cannot be maintained
    - ☑ Markings on classroom floors to promote distancing
    - ☑ Arranging desks in a way that minimizes face-to-face contact
  - ☑ Space teacher and other staff desks at least six feet apart from student desks.
  - ☑ Use non-classroom space for instruction.
- ☑ In non-classroom spaces, consider the following:
  - ☑ Establish directional hallways and passageways for foot traffic, if possible, to reduce instances where individuals pass one another face-to-face.
  - ☑ Clearly mark areas where students, staff and visitors must queue to maintain physical distancing, or use alternative entry requirements.
  - ☑ Limiting nonessential visitors, volunteers, and activities. Use an appointment system, stagger appointments and reduce walk-ins.

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- [x] Reconfigure waiting areas, lobbies, workstations and employee break rooms, if possible, to allow for at least six feet of distance.
- [x] Limiting communal activities where practicable
- [x] Minimizing congregate movement as much as possible.
- [x] Serving meals in classrooms or outdoor areas where practicable.
- [x] Adjust staff meetings to ensure physical distancing, and use phone or webinars if possible.

- [x] For arrival and departure, consider the following:
  - [x] Minimize contact at school between students, staff, families and the community as much as practicable.
  - [x] Designate drop-off and pick-up locations that discourage large gatherings. Consider alternate scheduling.
  - [x] Clearly designate entrances and separate exits if possible.

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McAuliffe Middle School Los Alamitos Unified

ORANGE COUNTY TOGETHER

SCHOOL REOPENING ATTESTATION

On behalf of the Los Alamitos Unified School District, I attest that I have taken the steps necessary to reopen school in a safe and responsible manner and completed the following measures in accordance with the industry-specific guidelines from the California Department of Public Health and the requirements of the Orange County Health Care Agency:

1. Develop a Written Worksite Specific Plan
2. Provide Relevant Training for Employees and Students
3. Plan Individual Control Measures and Screening
4. Implement Thorough Cleaning and Disinfecting Protocols
5. Promote Physical Distancing Guidelines

Site Administrator — Date: 9.1.2020

Superintendent or Designee — Date: 8-31-2020

McAuliffe Middle School

School

Los Alamitos Unified

District

Please post this attestation on campus in a visible location.

(V1)6-29-20