



San Fernando Valley Academy

PLANS FOR RE-OPENING DURING COVID-19 PANDEMIC

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Hereby present this report.



The California Department of Public Health (CDPH), recommendations include the following and the present plan is based on those items:

1. General Measures
2. Promote Healthy Hygiene Practice
3. Intensify Cleaning, Disinfection, and Ventilation
4. Implementing Distancing Inside and Outside Classroom
5. Limit Sharing
6. Train All Staff and Educate Families
7. Check for Signs and Symptoms
8. Plan for When a Staff Member, Child, or Visitor Becomes Sick
9. Maintain Healthy Operations
10. Considerations for Partial or Total Closure

1. GENERAL MEASURES

Develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed.

SFVA ACTIONS :

- a) Materials: **CONTACTLESS THERMOMETERS** for each teacher, administrator, designated volunteer.
- b) **BEFORE** coming to school, **PLEASE** take temperature at home.
- c) Mandatory temperature screening upon arrival is required of every staff member before entering the school and serve for the day. Temperature will be taken 2 times for teacher and student's safety.
- d) Temperature takers to keep as much physical distance from the person getting their temperature taken (arm length)
- e) Any temperature 100° F or greater is considered a fever. First period teacher takes temperature.
- f) If a person is found with a fever, temperature above 100° F will not be allowed inside the school and required to leave the school grounds.
- g) Wash your hands with soap and water 20-30 seconds.
- h) Everyone is required to use a facemask, or face covering when on school grounds.





- i) Teachers will need to use a facemask with a shield for the protection of the students and themselves.
- j) We are allowing HS students to use the staff bathroom.
- k) Make schedule for volunteers.

2. PROMOTE HEALTHY HYGIENE PRACTICE

Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Teach students and remind staff to wipe their nose and to cough into a tissue or their elbow. As soon as they sneeze or cough, they will need to wash their hands immediately.
- Wash hands before and after eating, being outside, using the classroom, after coughing/sneezing.
- If hand sanitizer is being used, it needs to be a fragrance free sanitizer. If using hand sanitizer, proper way to use it is rubbed into hands until completely dry. (washing hands is more effective than the use of hand sanitizer)
- Children under the age of 9 should use sanitizer under adult supervision.

SFVA ACTIONS:

- a) Make signs that indicate what is recommended. Post signs in all entrances and exits of the school, bathrooms, classrooms, walls of the hallways
- b) SFVA will create washing hand stations 4 for elementary and 2 for high school. If possible the faucets will be touchless
- c) Teachers will schedule times for washing hands before entering the classroom
- d) There will be a daily cleaning and sanitizing protocols for all classrooms done by the maintenance person
- e) Each teacher will go over the rules of what to do and what not to do during school hours regarding hygiene practice.

3. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

Consider suspending or modifying use of site resources that necessitate sharing or touching items.

- Limit the use of playgrounds, equipment such as toys, games, and art supplies to the extent practicable.
- Introduce fresh outdoor air as much as possible, by opening windows or doors



SFVA ACTIONS:

For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles. Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a) SFVA will suspend water fountains
- b) Parents will have to give their students their own reusable water bottles (no plastic water bottles allowed)
- c) Teachers will have a water dispenser in their classroom to refill water bottles of each student.
- d) ONLY the teacher is allowed to refill the water bottles! Not the students.
- e) Teachers to frequently disinfect door handles, light switches, sink handles, bathroom surfaces, tables, student desks, chairs.

ELEMENTARY:

- Assign bins for each student to keep their belongings
- If a student has a rolling backpack, they are allowed. They just need to be either be kept close to them, or in a designated area in the classroom. It just needs to stay away from other people's belongings.

HIGH SCHOOL:

- High school students will put their backpacks behind their designated chair in each classroom
- The teacher will have 10-15 minutes in between classes to sanitize desks, surfaces, doors, and anything else that might've been touched.
- If possible each student will wipe down their work area with a wipe to help out and make the process go faster?

SFVA will assign mop and cleaning tools for each teacher

BATHROOMS:

- New sinks were suggested for the bathrooms. Sensor faucets have been bought

4. IMPLEMENTING DISTANCING INSIDE AND OUTSIDE OF THE CLASSROOM

{inside} Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Stagger arrival and drop off-times and locations as consistently as



practicable as to minimize scheduling challenges for families. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.

{outside} Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room. Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.

SFVA ACTIONS: DROP OFF

- (Elementary) Both parking gates open for entering and exiting. Kids will be dropped off in front of the lunch area and go to their designated grade line to get their temperature taken by their teachers.
- Parents will wait in the exit parking lot until they get the clearance that their kid(s) don't have a high temperature.
- Gate will open at 7:30 am and it will close at 8:00 am.
- (Kindergarten) only on the first two weeks, parents are allowed to walk student to classroom. The parents will have a designated parking section facing the Gym.
- PARENTS ARE NOT ALLOWED TO ENTER THE CLASSROOMS!
- (High School) Front gate will be open 8:00 am- 8:30 am
- The students will get dropped off in the front to get their temperature checked. Parents will park in the front parking waiting to get the clearance that their kid(s) does not have a high temperature.
- If there's combined grades of Elementary and HS the parent will drop off HS student in gate, and then drive in to drop off Elementary student off.

SFVA ACTIONS: PICK UP

- Each class has its own dismissal time:
 - (K-2) 2:30 pm
 - (3-4) 2:45 pm
 - (5-8) 3:15pm
 - (HS) 4:00pm

SFVA ACTIONS:

MORNING CARE: Morning care will be cancelled.

AFTER SCHOOL CARE:

(Make a survey to the parents to see if they're able to pick up their kids or if they're planning on leaving them for after school care)

- If kid is staying for after school care, each teacher will take all kids to the after school care building.



CHAPEL- We will have Elementary have chapel in the gym. Students will be spaced out 6 feet apart sitting on the floor.

MUSIC- There's a possibility that there won't be Music this upcoming school year. We are waiting to hear what the conference and the CDPH suggests in August.
First quarters Music by Peterson.

SPORTS:

YES- Girls Volleyball, Soft Ball, Cross Country, Soccer, Golf, Tennis

NO- Football, Flag Football, Basketball

CHOIR & BAND: Only in the gym, spaced seating

P.E.: Outside only. Need to water the field

STEM: In the classrooms.

LOCKERS: we will do staggered lockers, 1 yes, skip 2, 1 yes, skip 2

ELEMENTARY:

Outdoor Classroom?

Project Base Learning?

5. LIMIT SHARING

Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned. Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

SFVA ACTIONS:

ELEMENTARY

- NO SHARING-STILL CARING! Sharing will be a bit more difficult for the elementary students but we will educate them and try to be repetitive about the rules of no sharing.
- Parents provide own supplies (teachers make list of items to bring)
- They will bring their own supplies or have their own designated supplies.

HIGH SCHOOL

- Same thing goes for the HS students, no sharing their belongings with other students, own supplies from home?
- Assign key locks for lockers
- Parents provide own supplies (teachers make list of items to bring)



6. TRAIN ALL STAFF AND EDUCATE FAMILIES

Train all staff and provide educational materials to families in the following safety actions: Enhanced sanitation practices, Physical distancing guidelines and their importance, Use of face coverings, Screening practices, COVID-19 specific symptom identification. Consider conducting the training and education virtually, or, if in-person, ensure distancing is maintained. Information should be provided to all staff and families on proper use, removal and washing of cloth face coverings

CDPH Suggests: -Enhance Sanitations practices

- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices
- COVID-19 specific symptom identification

Information should be provided to all staff and families on proper use, removal and washing of cloth face coverings.

SFVA ACTIONS:

- Learning how to properly use the contactless thermometer
- Teaching of washing hands (20+ seconds)
- Proper use of face masks
- Sneeze/ cough, immediately
- Students are required to wear a mask.
 - Except if we are provided with a doctor's note that says student is not allowed to wear mask for a certain reason.
 - Parents will need to sign a waiver. SFVA release liability.

7. CHECK FOR SIGNS AND SYMPTOMS

Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without 11 fear of reprisal, and ensure staff, students and students' families are aware of these policies. Implement screening and other procedures for all staff and students entering the facility. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100° F degrees or higher, cough or other COVID-19 symptoms.

SFVA ACTIONS:



- Use the contactless thermometer to check temperature. If it reads 100° F or more, it is considered a high fever, and student must go home.

COVID-19 SYMPTOMS

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Extreme Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Blueish face or lips

8. PLAN FOR WHEN A STAFF MEMBER, CHILD, OR VISITOR BECOMES SICK

CDPH suggests: Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

- Close off areas used by the sick person (if any) and do not clean immediately. To reduce the risk of exposure, wait 24 hours before cleaning and disinfecting. Use the proper PPE (personal Protective Equipment) is being used when cleaning.
- Notify local health officials, staff and all families immediately of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Keep disinfectant products away from students.
- Ensure students, and staff members that get sick, to not return until they have met the CDC criteria to discontinue home isolation. 3 days with no fever, symptoms have improved, and 10 days since symptom first appeared.

SFVA ACTIONS:

- Send the student to office, they will be isolated in the outside of the office.
- Parents will be contacted
- Ensure the sick student will have access to virtual class.
- Have them go get tested
 - If they come back COVID-19 positive, then they will need to quarantine for 14 days minimum.



- We will need a Doctor's note where it says that they took another COVID test, and it came out negative in order for them to come back to school.

9. MAINTAIN HEALTHY OPERATIONS

Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

- Have a roster of trained back-up staff where available
- Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, virtual learning or independent study.

SFVA ACTIONS:

- We will make a log of Self-reports- parents will need to let us know if anyone in the household has been having the COVID symptoms, if anyone has tested positive. Same goes for staff members.

10. CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

SFVA ACTIONS:

- If someone gets sick in classroom, given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as student or staff isolates.
- Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
- Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Maintain regular communications with the local public health department.
- If the SCC decides that we will close school again, we will go back to Distant Learning.
- Teachers need to be prepared for Distant Learning again
- Have the students borrow the laptops again (keep track of who borrows what)

-Make a Daily Check List

-Camera for the zoom classes (if we do distant learning)