

**Encore Jr./Sr. High School  
Emergency Operations Plan  
2020 – 2021**

**Pandemic/COVID 19 Addendum**



## Purpose/Responsibility/Scope

This Disaster Preparedness Pandemic Addendum is meant to aid Encore, in preparing for pandemic health restrictions regardless of academic setting. In the event of a pandemic state of emergency Encore must discern what academic setting is most appropriate (i.e. distance learning, blended learning, traditional learning, etc.) These guidelines will adapt to ever changing federal, state and local agency guidelines and to align with changes in Encore's academic setting. *In accordance with CDC guidelines, "implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of the community".* The following guidance is a compilation of local, state and federal health department guidance: San Bernardino County Health Department, California Department of Health, Center for Disease Control, CalOSHA Covid 19 Prevention Standards, and California Department of Education. This plan is not meant to supersede any federal, state and/or local health regulations and/or requirements.

## School Site Infection Prevention Measures

1. Students and staff must stay home when sick and until symptom-free, without medication, for 24 hours and at least 10 days after symptoms first appeared.
  - Persistent dry cough
  - Persistent shortness of breath
  - Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic)
  - Overall body aches
  - Persistent red eyes (not from allergies or environment)
  - Congestion/runny nose
  - Nausea
  - Diarrhea
  - Any other significant cold-like/flu-like symptoms
2. Encore will follow all local/state public health guidance regarding temperature checks.
3. Strongly encourage students/staff to wash hands frequently with soap and water for at least 20 seconds. When hand washing is not an option, encourage students and staff to use hand sanitizer with at least 60% alcohol.
4. Students and staff are strongly encouraged to cover coughs with a sleeve or tissue and immediately wash their hands with soap and water afterward. Students and/or staff with repetitive coughing should go to the health office for follow-up screening.
5. Ensure classrooms have ample tissues, as well as no-touch trash cans.
6. Campus Aides will routinely clean and sanitize frequently touched surfaces. Non-custodial staff will also have access to sanitizing supplies for their optional use.
7. Encore will separate known symptomatic students and staff from others until they can go home.
8. Encore administration will discontinue physical attendance related intervention and/or enrichment until further notice i.e. perfect attendance, SARB and tardies.
9. Encore will follow local and state public health guidance when utilizing playground equipment.
10. Encore will adhere to current state and local health and safety requirements i.e face coverings, social distancing, hygiene, etc.

11. Parents with students who have health conditions that place them at higher risk of illness complications should contact their school site and explore the possibility of distance learning opportunities. Approval should not require a doctor's note during a pandemic state of emergency.
12. School staff will be trained on visual screening of students upon arrival and throughout the day. Visual screening may require secondary screening in the school site isolation room.
13. Students and staff are to social distance through increased spacing, small groups and limited mixing between groups, as practicable.
14. Staff working in an indoor setting will make every effort to cycle fresh air in when feasible (i.e. open doors, open windows etc.) Do not open windows and doors if doing so poses a safety or health risk (i.e. risk of falling, triggering asthma symptoms, etc.) to children using the facility.
15. No campus visitors should be allowed other than those required by Ed. Code/law. Allowed visitors shall adhere to all health and safety requirements (i.e face coverings, social distancing, hygiene, etc.) or they will not be allowed access for any reason. Schools will implement digital meetings/visitations as practicable.
16. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.
17. Encore administration will communicate with Encore nurse, Encore Risk Management and Student Services regarding any pandemic-related developments.

### **Encore Administration**

1. Encore will work to ensure they have adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as required) and no-touch trash cans.
2. Develop a school site schedule for following the Encore Pandemic Campus Aide Illness Prevention Plan. (Appendix A)
3. Work with staff to clean and disinfect frequently touched surfaces (i.e. door handles, sink handles, drinking fountains, student desks etc.) within the school and on school buses at least daily or between use. Use of shared objects (i.e. art supplies, toys, games, etc.) should be limited and disinfected or quarantined for at least 24 hours between use.
4. Consider installing physical barriers between employees and the public where practical, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain 6 feet apart (i.e. reception desks, health offices, etc.) Collaborate with Encore risk management when doing so.
5. Encore will provide physical guides/markers on floors or sidewalks and/or signs on walls, to promote social distancing (i.e. lunch lines, bus lines, campus entry/exit gates, front office/attendance/counseling lines, classroom ramps, etc.)
6. Provide daily staff broadcast/all-call announcements regarding limiting the spread of illness.
7. Ensure that bathroom soap dispensers remain stocked and accessible.

8. Ensure that site isolation rooms are properly supplied to complete secondary screenings and help possibly ill students and staff.
9. Have an established school isolation room to send symptomatic students and/or staff until they can go home. (Appendix B)
10. Post important health information on campus, social media and websites. (Appendix C)
11. Communicate with the Encore nurse, Risk Management and Encore's Student Services regarding pandemic-related developments.
12. Ensure that your staff is familiar with site and district emergency preparedness and COVID 19 plans.
13. Cleaning supplies/chemicals will not be brought to campus by employees.
14. Regularly communicate opportunities for COVID 19 testing, per Encore's COVID 19 update information, at no cost to the employees and make provisions for testing during employee work hours.
15. Encore's personnel will frequently communicate with Encore's administrative teams to ensure that all safety protocols are adhered to.
16. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

## Varied Atmosphere

### Bus/Transportation:

1. All bus drivers/passengers will adhere to current health and safety requirements (i.e. face coverings, social distancing, hygiene, etc.)
2. Create as much distance between drivers/passengers as possible on school buses. Consider seating children one per row, skipping rows, etc. when practicable (i.e. loading students from back to front, same household students may share seats upon arrival, etc.)
3. Every reasonable effort will be made to isolate any student showing symptoms.
4. Make every reasonable effort to cycle fresh air in (i.e. open windows etc.) Do not open windows if doing so poses a safety or health risk (i.e. risk of falling, triggering asthma symptoms, etc.) to children on the bus.
5. Clean and disinfect frequently touched surfaces on school buses at least daily and as frequently as possible.
6. All students will be visually screened by bus drivers. Those deemed in need of a secondary screening will be isolated on the bus as much as possible and be escorted to school staff upon arrival for secondary screening.
7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.
8. Students who refuse to adhere to health and safety requirements will be isolated as much as possible. Site administration will be notified. Administration will contact the parent to reemphasize the need to adhere to health and safety requirements while on the bus. The

first refusal will result in a warning. The second refusal will result in loss of bus privileges for five school days. The third refusal will result in loss of bus privileges for the remainder of the semester.

In-class:

1. Staff will reconfigure classrooms so that students are six feet apart and not facing each other whenever practicable.
2. Teachers and/or classroom staff will make every effort to cycle fresh air in when feasible (i.e. open windows etc.) Do not open windows/doors if doing so poses a safety or health risk (i.e. risk of falling, triggering asthma symptoms, etc.) to children in the classroom.
3. Discontinue sharing of items that are difficult to clean or disinfect.
4. Each student will be required to keep their belongings in their own space. Use of communal hooks, cubbies, will not be allowed.
5. Staff is strongly encouraged to sanitize classroom supplies/high touch materials between individual or small group use or ensure adequate supplies to minimize sharing of high touch materials to the extent possible (i.e. assigning each student their own art supplies, equipment, etc.)
6. Discontinue use of shared items such as electronic devices, toys, books, and other games or learning aids unless disinfected or quarantined for at least 24 hours between individual use.
7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Before-School/After-School/Passing Period:

1. Outdoor supervision staff will require social distancing through increased spacing, small groups and limited mixing between groups as much as practicable.
2. Indoor access should only be made available when inclement weather creates an added need (i.e. rain, excessive heat, etc.)
3. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

Lunch:

1. Lunch supervision staff will require social distancing through increased spacing, small groups and limited mixing between groups as practicable.
2. Schools will provide physical guides/markers on floors to encourage social distancing in lunch lines.
3. Indoor access should only be available for lunch pick-up in the cafeterias and/or when weather makes increased access a need i.e. rain, excessive heat, etc.
4. Lunch time activities which require physical contact are prohibited until further notice.
5. Encore will implement multiple lunch schedules to limit group size.
6. Sharing of food between students not living within the same household is prohibited.

7. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

*Social Events, Parent Events, Assemblies & Field Trips:*

1. Social events, such as dances, pep rallies and assemblies shall be postponed until further notice.
2. Encore will pursue virtual activities and events in lieu of field trips, student assemblies, school-wide parent meetings, and spirit nights.
3. Staff should take an educational approach to helping individuals not adhering to health and safety requirements except in situations where malicious and purposeful intent to harm others is found to be present.

## **Illness Prevention Screening Protocols**

*Encore Self-Screening Protocols:*

Encore requires all staff and students to be vigilant in daily self-assessing for possible symptoms of illness. If you are experiencing one or more of the following symptoms, you MUST stay home from work/school until symptom free, without medication, for 24 hours and at least 10 days after symptoms first appeared. Staff/students must notify their school/employer of their absence due to illness. Appendix D

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Diarrhea, vomiting, nausea

[Encore Visual Screening Protocols:](#)

Encore requires that all staff be vigilant in observing possible symptoms of illness. If you see one or more of the following symptoms, send the individual (adult or child) to the school site isolation room for secondary screening. The appropriate person/s will be notified that an individual is on their way to the isolation table. Encore administration will train staff on communication protocols in the event that phone lines are busy and/or not available.

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea, vomiting, nausea

*Note: All Encore staff will complete a target solution training which pairs with the guidance above.*

[Encore Secondary Screening Protocols:](#)

If an individual is referred to secondary screening, trained staff should take the following steps to determine the proper course of action:

**General secondary screening protocols:**

1. Secondary screening staff member must wear a mask, face shield, gown and gloves during screening. The individual receiving the secondary screening must also wear a mask.
2. Assess symptoms and close contact/potential exposure.
3. Determine plan of action based on screening and document in the Encore secondary screening google form.

**Section 1: Symptoms: Note any and all symptoms present**

- Fever (100.4 degrees Fahrenheit or higher) or chills
- New uncontrolled cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New onset of severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Diarrhea, vomiting, nausea

## **Section 2: Close Contact/Potential Exposure: Note all that apply**

- Had close contact (within 6 feet of an infected person for at least 15 minutes, cumulative over a 24 hour period) with a person who is exhibiting illness symptoms and/or has confirmed COVID-19.
- Had close contact (within 6 feet of an infected person for at least 15 minutes, cumulative over a 24 hour period) with person under quarantine for possible exposure to COVID-19

**After completing the secondary screening the screening staff member will make the following decision in accordance with current state and local health and safety guidance:**

**Return to class:** Call home to notify parents that a secondary screening was completed and the student was sent back to class.

**OR**

**Isolate and send home:** Keep the student or staff member in the isolation room, call home to notify parents that a secondary screening was completed and the student must be picked up as soon as possible. Staff should then follow the school isolation protocols and return-to-school policies. The student may NOT ride the bus home for any reason.

## **Encore Isolation Protocols:**

Some individuals may develop symptoms of infectious illness while at school. Encore will take action to isolate individuals who develop these symptoms from other students and staff.

Individuals who develop any of the symptoms in Section 1 while at school should be placed at the isolation table separate from staff and other students:

- School staff (e.g., workers, teacher aides, school health staff) who interact with an individual who becomes ill while at school should use Standard and Transmission-Based Precautions per the CDC when caring for sick people. This includes, but is not limited to masks, gloves, face shields, and disposable gowns.
  - Individuals who are sick will go home or to a healthcare facility depending on how severe their symptoms are.
  - If a school needs to call an ambulance for transport of an individual to the hospital, and they answered YES to any of the questions in Section 2, they should first alert first responders that the student/staff member may have been exposed to someone with COVID-19.
  - After the individual is placed in an isolation room, school staff who work in the isolation area will follow the district's policy regarding cleaning and disinfecting the facility

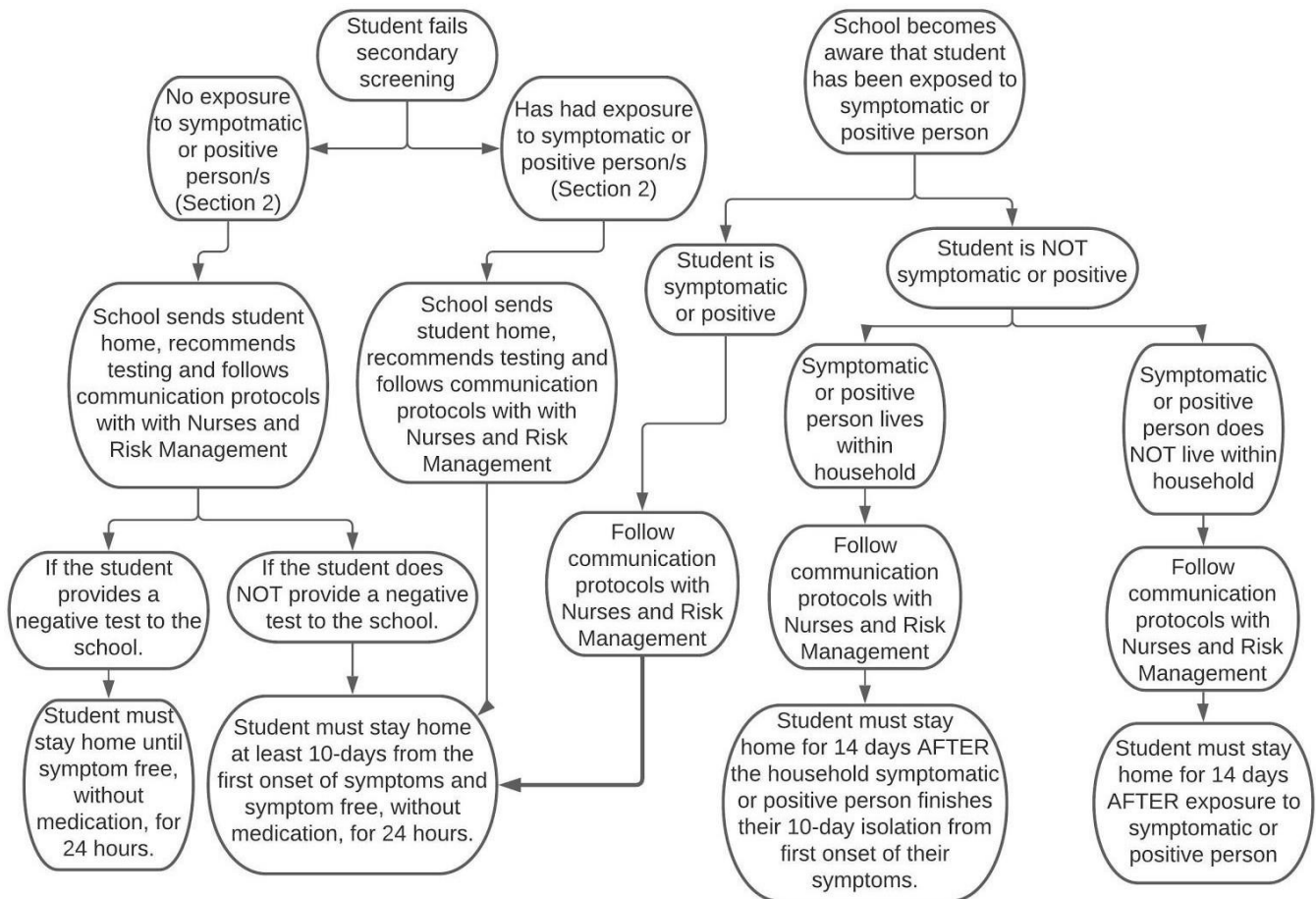
## **Return-to-School/Work Policies**



If an individual fails either section 1 or section 2 of the secondary screening protocol, school staff will follow the flow chart below when determining possible return to school date.

**Definitions:**

- **Isolation:** 10-days from first onset of symptoms and symptom free, without medication, for 24 hours.
- **Quarantine** (if symptomatic/positive person is not a household member): 14-days **AFTER** exposure to symptomatic/positive person.
- **Quarantine** (if symptomatic/positive person is a household member): 14-days **AFTER** a household member has **COMPLETED** their 10-day isolation.
- [Click here](#) for student COVID Protocols chart displayed below.



*Note: All health techs, administrators and designated site office staff (as decided by site administration) will digitally or physically attend a training which pairs with the guidance above.*

## Encore Pandemic Campus Aide Illness/COVID 19

### Prevention Plan [Custodial Protocols:](#)

**7th-12th Grade Classrooms:** Sanitize and/or disinfect, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, 3 times per week.

**Encore Offices/Staff Areas:** Sanitize and/or disinfect, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and all other touch points frequently and daily. Vacuum once a week. Mop, with disinfectant, daily.

**Health Offices:** Sanitize and/or disinfect, all tables, chairs, benches, counters, doors, door handles, sinks, water fountains, light switches, beds and all other touch points frequently and daily. Mop, with disinfectant, every day.

**Encore's isolation room:** Sanitize and/or disinfect, all tables, chairs, benches, counters, door handles, light switches, table tops and all touch points immediately after a student or staff member has occupied the room and left to go home.

**Cafeteria:** Sanitize and/or disinfect, all tables, counters, doors, door handles, sinks, light switches and all other touch points frequently and daily. Mop, with disinfectant, as frequently as possible and every day.

**Encore Big Top:** Sanitize and/or disinfect, all tables, doors, door handles, light switches and all other touch points every day. Sweep, and disinfectant, every day.

**Common Areas:** Sanitize and/or disinfect, all common touch points every day.

**Restrooms:** Restrooms will be sanitized and/or disinfected, as many times as possible and every day. Hand soap will remain readily available at all times in all restrooms.

**New Custodial Practices/Equipment:**

1. During school hours staff will use food safe sanitizer to frequently clean. Outside of school hours staff will use hospital grade disinfectant to kill 100% of bacteria and viruses on all surfaces daily.
2. Campus Aides will provide all staff access to food safe sanitizer for use as needed.
3. Encore shall maintain a date and time log for completion of the duties to be shared with Encore administration and appropriate Encore office personnel
4. Marked increase in sanitizing and/or disinfectant frequency, protocols and procedures
5. HDX hand held 2 gallon sprayers.
  
6. Increased hand sanitizing stations

**Arts/Competition/Performance Guidance**

**Mission**

Encore recognizes that arts/activities programs are not only essential to the learning of all students involved, but also a key to lifelong success for many of our students. As such, Encore is committed to following federal, state and local health agency guidelines during our tiered reopening of our arts/activities programs while minimizing the risk of transmission of illness to students, families, coaches and the community. The Encore tiered reopening of our arts/activities programs will be guided by what is feasible, practical, acceptable, and tailored to the needs of the community so that we may help our students participate in these highly meaningful and essential programs in the safest way possible. In accordance with the [California Department of Health Youth Sports COVID-19 Guidance](#) and [San Bernardino County Department of Health Guidance](#) Encore has approved the plan in Appendix E:

- 1.

## Personnel Protocols Training and Instruction

All employees will take the COVID-19 training module.

Administrators will report exposed or known positive employees to the Director of Risk Management as well as Classified and Certificated Personnel. The procedures below will be followed. Supporting documentation is included in Appendix F

- Employee will be sent the appropriate letter, depending on their individual circumstances,
- Employee will be placed on a Paid Administrative Leave until they are able to test and until they receive their results
- Upon receipt of results, one of two actions will happen
  - o Negative result – Employee returns to work
  - o Positive result – Employee isolates per the San Bernardino County DPH
- Leave information is included in the letters sent from Personnel according to an individual's circumstances.
- Per AB 685, written notice will be sent to other employees at the positive employee's site or department notifying them of a positive co-worker within 24 hours. Appendix G
- Return to work will be determined according to the San Bernardino County DPH flow chart.

Additional procedures that will be followed:

- o Risk Management will notify the appropriate personnel to ensure that the infected employee's workspace is sanitized and disinfected according to the custodial procedures included in this document.
- o Risk Management will investigate the employee's close contacts if any, and with personnel determine the appropriate course of action.
- o Risk Management will work with the site/department to determine if hazards exist that haven't been addressed. If so, appropriate corrective action(s) will be taken.
- o Positive employees will be reported to Risk Management who will then include them on Encore's OSHA 300
- o Contact the San /Bernardino County DPH as appropriate.

- o Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- o Maintain records of the steps taken to implement this addendum
- o This plan will be available workplaces to employees, authorized employee representatives and be a Cal/OSHA representatives immediately upon request.
- o Use Encore contact tracing form to keep a record of and track all COVID-19 cases. The information will be made available as required by law, with personal identifying information removed.

**Health & safety violations and/or COVID 19 Hazard Reporting Protocols:**

1. Encore is to adhere to local and state health agency and OSHA guidelines.
2. Individuals who observe health & safety violations and/or COVID 19 hazards are to immediately report the issue/s to Encore administration. Encore administration is to work with Encore's Risk Management to assess the situation. If a violation or hazard is found, Encore administration will correct the situation in accordance with state and local health and OSHA guidelines within Encore's Risk Management assigned timelines. If the issue is not corrected as stated above the matter should be directly reported to Encore Risk Management.
3. OSHA concerns should be immediately reported to the Encore OSHA compliance officer Mr. Curtis Peterson, Risk Management Director.

**Encore Health Tech/Risk Management/Student Services**

<b>Health Tech</b>	<b>Risk Management</b>	<b>Student Services</b>
<b>Christine Glass</b>	<b>Curtis Peterson</b>	<b>Joseph Thibodeaux</b>
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## Appendix A

### CAMPUS AIDE CLEANING PROCEDURES

# Encore Jr./Sr. High School

## Campus Aide Cleaning Procedures and Standards

2020-2021

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Health office Cleaning Standards

## Introduction

The purpose of the Encore Campus Aide Cleaning Procedures and Standards Handbook is to bring **coherence** to the excellent work of our campus aide teams. The goal of our campus aide team is to provide a **sanitary** learning and working environment that is second to none.

Please refer to the Encore Emergency Operations Plan 2020 – 2021 Pandemic Addendum for a complete description of the **Encore Pandemic Campus Aide Illness Prevention Plan**. Campus Aide Protocols are specified for each area of the school site. An excerpt is provided here for your reference:

**7th-12th Grade Classrooms:** Disinfect, with disinfectant, all desks, tables, chairs, counters, doors, door handles, sinks, water fountains, light switches and other touch points as frequently as possible and every day. Vacuum once a week. Mop, with disinfectant, 3 times per week.

Encore administrators should work with their Campus Aide teams to assure that their specific site needs are met and align as much as possible to the Campus Aide Cleaning Procedures and Standards.



## Daily Restroom Cleaning Procedures

### Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Toilet Brush and bucket (for TOILETS and URINALS ONLY)
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc

### Workflow

Remove litter from floors, ceilings and walls.

Empty trash, replace liners when soiled.

Sanitary napkin receptacle, clean and replace liner daily.

Disinfect all restroom fixtures with Toilet Brush and bucket (toilets, urinals). Disinfecting  
Sinks-Spraying and wiping sinks.

*Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet. **Scrub toilets, sinks, urinal often or as needed***

Check, Restock and disinfect all dispensers (soap, toilet paper, towels, feminine napkins).

**Report any broken latches, locking mechanisms, hazards, lights and fixtures (toilets, urinals, faucets, and sinks, etc.) to Lead and Administration (email).**

Clean walls, stalls, stall doors, tiles, ceilings, doors, mirrors and hand dryers.

Wipe down all flushing mechanisms, sinks, urinals and toilets (flush chemical in toilet).

Pour water/disinfectant down drains daily

Mop floors (Change out cleaning solution when it becomes soiled/discolored). **Mop handle and bucket labeled "restroom only" and with a chemical label.**

Clean all equipment and restock custodial cart.

Allow the kill time for the Disinfectant to do its job. Please refer to the user manual for kill times.

## Restroom Cleaning Standards

After a restroom has been cleaned, the following standards should be met:

1. Toilets, toilet seats, bases, fronts, undersides and flush valves should be free of dirt, grease, hair, urine and feces. All ceramic, stainless steel, and chrome should shine. Toilet seats should be in an upright position.
2. There should not be any waste or debris in the toilet bowl. There should not be any water rings or stains inside the toilet bowl or under the toilet rim. Age and condition of the toilet must be considered when evaluating toilets.
3. Urinal tops, sides, fronts, undersides, inner edges and rims should be free of dirt, grease, hair and urine stains. There should not be any trash or debris in the base of the urinal.
4. Sinks should not have any disinfectant, detergent or cleaner residue. Sinks should shine. Age and condition of the sink must be considered when evaluating sinks.
5. Chrome sink faucets should be free of dirt, grease and lime or calcium deposits. Faucets should shine.
6. Tops, sides and undersides of sinks should be free of dirt, soap, stains, hair and other debris.

7. All soap, paper towel, toilet paper, toilet seat and sanitary napkin dispensers should be replenished to ensure availability for the next day.
8. All trash cans should be empty and the liners clean and without tears.
9. All sanitary napkin receptacles should be empty and relined.
10. The outside area of all trash and sanitary napkin receptacles should be free of dirt and stains.
11. All partitions, toilet stalls, doors and walls shall be free of dust, dirt, stains and graffiti.
12. The ceilings shall be free of paper wads and other items.
13. The exhaust vent grills shall be free of dust.
14. The thresholds and entryways shall be dirt and stain free.
15. The mirrors should be free of spots, smears, smudges and dirt.
16. The floors, including edges, corners, behind toilets and around partition standards should be free of dirt, gum, stains, smears, trash and debris. Floors should not be sticky.
17. Restroom air should be odor free.
18. Restrooms should be well lit (lights must be replaced as a team)
19. All locking mechanisms in stalls shall be in working order. Immediately report broken latches.

## Restroom Cleaning Schedule

Date	Time of Day	Toilets		Sinks		Soap		Paper Towels		Toilet Paper Holder		Toilet Seat Cover Dispenser		Trash Can		Floors		Air Freshener		Employee's Initials
		Checked	Cleaned	Checked	Cleaned	Checked	Refilled	Checked	Refilled	Checked	Refilled	Checked	Refilled	Checked	Cleaned	Checked	Cleaned	Checked	Replaced	
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### A - Building

## Office, Conference Room, and Staff Room Cleaning Procedures

### Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Feather duster
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.

### Workflow

#### Daily

1. Empty trash can and paper shredder receptacles.
2. Replace trash can and paper shredder liners if soiled or torn.
3. Dust horizontal surfaces.
4. Disinfect telephones.
5. Disinfect reception and service counters.
6. Disinfect conference tables and chairs
7. Disinfect doors, door frames, door glass, partition glass and light switch plates.
8. Disinfect windows.
9. Disinfect doorways and thresholds.
10. Remove gum and stains from floors and carpets.
11. Check, restock, and disinfect paper towel dispensers
12. Check, restock and disinfect hand sanitizers
13. Check, restock and disinfect hand soap dispensers.
14. Replace burned out lights (report any issues to Lead, Administrator or Plant Supervisor (email)).
15. Mop floors **Mop handle and bucket labeled "Office/classroom only"**.

16. *Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet.*

### **Weekly**

1. Dust under office equipment, screens, under chairs, and fixtures placed on horizontal surfaces.
2. Dust window ledges.
3. Clean under rollaway and easily movable furniture.
4. Use cleanser to clean drinking fountain
5. Disinfect furniture.
6. Perform high dusting.
7. Clean lower windows.

### **Monthly**

1. Dust blinds and window ledges
2. Vacuum upholstery.
3. Clean vents and registers.

## **Office, Conference Room, and Staff Room Cleaning Standards**

After the office, conference room and staff room have been cleaned, the following standards should be followed:

1. Trash cans, paper shredder receptacles.
2. Trash can liners should be clean and tear free.
3. Tops of desks, shelves and other furnishings should be dust free.
4. Telephones should be free of hand marks and dust.
5. Receptionist area and countertops should be free of marks, hand prints and dust.
6. Doors, door frames, door handles, push bars, door glass, partition glass should be free of hand prints, dirt and smudges.
7. Light switch plates, cabinets, countertops should be free of dirt and smudges.
8. Window ledges should be free of dust and debris.
9. Carpet and/or floor areas should be free of dust, dirt and debris, gum and stains
10. Air intake and exhaust vents or registers should be reasonably free from dust.
11. All lights should be in working order. Should there be lights out, replace bulbs with co-worker.
12. Drinking fountains and sinks should be free of dirt, debris, calcium spots or build up. Fixtures should shine.

13. Thresholds and entry areas should be free of dirt and dust.
14. Conference tables and chairs should be free of marks and smudges.
15. Lower, easily accessible windows should be free of dirt and spots.
16. Window blinds should be dust free.
17. Upholstered furniture should be free of dust and stains.

### **Classrooms, Library, Computer Lab and Reading Rooms Cleaning Procedures**

#### Equipment and Materials Needed

- **Custodial Cart**
- **Broom and dustpan**
- **Sinks-Cleaning Sinks with spray bottle and towel**
- **Scouring sponge, pumice stone, cleanser (Ajax/Comet)**
- **Wet mop and bucket with wringer (floors)**
- **Spray bottles with glass/surface cleaner and disinfectants (labeled)**
- **Paper towels and/or rags**
- **Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.**

#### Workflow

### **Daily**

1. Empty wastebaskets.
2. Replace liners if necessary.
3. Disinfect sink and surrounding area.
4. Check, restock, and disinfect paper towel dispensers
5. Check, restock and disinfect hand sanitizers
6. Check, restock and disinfect hand soap dispensers
7. Disinfect light switch plates, light switches and walls.
8. Vacuum carpets.
9. Remove gum from carpet.
10. Disinfect desks and tables.
11. Remove stains and spots from carpet.
12. Sweep/dust mop or sweep floors.
13. Disinfect doorway, door frames and thresholds.
14. Secure windows and doors.
15. Disinfect student desks, tables, and chairs
16. ***Disinfect all touch points. Allow disinfectant to dwell on the surface for the period stated on the chemicals safety data sheet.***

### **Twice a Week**

1. Dust horizontal surfaces (i.e. Shelves, window sills, book cases, etc.)

### **Once a week**

1. Dust all horizontal surfaces
2. Vacuum window ledges if necessary.
3. Clean corners and edges of carpeted areas.

### **Twice a Month**

1. Use a cleanser on sinks and faucets.

### **Monthly**

1. Perform high dusting.



## **Classrooms, Library, Computer Lab and Reading Rooms Cleaning Standards**

After classrooms, library, computer lab and reading rooms have been cleaned, the following standards should be followed:

1. Trash cans shall be emptied and the trash liners should be soil free. The trash liners should be without tears. The outside area of the trash cans should be free of dirt, stains and marks.
2. Sinks, faucets and easily accessible surrounding areas should be shiny.
3. Towel and soap dispensers should be full. At least enough supply for the next school day. Dispensers should be free of dirt, dust, and marks.
4. Horizontal surfaces should be dust free (i.e. Shelves, window sills, book cases, etc.)
5. Carpet and/or floor areas should be free of dirt and debris including corners and edges. Areas under roll-away cabinets and "clustered" student desks should be free of debris and dirt.
6. Floor surfaces should be free of chewing gum.
7. Floor areas should be cleaned when spills and spots are present.
8. Carpets should be free of stains.
9. Doors, door frames, door handles, push bars should be disinfected and free from dirt and marks.
10. Light switch plates, cabinets, counter tops and areas around the pencil sharpeners should be free of dirt, and marks.
11. The thresholds and entry areas should be free of dirt, dust and debris.
12. All air intake and exhaust vents and registers should be dust free.
13. All lights should be in working order. Should there be lights out, replace bulbs with co-worker
14. Student desks shall be free of dirt and marks and disinfected daily.
15. Chairs shall be free of dirt and marks and disinfected daily
16. Windows should be reasonably clean.

## Health Office Cleaning Procedures

### Equipment and Materials Needed

- Custodial Cart
- Broom and dustpan
- Sinks-Disinfect Sinks with spray bottle and towel
- Scouring sponge, pumice stone, cleanser (Ajax/Comet)
- Wet mop and bucket with wringer (floors)
- Spray bottles with glass/surface cleaner and disinfectants (labeled)
- Paper towels and/or rags
- Use proper PPE (Personal Protective Equipment) gloves, mask, apron, goggles, etc.

### Workflow

### Daily

1. Empty wastebaskets
2. Replace waste baskets liners
3. Dust horizontal surfaces
4. Disinfect telephones
5. Disinfect nurses reception counter
6. Disinfect doors, door frames, door glass, partition glass and light switch plates
7. Disinfect windows.
8. Disinfect sinks
9. Disinfect doorways and thresholds
10. Check, restock, and disinfect paper towel dispensers
11. Check, restock and disinfect hand sanitizers
12. Check, restock and disinfect hand soap dispensers
13. Disinfect chair(s) and recovery couch
14. Replace burned out lights (report any issues to Lead, Facilities Manager via Custodial Request (email))
15. Mop floors **Mop handle and bucket labeled “Health Office only”**
16. Disinfecting sinks - Spraying and wiping sinks. **Allow disinfectant to work for 3-5 minutes.**
17. Disinfect with the electrostatic sprayer

### Weekly

1. Dust under office equipment, screens, under chairs, and fixtures placed on horizontal surfaces.
2. Dust window ledges.
3. Clean under rollaway and easily movable furniture.
4. Use a cleanser to clean drinking fountains.
5. Disinfect furniture.
6. Perform high dusting

### Bi-Weekly

1. Dust blinds
2. Clean vents and registers.

### FOLLOW RESTROOM PROCEDURES FOR HEALTH OFFICE RESTROOMS

## Health Office Cleaning Standards

After the health office has been cleaned, the following standards should be followed:

1. Trash cans should be empty.
2. Trash can liners should be clean and tear free.
3. Tops of desks, shelves and other furnishings should be dust free. Difficult areas should be dust free.
4. Telephones should be free of hand marks and dust.
5. Doors, door frames, door handles, push bars, door glass, partition glass should be free of hand prints, dirt and smudges.
6. Light switch plates, cabinets, countertops should be free of dirt and smudges.
7. Window ledges should be free of dust and debris.
8. Air intake and exhaust vents or registers should be reasonably free from dust.
9. All lights should be in working order. Should there be lights out, replace bulbs with co-worker.
10. Sinks should be free of dirt, debris, calcium spots or build up. Fixtures should shine.
11. Thresholds and entry areas should be free of dirt and dust.
12. Window blinds should be dust free.
13. Chairs shall be free of dirt and marks and disinfected daily
14. Recovery couch should be disinfected daily
15. Follow restroom procedures for health office restrooms

## COVID-19 Disinfecting Cleaning Procedure

### Equipment and Materials Needed

- Clean rags
- Disinfectant bucket
- Soiled bucket

## Workflow

### **STEP A**

- Ultra Violet Light to disinfect all areas that were exposed by covid-19.
- All the area to be Exposed for 45 minutes.

---

### **STEP B**

- Manually disinfect all surfaces, including all touch points (tables, chairs, doors, dispensers etc.) exposed by covid-19 using the two bucket system.
  - The disinfectant bucket may only contain clean microfiber rags with disinfectant. **At no point may you dip a soiled microfiber rag back into the bucket, this will contaminate the entire bucket.** Only use the rag once and replace it when soiled.
  - Soiled bucket- Place all soiled microfiber rags into the soiled labeled bucket. Do not use microfiber rag after it has been placed into the bucket.

### **STEP C**

- Ultra Violet Light to disinfect all areas that were exposed by covid-19.
- All the area to be Exposed for 45 minutes.

\*Follow all UV light Precautions

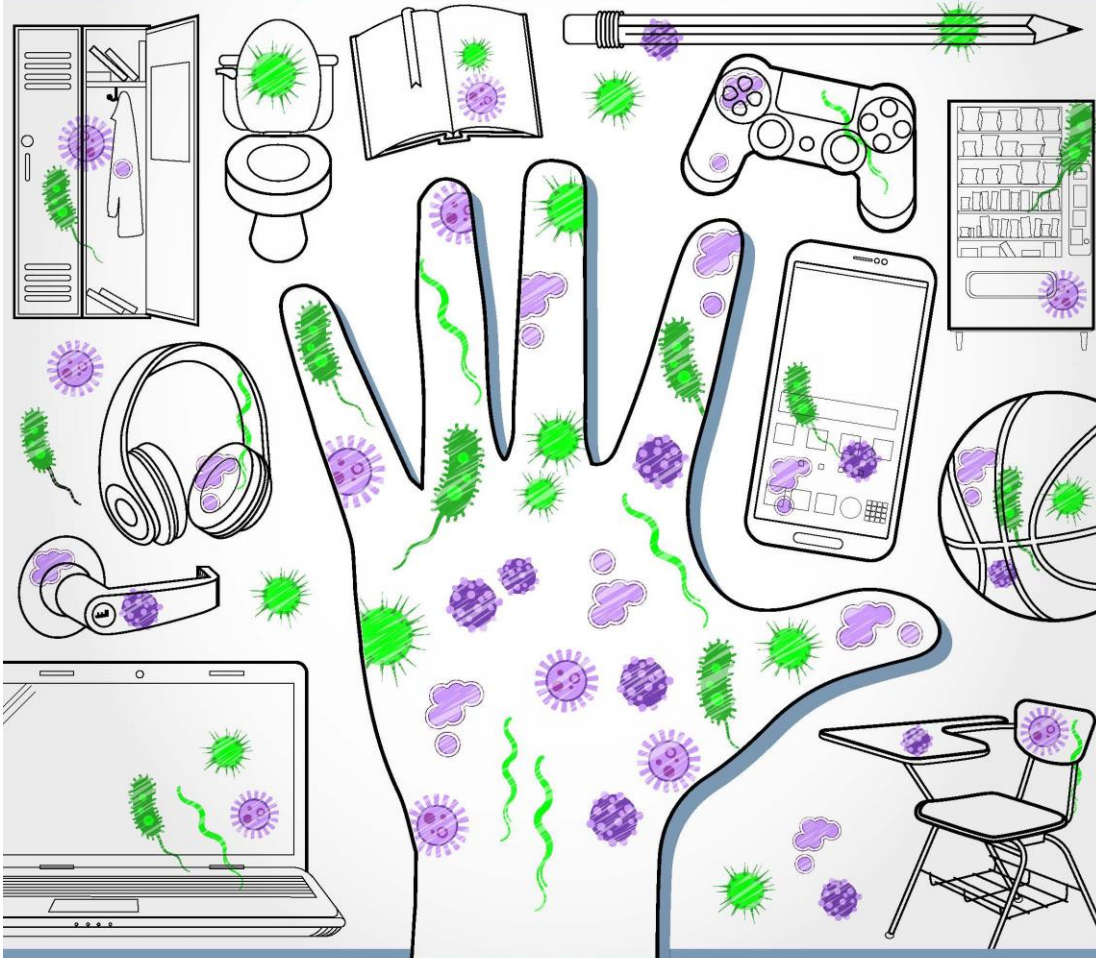
Exit the room and close the door immediately

Ventilate room for at least 40 minutes before entering

**\*\*\*Send an email to the administrator, Custodian Supervisor Joseph Thibodeaux and Curtis Peterson stating what steps were taken to disinfect the exposed area(s).**

# GERMS

are all around you.



Stay healthy.  
Wash your hands.

CS294906-F  
PN300506

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



# Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:



Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

**\*Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.**

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despierto
- Color azulado en los labios o el rostro

\*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.

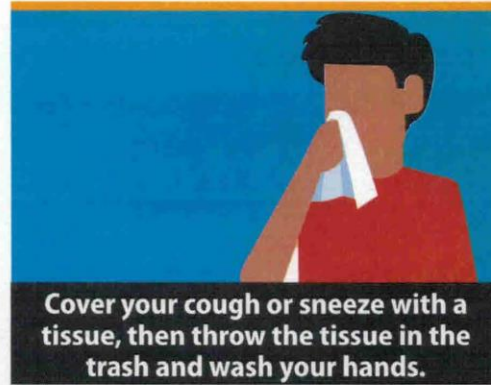
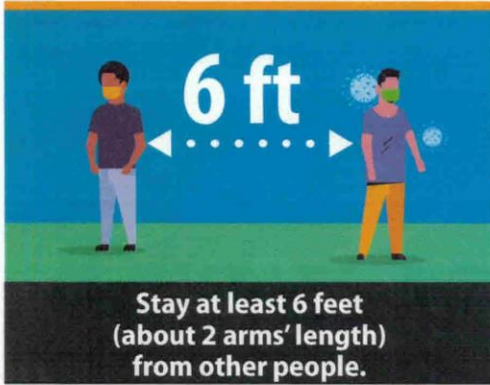


[cdc.gov/coronavirus-es](https://cdc.gov/coronavirus-es)

MP 317142-A 20 de mayo, 2020 10:44 a.m.

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

316917C May 13, 2020 11:03 AM



## APPENDIX C

### ISOLATION ROOM GUIDANCE

# Isolation Room Guidance

01/28/2021

1. Must be an indoor room and/or building. No tents, ez-ups, etc.
2. Must NOT be the same location students are sent for non-illness reasons. For instance, students with a scraped knee must be sent to another location.
3. Isolation room must be its own separate room and/or building. For instance, it cannot be a corner of the front office, etc.
4. It is recommended, but not required, that the isolation room supervising staff member/s set their desk up outside of the isolation room, but with clear visual access to anyone inside the isolation room. Secondary screenings may be conducted outside of the isolation room. **HEALTH STAFF MUST MAKE THE DETERMINATION AS TO WHETHER A STUDENT SHOULD BE MONITORED CLOSELY OR FROM OUTSIDE THE ROOM.**
5. Isolation room supervising staff are strongly encouraged to NOT remain in the isolation room with an individual who has failed a secondary screening as long as adequate supervision can be provided from outside the room.
6. When a person is sent to the isolation room, the isolation room supervision staff member will conduct a secondary screening. If the person is cleared they will be sent back to work/class and the issue will be properly documented. If the person fails the secondary screening they will be immediately sent home and the issue will be properly documented.
7. If a parent of a student who has failed a secondary screening REFUSES to come and pick the student up, site administration must be immediately notified. Site administration should immediately make risk management aware. In most situations like these law enforcement will be contacted by site administration.
8. When a person who failed a secondary screening goes home the isolation room will be properly sanitized by custodial staff as soon as possible. If multiple people who have failed the secondary screening are in the isolation room at the same time they will remain socially distanced with masks on until all have gone home and the room will be sanitized as soon as possible.
9. Please contact Risk Management, Nurse, and/or Student Services with any other questions.

## APPENDIX D

### STAFF SELF SCREENING POLICY AND ACKNOWLEDGEMENT

## STAFF SELF SCREENING POLICY AND ACKNOWLEDGEMENT

Encore is committed to the health and safety of our employees, students, and community. **Employees are expected to practice social distancing and wear face coverings as required by the Department of Public Health and/or local guidelines.**

The district requires all staff to be vigilant in daily assessment for possible symptoms of illness. **If you are experiencing one or more of the following symptoms, you MUST stay home from work until symptom free, without medication, for 24 hours and at least 10 days after symptoms first appeared.** Staff must notify their employer supervisor of their absence due to illness.

- New persistent dry cough
- Persistent shortness of breath
- Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic)
- Overall body aches
- Persistent red eyes (not from allergies or environment)
- Congestion/runny nose
- Nausea
- Diarrhea
- Any other significant cold-like/flu-like symptoms

### **I acknowledge the following:**

The best way to prevent infection is to avoid being exposed to this virus. Safety and health procedures to help prevent the spread of COVID-19 include:

- Stay home from work when sick.
- Practice social distancing from others.
- Frequently wash hands with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Place used tissues in a wastebasket.
- Avoid the sharing of supplies, technology equipment, etc. or sanitize between use.
- Wear face coverings as required by the Department of Public Health and/or local guidelines.
- Notify your supervisor if you experience symptoms of acute illness (i.e., persistent dry cough, persistent shortness of breath, fever of 100.4 degrees or higher, overall body aches, persistent red eyes not from allergies or environment or any other significant cold-like/flu-like symptoms) so you can be separated from others and be sent home immediately.

Additionally:

- There is a potential risk for contracting COVID-19 while at work.

- Cleaning and disinfecting practices may help to reduce the spread of COVID-19, but cannot stop the spread.
- Due to the nature of our facilities and programs, social distancing of 6 feet per person among students and staff in a school or office setting is not always possible.

**Acknowledgment**

I have read Encore’s Self Screening Protocols and COVID-19 Acknowledgment, and fully understand the potential risks of COVID-19. While Encore is making significant efforts to ensure the safety of students and staff, I acknowledge our schools, transportation, offices, and athletic environments are not guaranteed to be COVID-19 free environments.

Staff Name (Printed)

Staff Signature

Date

## APPENDIX E

### ARTS GUIDANCE

# Arts/Activities Guidance

Updated 1/28/21



## ***ENCORE HIGH SCHOOL'S COVID PLANNING OUTDOOR MASTER CLASS EVENTS 2020***

The CDC released a Guidebook in June of 2020 to help events and gatherings make plans for community events. Implementation of the suggestions for events and gatherings has been guided by what is feasible, practical, and acceptable as outlined by the CDC.

Encore is building the framework for small outdoor sessions with students for their art classes based on the model created by the CDC. Encore will build their approach to the Master class events based on “best practices” and will be flexible to change as the world unfolds. These plans are subject to change.

Encore’s arts programs have been critical to the success of Encore’s programs, the mental well-being of the students, and the progression of arts training since opening in 2008. With no reopening for in person school for the foreseeable future, Encore would like to make attempts to be able to do some in-person instruction outside for small groups of students to be able to improve the mental health and well-being of our students.

What Encore would like to do is schedule specific outdoor “master classes” where a limited number of students would be allowed on campus to take arts classes during the week.

Encore has pulled a lot of this document directly from the “Events and Gatherings: Readiness and Planning Tool” frameworks created by the CDC. The purpose for this document is to help provide rules and guidelines for a safe outdoor master class scenario.

### **This checklist will cover the following main categories:**

1. Guiding Principles to Keep in Mind
2. General Readiness Assessment
3. Preparing for if Someone Gets Sick
4. Daily Readiness Assessment
5. End-of-Day Actions and Other Resources

## **Guiding Principles to Keep in Mind**

**The first guideline outlines by the CDC covers how many individual people interact and how long they interact with one another.**

- For Encore’s OUTDOOR classes, classes will be held in the quad. The quad will be split into separate spaces for specific classes.
- In the quad, the concrete will be painted with 10 foot boxes. Within the 10 foot boxes, six foot boxes will be painted.
  - The ten foot box will be used for active classes, like dance. Participants of the class will be required to stay in their 10 foot box at all times.
  - The six foot box inside the 10 foot box will be used for non active classes, like a painting class. Participants of the class will be required to stay in their 6 foot box at all time.
- Master classes will last for two hours at a time.
- Participants and instructors will have to wear a mask during the classes at all times.
- Participants will be required to enter through the “A” Building and complete a health check before coming on campus.
  - Show a Negative COVID test
  - Submit to a health questionnaire
  - Temperature check
  - Wash hands
  - Sanitize hands
  - Socially distance
  - Wear a mask
- When the class is happening, each person at the event will stay outdoors unless they are getting a health check from the “A” Building or going to the restroom.
- At the conclusion of the event, all participants will exit through an outside gate.



**The size (attendance) of an event or gathering should be determined based on the safety laws and regulations.**

- Encore anticipates less than 6 people working the event that covers a 10 acre area.
- Everyone will be social distanced.
- A total of 30 participants in a master class will come through each event with a total of two classes happening at a time.
- Based on the CDC framework, Encore has designed Master classes 2020 using CDC Guidelines for outdoor events. (the lowest risk setting for non-virtual events). This means that small groups of people will be working together but will remain spaced at least six feet apart, cloth face coverings, do not share objects, and come from the same community.

**Implementation:**

- Encore's Art Department will schedule small groups of students (30 or less per class with a total of 2 two classes happening at a time) that will come on campus in staggered times to attend two hour classes.
- Every person that comes on campus to help with the event will follow the health check guidelines outlined:
  - Show a Negative COVID test that is three weeks or less old
  - Submit to a health questionnaire
  - Temperature check
  - Wash hands
  - Sanitize hands
  - Socially distance
  - Wear a mask
- The classes are outside. Setup of the event is also outside.
- Participants will enter only through the A Building and exit through an outdoor gate.
- Participants will be given a box number and will be required to stay in their box at all times, except to use the restroom.
- Participants will take part in a class directed by an instructor that will also follow all safety guidelines. The class will last 2 hours.
- Participants will reserve their space online.

- Campus Aides will be responsible for sanitizing the rooms after each use and sanitizing the bathrooms in the A building, B Building, and the quad frequently as well as between classes. The A Building bathrooms will be open for all visitors and the B Building restrooms will be reserved for workers.

## **General Readiness Assessment**

Based on the CDC tool for preparation before an event to promote healthy behaviors, environments, and operations to reduce the spread of COVID-19, Encore plans to implement the following policies and procedures.

### ***Policies and Procedures:***

- Encore has and will continue to research events that are related to this event and implement any updates to COVID plans regarding such events. Encore's Risk Manager will be responsible for these updates. (Curtis Peterson)
- Encore will provide the implementation plan to County, State, and CDC officials regarding the event for consultation and approval. Encore's Risk Manager will be responsible for this submission. (Curtis Peterson)
- Encore has standard COVID-19 policies already implemented and in place, last trained on September 2, 2020. (Curtis Peterson)
- A plan has been developed to allow for social distancing before, during, and after the event including limiting attendance, layout of the event, physical barriers during the event, and staggering entry and exit times of the events. (Denise Griffin)
- Volunteers will all be from the same community to reduce the risk of spreading the virus. Visitors will be public, but will be required to stay in their reserved box, except to use a restroom. ASB Bookkeeping is responsible for limiting participants. (Kelsey White)
- Encore's Risk Manager is responsible for responding to all COVID-19 related situations and concerns. His contact information will be provided to all volunteers. (Curtis Peterson)

### ***Facilities and Supplies***

- Encore's Risk Manager will designate a person to make sure that Encore has the appropriate supplies:
  - Soap
  - Water for hand hygiene
  - Hand sanitizer

- Paper towels
- Tissues
- Cleaning Supplies
- EPA approved disinfection supplies
- Face coverings
- No touch trash cans
- Hand sanitizer dispensers
- Gloves
- Encore's Risk Manager will develop a schedule for an increased routing for cleaning and disinfection.
- Creative Manager will develop a plan for staggered of use of spaces by participants throughout the event with the Risk Manager. (Jayleen Hill)
- Encore's Risk Manager has developed a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children.

### ***Education and Training***

- The Risk Manager will create a plan for educating staff and visitors to ensure that they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19.
- The Risk Manager will also educate staff and visitors that if they get sick at the event, they should notify the event COVID-19 point of contact right away.
- Human Resources will work with administration to educate staff and on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.
- Risk Management will work with administration for posting of face mask protocols and other information preparing education on cloth face coverings. On this information, protocols on proper use, removal, and washing of cloth face coverings.

- Risk Management and Administration will conduct training for all staff, and students prior to the commencement of the event via virtual methods.

### ***Policies and Procedures***

- Encore has developed policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Risk Management has worked extensively to implement protocols for protecting the privacy of staff, particularly for those with underlying medical conditions.
- The parking and transportation plan for the event has been developed by the Chief Operations Officer in charge of facilities (John Griffin).
- Participants will park in the A Building parking lot and enter the venue through the A Building where temperature checks will take place.
- Participants to the event will reserve time of arrival to the event.
- Risk Manager will follow the current school plan for what to do if someone gets sick with COVID-19.
- Advise Sick Individuals of Home Isolation Criteria.
- Staff members and students will not be allowed to return to the event until they have met CDC's criteria to discontinue home isolation.
- Isolate and Transport Those Who are Sick
- Staff and families will be made aware that they should not come to the event, and they should notify the Risk Manager if they (Staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.
- For students that show symptoms at the event, they will be isolated to an outdoor area until their parent can pick them up.
- For staff that show symptoms at the event, they will be immediately sent home.
- A picnic table will be placed outside of the A Building as an isolation space where students can wait in the line of sight of their advisor until a parent can pick them up.
- If a person becomes sick and needs to be transported, staff will call an ambulance. They will call ahead and alert them that the person may have COVID-19

### ***Clean and Disinfect***

- Areas that were used by the sick person will be closed until after cleaning and disinfecting.
- Cleaning and disinfecting will not start for 24 hours or as long as possible if 24 hours is not feasible.

### ***Notify Health Officials and Close Contacts***

- In accordance with state and local laws and regulations, the risk manager will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the ADA.
- Risk Manager will notify those who have had close contact with a person diagnosed with COVID-19 to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### ***Facilities and Supplies***

- The entire event will be held outdoors.
- Water systems and features are checked regularly for safety
- Visitors will purchase tickets prior to arrival of the event. They will show their QR code by placing it on the windshield for check in.
- One entrance and one exit is planned for the duration of the event. Visitors do not leave their cars and are reserved for timeframes to eliminate crowding.

### ***Communication and Messaging***

- The Risk Manager will work with the CEO to disseminate clear messages about behaviors that prevent spread of COVID-19 to staff and students and visitors before the event.
- Signs will be posted in highly visible locations that promote everyday protective measures such as face coverings and how to stop the spread of germs.
- Regular announcements on reducing the spread of COVID-19 to be broadcast on public address systems will be developed.



## APPENDIX H

### COVID-19 School Guidance Checklist



# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 1-28-21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Encore Jr./Sr. High School

Number of schools: 1

Enrollment 856

Superintendent (or equivalent) Name: Denise Griffin

Address: 16955 Lemon St. Hesperia, Ca.

Phone Number: (760) 949-2036

92395

Email: \_\_\_\_\_

Date of proposed reopening:  
\_\_\_\_\_

County: San Bernardino

Grade Level (check all that apply)

Current Tier: Purple

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

(please indicate Purple, Red, Orange or Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

**For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

---

If you have departmentalized classes, how will you organize staff and students in stable groups?

---

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

---

**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum     6     feet

Minimum     6     feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

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**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

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**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_ . County has certified and approved the CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)