

# **AEA Summer School Plan**

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**Developed by the AEA Leadership Team**

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## 1. Overview

The following plan is based on recommendations from the California Department of Public Health (*COVID-19 INDUSTRY GUIDANCE: Schools and School- Based Programs, Release date: June 5, 2020*) as well as ongoing guidance from the California Department of Education, local health authorities, our charter authorizer San Diego Unified School District and various AEA stakeholders. The objective of the AEA Summer School Plan is to meet the academic and social needs of students while maintaining a high level of vigilance with a focus on the health and safety of our community.

While this plan provides structure to re-opening efforts, given the dynamic character of the COVID-19 pandemic it is quite possible that this plan may have to be modified rapidly.

## 2. Attendance with Social Distancing

Students will be divided into two cohorts, A and B. Students will participate in distance and on-site learning according to the following schedule:

- **Monday:** Cohort A on site attendance; Cohort B distance learning.
- **Tuesday:** Cohort A on site attendance; Cohort B distance learning.
- **Wednesday:** No students on site; deep cleaning protocol in place. Cohorts A and B distance learning.
- **Thursday:** Cohort B on site attendance, Cohort A distance learning.
- **Friday:** Cohort B on site attendance, Cohort A distance learning.
- **Weekend:** Deep cleaning protocol in place.

## 3. Hours of Attendance

- **Student Drop-Off and Breakfast:** 8:30-9:00 am
- **Classes Begin:** 9:00 am
- **Classes Dismiss:** 12:30 pm-12:45 pm on a staggered schedule to maintain social distancing requirements.



## 4. Student Drop-Off/Pick-Up Protocol

### Parent Responsibilities:

- Drop off/pick up students according to the following alphabetical breakdown:
  - **Students with last names beginning with the letters A-M please use the 26th Street Main Entrance and Exit.**
  - **Students with last names beginning with the letters N-Z please use the West entrance from the alley access.**
- Arrive on time, not too early or too late—dropping off students too early or picking up too late creates additional challenges as students congregate and negate social distancing.
- Support staff efforts by adhering to the policy of no parents on campus unless under emergency conditions.

### Staff Responsibilities:

- Supervise drop off/pick up to insure students observe social distancing and other precautions such as wearing masks.
- Model social distancing and wearing of masks at all times.

### Student Responsibilities:

- Wear cloth masks at all times except when eating or drinking.
- Practice social distancing by maintaining six feet of separation from other people at all times.
- Observe entrance and exit protocols as directed by staff.

## 5. Grades in Attendance

Incoming 3rd-8th graders.

## 6. Location

All on-site instruction will take place at AEACMS (458 26th St, San Diego, CA 92102).

The campus will be divided as follows:

- **First floor:** elementary grades (3rd-5th incoming)



- **Second floor:** Extended School Year (ESY)—students in ESY will be contacted directly by staff in advance with more information.
- **Third floor:** 7th grade
- **Fourth floor:** 6th grade

## 7. Social Distancing Inside/Outside the Classroom

AEA will implement the following in order to insure health, safety and access to the instructional program:

### **Arrival and Departure:**

#### **AEA is committed to:**

- 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.
- Use privacy boards of clear screens whenever practicable.

### **Protocol for Safe Classroom Spaces:**

#### **AEA is committed to:**

- Students remaining in the same space and in groups as small and consistent as practicable. We will keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, we will keep teachers with one group of students for the whole day wherever practicable.
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as: six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- Redesign activities for smaller groups and rearrange furniture and play spaces to maintain separation.



- Maximize spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Implement procedures for turning in assignments to minimize contact, preferably utilizing online platforms.

### **Protocol for Safe Non-Classroom Spaces:**

#### **AEA is committed to:**

- Prevent campus access for non-essential visitors, volunteers, parents and/or staff.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Consider use of non-classroom space for instruction where practicable, including regular use of outdoor space, weather permitting.
- Minimize congregate movement through hallways as much as practicable. For example, we will 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.
- Consider holding recess activities in separated areas designated by class.
- 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.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

### **Protocol for Health/Sanitation Precautions:**

#### **AEA is committed to:**

- Ensure that all staff and students wear cloth masks at all times while on campus, except for breaks for eating and drinking.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.



- Use Ethyl alcohol-based hand sanitizers when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Provide portable handwashing stations throughout the school site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- Teach and reinforce use of cloth face coverings, masks, or face shields.
- Use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) must use gloves and facial coverings.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
- Provide and ensure staff use face coverings and all required protective equipment.
- Suspend or modify use of site resources that necessitate sharing or touching items. For example, suspend use of drinking fountains in favor of reusable water bottles.
- Clean and disinfect frequently-touched surfaces within school and on school buses (where applicable) 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:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Tables
  - Student Desks
  - Chairs
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.



- Staff with the responsibility of cleaning and disinfecting the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

### **Student Nutrition:**

#### **AEA is committed to:**

- Students will receive free breakfast and lunch on site.
- Meals will be consumed in classrooms with adequate social distancing and pre and post meal handwashing protocols observed.

### **Signs and Symptoms of COVID-19:**

#### **AEA is committed to:**

- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. There will be no negative consequence or reprisals for staff or students who stay home for the above reasons.



- Conduct visual wellness checks of all students multiple times each day and take students' temperature with a no-touch thermometer when necessary.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

### **If Students/Staff Display COVID-19 Symptoms:**

AEA staff will adhere to the following in the event that students or staff exhibit the following symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing o Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Sick staff members and students may not return to campus until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days have passed since symptoms first appeared.

A discrete, private and respectful isolation room will be established for students and staff who exhibit the above symptoms until they can be safely transported home or to a healthcare facility, as soon as practicable.

Local health officials, staff and all families will be immediately informed of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.

All students, including students with disabilities, will have access to instruction when out of class, as required by federal and state law.

Areas used by sick person(s) will be closed and not used until cleaned in accordance with AEA's sanitation protocols.