

SAFE REOPENING PLAN FOR K-12 SCHOOLS

School Name: Albert Einstein Academy Charter Elementary School

School Address: 3035 Ash Street, San Diego, CA 92102

School Type: School District: ☐ Charter School ☒ Private School ☐

Name of School District, Charter School System or

Private School System if Applicable: San Diego Unified School District

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#). The template describes the plans that school districts, charter schools and private schools (school) in San Diego County must be ready to implement for school operations prior to the start of their 2020-21 school year. Use of this template is recommended to demonstrate compliance with Section 4 of the county [public health order](#).

Checking the box to the left of each section indicates that the school has developed plans that describe each of the elements described in the section.

General Measures

	Requirement
<input checked="" type="checkbox"/>	1. The school has a COVID-19 Safe Reopening Plan webpage that includes the school's: <ul style="list-style-type: none">a. Safe Reopening Plan for K-12 Schoolsb. Plans describing each of the elements described below
<input checked="" type="checkbox"/>	2. The school has plans that describe how it will: <ul style="list-style-type: none">a. Monitor on a weekly basis, COVID-19 guidance from the California Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agencies, Public Health Services (PHS) and San Diego County Office of Education (SDCOE).b. Limit the use of school facilities by external community organizations and/or ensure permitted use of school facilities complies with the guidance described in the CDPH.c. Limit nonessential visitors and volunteers from the campus
<input checked="" type="checkbox"/>	3. The school has plans that describe how it will support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including: <ul style="list-style-type: none">a. Review existing student health plans to identify students who may need additional accommodationsb. A process for engaging families for potentially unknown concerns that may need to be accommodatedc. Identification of additional preparations for classroom and non-classroom environments needed for groups that might be at increased risk of becoming infected or having unrecognized illness. These include individuals who:<ul style="list-style-type: none">i. Have limited mobility or require prolonged and close contact with others, such as direct support providers and family membersii. Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancingiii. May not be able to communicate symptoms of illness
<input checked="" type="checkbox"/>	4. The school has complied with Cal-OSHA requirements to: <ul style="list-style-type: none">a. Conduct site-specific hazard assessmentsb. Develop and implement an effective plan to protect employees

Promote Healthy Hygiene Practices

■	<p>5. The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to:</p> <ol style="list-style-type: none"> Use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single- use cloth towels) to dry hands thoroughly. Use fragrance-free hand sanitizer when handwashing is not practicable. <ol style="list-style-type: none"> Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
■	<p>6. The school has developed plans to ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day. The plan describes how the school will:</p> <ol style="list-style-type: none"> Provide regular and frequent access to handwashing facilities, including to the extent practicable, handwashing stations near classrooms Prevent congregations in bathrooms Develop routines enabling students and staff to regularly wash their hands at staggered intervals Develop routines enabling students and staff to use hand sanitizer when necessary
■	<p>7. The school has developed plans to teach and reinforce use the use of cloth face coverings, masks, or face shields. The plans must:</p> <ol style="list-style-type: none"> Unless otherwise required by the state, county, or school <ol style="list-style-type: none"> All employees and visitors should wear a face cover when physical distancing is not practicable. <ol style="list-style-type: none"> Describe staff policies on the use of face covers Strongly encourage students to wear face covers when physical distancing is not practicable <ol style="list-style-type: none"> Describe student policies on the use of face covers Describe situations when physical distancing may not be practicable, such as school buses or other settings where space may be insufficient Allow a clear face shield to be used in place of a face cover when it is necessary for a person's face to be visible during interactions Describe how information will be provided to staff, students and families on the proper use, removal and washing of cloth face coverings
■	<p>8. The school has adequate supplies on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.</p> <ol style="list-style-type: none">
■	<p>9. Employers should provide and ensure staff use face coverings and all required protective equipment.</p>
■	<p>10. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees</p>

Intensify Cleaning, Disinfection, and Ventilation

■	<p>11. All drinking fountains have been disabled. (Refillable water bottle stations may be used.)</p>
■	<p>12. The school has developed plans that describe how frequently-touched surfaces within the school will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff. Frequently touched surfaces include:</p> <ol style="list-style-type: none"> Door handles Light switches

	<ul style="list-style-type: none"> c. Sink handles d. Bathroom surfaces e. Tables f. Student Desks g. Chairs
<input type="checkbox"/>	<p>13. The school has developed plans that describe how:</p> <ul style="list-style-type: none"> a. Frequently-touched surfaces on school buses will be cleaned and disinfected at least daily, and as practicable frequently throughout the day by trained staff b. Buses will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19. c. Bus drivers are provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day
<input checked="" type="checkbox"/>	<p>14. The plan for cleaning and sanitation incorporates the following elements:</p> <ul style="list-style-type: none"> a. When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. b. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). c. Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. d. 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. e. Custodial 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 f. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Implementing Distancing

<input checked="" type="checkbox"/>	<p>15. The school has developed plans that describe the measures that will be used to maintain 6-feet between students in the following settings, as practicable. If the school determines 6-feet cannot practicably be maintained between students in one or more of the following settings, the plan also describe the reasons physical distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students.</p> <ul style="list-style-type: none"> a. School bus stops b. School buses c. During daily symptom and temperature screening of students d. While students are entering campus and waiting for their first class to begin e. During meal periods f. During recess g. During passing periods h. Classrooms and other instructional spaces i. Restrooms j. Locker rooms k. While students are exiting the campus l. School buses m. Before- and after-school programs n. Extracurricular and co-curricular programs
<input checked="" type="checkbox"/>	<p>16. The school's plan for scheduling students uses the following measures to the greatest extent practicable:</p>

	<ul style="list-style-type: none"> a. Stagger arrival and departure times and locations as consistently as practicable as to minimize scheduling challenges for families b. Designate routes for entry and exit, using as many entrances as feasible c. Put in place other protocols to limit direct contact with others as much as practicable
■	<p>17. The school's plan to limit student mixing uses the following measures to the greatest extent practicable:</p> <ul style="list-style-type: none"> a. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable. b. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. c. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation. d. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate. e. Implement procedures for turning in assignments to minimize contact. f. 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. g. Consider holding recess activities in separated areas designated by class. h. Limit the use of common use areas such as cafeterias, dining areas, libraries, and locker rooms where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses. i. 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. j. Limit nonessential visitors, volunteers and activities involving other groups at the same time.
■	<p>18. The school has developed plans to 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. The plans describe:</p> <ul style="list-style-type: none"> a. How space will be maximized in <ul style="list-style-type: none"> i. Classrooms ii. School buses (between the driver and students) iii. Other settings b. The criteria used to determine if other measures such as the installation of plexiglass or other barriers are necessary c. Situations in employees cannot maintain physical distancing with students and the protective measures that will be employed

Limit Sharing

■	<p>19. The school has developed plans that describe how it will limit use of shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses. Frequently shared objects include but are not limited to toys, games, art supplies, learning aids, books, electronic equipment, and playground equipment. The school's plan describes:</p> <ul style="list-style-type: none"> a. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Belongings are taken home each day to be cleaned b. That adequate supplies are available to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable, or how the use of supplies and equipment will be limited to small group of children and cleaned and disinfected between uses.
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Train All Staff and Educate Families

■	<p>20. The school has a plan that described how it will train all staff and provide educational materials to families in the following safety actions:</p>
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	<ul style="list-style-type: none"> a. Enhanced sanitation practices b. Physical distancing guidelines and their importance c. Use of face coverings d. Screening practices e. COVID-19 specific symptom identification f. Proper use, removal and washing of cloth face coverings.
<input checked="" type="checkbox"/>	21. To the greatest extent possible, training and education provided virtually. If an in-person option is provided physical distancing (6-feet) is maintained.

Check for Signs and Symptoms

<input checked="" type="checkbox"/>	<p>22. The school has developed and is ready to implement daily symptom and temperature screening of all students, staff, and visitors prior to admitting them to the facility. The plan includes the following elements:</p> <ul style="list-style-type: none"> a. Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. <ul style="list-style-type: none"> i. Policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies. b. Take temperature with a no-touch thermometer c. 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. <ul style="list-style-type: none"> i. Schools may develop procedures that allow a parent to submit answers on symptoms and exposures electronically before the student arrives at a bus stop or school screening area. When this option is used the school's plan must describe this process and how the screener will have access to the parent's answers. ii. Temperature checks must be conducted by school staff immediately before a student is admitted to the school campus d. Use county temperature and screening criteria maintained and updated by SDCOE in consultation with PHS <ul style="list-style-type: none"> i. Send home students and staff with fever, symptoms, or exposure to COVID-19 using the county criteria e. Conduct visual wellness checks throughout the day to monitor staff and students throughout for signs of illness f. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies, and if the symptoms are new/not typical g. Make available and encourage use of hand-washing stations or hand sanitizer immediately following screening
<input checked="" type="checkbox"/>	23. The school has plans that describe how it will 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
<input checked="" type="checkbox"/>	24. The school has developed plans to prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19

Plan for When a Staff Member, Child or Visitor Becomes Sick

<input checked="" type="checkbox"/>	<p>25. The school has developed a plan for responding when a staff member, child or visitor becomes ill. The plan describes how the school will:</p> <ul style="list-style-type: none"> a. Use an isolation room or area to separate anyone who exhibits symptoms of COVID-19. b. 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
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a healthcare facility, as soon as practicable.

- i. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- c. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms
- d. Will contact 9-1-1 without delay for serious illness including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- e. Close off areas used by any sick person and do not use before cleaning and disinfection. (To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.)
- f. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- g. Provide students, teachers, and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa, if advised by PHS to do so.

Maintain Healthy Operations

- 26. The school has plans that describe how it will:
- a. Monitor staff absenteeism and have a roster of trained back-up staff
 - b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.
 - c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them. The liaison will be trained to coordinate documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner.
 - d. 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
 - e. Notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
 - f. 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.

Considerations for Partial or Total Closures

- 27. The school district has developed plans for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. The plans describe how the school will respond when a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, including:
- a. In consultation with the local public health department, the process for determining:
 - i. Whether total or partial closure of the school is warranted and length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - ii. Identifying close contacts at school who self-isolate at home for 14-days
 1. From classroom, office, or activity where the infected person was based
 2. Other close contacts
 - iii. Additional areas of the school visited by the COVID-19 positive individual visited that may also need to be closed temporarily for cleaning and disinfection.

	b. Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community.
<input checked="" type="checkbox"/>	28. The school has developed a plan that describes how it will provide for continuity of education: <ol style="list-style-type: none"> When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19 During a school closure
<input checked="" type="checkbox"/>	29. The school has developed a plan that describes how it continue nutrition services: <ol style="list-style-type: none"> When a student is absent due to COVID-19 like symptoms or exposure to someone who has tested positive for COVID-19 During a school closure
<input checked="" type="checkbox"/>	30. The school has developed a plan that describes how it continue other services provided in the regular school setting through alternative means
<input checked="" type="checkbox"/>	31. The school has developed a plan that describes how it will 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.

The following signatures attests that the information provided above is true and correct.

Signature: Greta Bouterse
 Name: Greta Bouterse

Date: 08/05/2020
 Principal

Schools that are part of a school district, charter school system or private school system must also include the signature of the superintendent or chief executive.

Signature: _____
 Name: David Sciarretta

Date: 08/05/2020
 Title: Superintendent

TITLE	Safe Re-opening Plan (approved by BOT 8/11/20)
FILE NAME	08122020122626.pdf
DOCUMENT ID	2c9c1364948a5e515b65a17e0342620306179a15
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Out For Signature

Document History



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08 / 12 / 2020

19:56:12 UTC

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IP: 72.192.151.45



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Viewed by Greta (gbouterse@aeacs.org)
IP: 108.248.100.35



SIGNED

08 / 12 / 2020

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