

Community Learning Center Schools

Alameda and Nea Community Learning Centers

Safety and Facilities Plan: Version 3

Version 3 September 2020

Table of Contents

- Section 1: Reopening Summary
- Section 2: Restricted Access
- Section 3: Entry Points
- Section 4: Suspected COVID-19
- Section 5: Healthy Hygiene
- Section 6: Social Distancing
- Section 7: Training
- Section 8: Signage and Tape
- Section 9: Personal Protective Equipment
- Section 10: Physical Barriers
- Section 11: Front Desks
- Section 12: Bathrooms
- Section 13: Cleaning and Disinfecting
- Section 14: Ventilation

Section 1 Reopening Summary

The health and safety of Learners and Staff is the top priority when making the decision to physically reopen school campuses for use by Learners, Staff, and others. This document incorporates information from the CDC and the CDE Stronger A Guidebook for the Safe Reopening of California's Public Schools which was developed in consultation with the California Department of Public Health, the California Division of Occupational Safety and Health, school labor and management representatives, California LEAs, and officials from other states to provide a comprehensive menu of considerations.

CLCS understands that the Alameda County Office of Education, in coordination with the Alameda County Health Department, will request that schools open at an undetermined point in the future based on a County Health Department assessment of risk of COVID-19.

All schools in Alameda County have been tasked with preparing three models for opening:

1. Continued distance learning
2. A "Hybrid Model" consisting of a mix of learners onsite and distance learning
3. Traditional full-time onsite model

While all of the models may require some of the same operational safeguards and actions, the primary focus of this Plan is Model #2, the "Hybrid Model". In the "Hybrid Model", the focus is on allowing Learners to return to campus while Facilitators and Staff maintain a limited number of contacts and "bubbles" are maintained. The specifics of our schools' hybrid models are not contained in this document. They will be released in a separate document.

The Plan has been written with information provided by the Alameda County Department of Public Health, the County Office of Education, the Centers for Disease Control, the Environmental Protection Agency, meetings with staff, and emerging practices used by other schools and organizations.

The Plan focuses on:

1. Strictly limited access of Learners, Staff and Visitors on campus to allow for reduction in risk;
2. Limited entry points onto campus;
3. Processes and procedures that provide active monitoring for anyone with a fever or consistent cough and quick response to situations for those who have a fever or consistent cough;
4. Social distancing of 6 feet by Facilitators in classrooms and all Staff and Learners throughout campus;

5. Use of the “bubble” approach for learning;
6. Provision and Use of personal protective equipment (PPE) for all Staff, Learners and Visitors;
7. Specific training for all Staff and Learners;
8. Campus flow procedures for entering and exiting, including staggered start and end times; and
9. Cleaning protocols for all areas of the campus.

CLCS has appointed the COO, Theresa Quigley, as the CLCS Liaison to Alameda County Public Health Department (ACPHD) for all COVID-19 related issues.

This Plan is fluid and will be revised based on input from the organizations shown above, Facilitators, Administration, Learners and their Families and the Boards of Directors.

Section 2 Restricted Access to ACLC/Nea Campus

ACLC and Nea will restrict personnel permitted on campus to limit unauthorized personnel from entering campus and to allow for health checks for all personnel. Only personnel who are authorized (Learners, Staff, and occasional Visitors) are permitted on campus beyond the front office area during the Hybrid Model reopening.

The following personnel are permitted on campus after following all entrance protocols:

1. All ACLC, Nea and CLCS Staff
2. Learners
3. SPED vendors, including the Occupational Therapist and Psychologists
4. AUSD Staff
5. Repair vendors, including Xerox and facilities’ contractors
6. Alameda Police Department
7. Attendees at SPED and 504 meetings, if necessary

Note: Meetings to discuss schoolwork, behavior, etc. shall be held via Zoom, Google Hangouts, Google Meets, etc.

Parents are permitted to pick up their children for appointments or due to illness from the front office area.

All children will be dropped off and picked up from outside the perimeter of the school.

Entry and Exit Points manned as follows:

- *ACLC Front Entrance*: Annalisa & Heather
- *ACLC Gate by portable 43 area*: Dave & (Yasmine?)
- *Nea K Gate*: Kira & Bennett

- *Nea Tree Entrance:* Erin & Eddie (potentially Eisa?)
- *Nea Front Entrance:* Ty & Esmire (potentially Tatiana?)
- *Traffic Control in front drop-off:* Andrew
- *Campus Sweeps:* Claudia & Gio
- *Floaters:* Jana, Mike, Theresa

Section 3 Entry Points

Eliminating those personnel who are not part of the Learner or Staff population is an important element in keeping risk of exposure low. In order to close our campus, entry points will be open at certain times and will be restricted access.

Entry Points

ACLC and Nea have eight entry/exit points to the campus. Four are controlled through lockable gates or doors. Four are open with no structural control.

The entry/exit points for campus are as shown below.

1. Nea main entrance (via 3rd Street)
2. ACLC main entrance (via 3rd Street)
3. Nea Kindergarten entrance (corner of Brush Street and 3rd Street)
4. Brush Street entrance (Brush Street at Multi-Purpose Room/Tree)
5. Yard entrance through fence from Park onto walkway by Portables 26-31
6. Park entrance between Portable 31 and Boys and Girls Club)
7. Boys and Girls Club Driveway entrance
8. Gate by Portable 23

ACLC and Nea will permit entry for Staff and Learners through the following entryways and at the following times:

1. Nea main entrance: 7:50am through 3:30pm
2. ACLC main entrance: 8:05am through 8:50am
3. Nea Kindergarten entrance: 7:50am through 8:50am
4. Brush Street: 8:10am through 8:50am
5. Gate by Portable 23: 8:20am through 8:50am

Exit from the campus will be through all eight points from 12:50pm to 3:20pm.

Open Entrance Control

ACLC, Nea and CLCS Staff will provide entry control at all areas open in the morning and throughout the day.

Temporary entrance barriers, including cones, stanchions, and security tape will be used at the four open entrances to campus. Appropriate signage will be in place warning all personnel about COVID-19 procedures, including the mandatory use of facemasks and mandatory handwashing or hand sanitizing.

Campus supervisors will monitor all unmanned and unlocked areas on a rotating basis. These include entry points at Brush Street, the Yard Entrance, Park Entrance and Boys and Girls Driveway entrance.

Health Checks

At each open entrance point and prior to entrance onto campus, learners, staff and visitors will:

1. have their temperature checked,
2. be asked County provided health questions, and
3. be asked to put on a facemask and to wear correctly.

No one will be permitted to enter campus without a temperature check, answering health questions, and wearing a facemask. All personnel entering the campus will be provided with a disposable facemask, as needed.

Temperature checks will be completed using non-touch thermometers.

Designated staff who greet Learners and Staff and conduct health checks will wear facemasks, face shields and gloves.

Section 4 Suspected COVID-19

Reminder: The CDC and other public health agencies consider exposure to COVID-19 as being “within close contact (less than 6 feet) for about 15 minutes” or being “in contact with secretions from a person with COVID-19”. This usually occurs in medical settings, at home among families, or in areas where social distancing and face coverings are not in use. The risk of exposure when using the requirements of this Plan is low.

Any person who is found to be exhibiting symptoms or whose health history is in question, either during entry to the campus or throughout the day, shall be isolated and shall continue to wear a face mask and to social distance at all times.

Please note that social distancing will be required at all entrances with signage clearly visible.

[Positive COVID-19 Case Tip Sheet](#)

Entrance to Campus

If a Learner or Staff member is found during entrance to the campus to have a fever, has inappropriate responses to health questions or complains of symptoms, the following will occur:

- A Learner shall be sent to the isolation area outside of Nea's Tree on the Brush Street. The area will be manned by the CLCS Health Liaison to ACPHD. Parents will be immediately notified and asked to pick up the child. Instructions for testing from ACPHD will be provided.
- Learners may return to school with a doctor's note permitting them to return or after isolating for 14 days without COVID-19 symptoms.
- A Staff member shall be required to leave campus and return with a doctor's note permitting them to return to work or after isolating for 14 days without COVID-19 symptoms. Instructions for testing from ACPHD will be provided.

The CLCS Health Liaison shall report any incidents of possible or actual exposure to County Health Officials and will follow all requested actions by ACPHD.

During the School Day

If a Learner or Staff member is found to have a fever, a chronic cough or complains of symptoms of COVID-19 during the school day, the following will occur:

- A Learner shall be sent to the isolation area outside of Nea's Tree on the Brush Street. The CLCS Health Liaison will be notified and will respond. Parents will be immediately notified and asked to pick up the child. Instructions for testing from ACPHD will be provided.
- Learners may return to school with a doctor's note permitting them to return or after isolating for 14 days without COVID-19 symptoms.
- The classroom will be immediately isolated.
 - A Staff member shall be required to leave campus and return with a doctor's note permitting them to return to work or after isolating for 14 days without COVID-19 symptoms.

The CLCS Health Liaison shall report any incidents of possible or actual exposure to County Health Officials and will follow all requested actions by ACPHD.

Notes:

- If a Staff member is found to have COVID as a result of work, Worker's Compensation will be in force.

- If a Staff member is waiting for COVID-19 test results or has been asked to isolate or quarantine by a doctor, the Staff member will be eligible for paid sick leave under the Emergency Family Medical Leave Extension Act.

Section 5 Healthy Hygiene Practices

Schools shall request that parents complete a temperature and wellness check of all Learners prior to leaving for school. Learners and Staff who are ill with COVID-19 symptoms, including fever above 100.4 (CDC and CDPH) and chronic dry cough, may not attend school. Individuals who arrive at school ill shall be isolated and sent home.

The Centers for Disease Control, World Health Organization, California Department of Public Health, Johns Hopkins Medical and Alameda County Department of Public Health have all stated that the following are the primary means of reducing potential exposure to COVID-19:

- Maintain Social Distancing (at least 6 feet apart)
- Wear a face mask
- Wash hands or use hand sanitizer often

The following support these primary measures and

- Learners and Staff shall be trained and reminded to:
 - ✓ use tissue to wipe their nose,
 - ✓ cough/sneeze inside a tissue or their elbow,
 - ✓ sanitize or wash their hands before and after eating,
 - ✓ sanitize their hands after using a shared resource,
 - ✓ sanitize or wash their hands after blowing nose, coughing or sneezing, and
 - ✓ sanitize their hands before and wash their hands after using the restroom.
- Learners and Staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff shall model and practice hand washing for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand washing.
- Learners and Staff shall hand sanitize or wash hands several times throughout the day.
- Learners and Staff should use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands and allowed to dry.
- Hand sanitizer shall be available in each classroom and at various outdoor places on campus, including the entrances to all bathrooms.

- Learners and Staff shall be reminded to keep their hands away from their faces and masks.
- Hand wash stations shall be available on campus as soon as they can be shipped from the vendor (arrival is expected the first week in August).
- Signage shall be placed throughout campus to remind Learners and Staff of proper hygiene.

Section 6 Social Distancing

ACLC and Nea will require all personnel to maintain a social distancing area of six feet whenever possible. No group loitering will occur on campus.

Campus

- Under the hybrid model, no more than half of each school's students shall be on campus at any time, i.e. ½ of ACLC and ½ of Nea on each day.
- Learners who enter campus will go directly to their classrooms. They will not line up in front of a classroom.
- Aisleways shall be one directional, allowing for all Learners and Staff to face one way when walking to and from classrooms.
- No group loitering will occur on campus.
- No use of common areas will be permitted, except as supervised lunch areas with strict social distancing.

Classrooms

- Classes shall be maintained at 15 learners or below to ensure appropriate social distancing.
- The same group of Learners shall remain in each classroom throughout the day. Facilitators shall rotate classrooms.
- Class seating shall be moved as far away as possible from the Facilitator's space and Learners must be a minimum of 6 ft. from the Facilitator.
- Tape shall be placed, as necessary, to show spacing requirements.
- Assignments shall be completed and accepted via electronic methods whenever possible. Assignments may be turned in via a box in the classroom that is a minimum of 6 ft. from the Facilitator. The Facilitator may use gloves to handle and grade the assignments or may allow the assignments to sit for a minimum of 24 hours prior to grading.
- Learners and Facilitators shall not share items with one another. Facilitators shall keep their items in a separate storage container that shall be moved with them from class to class.
- Signage shall be used for social distancing and hand washing.

Section 7 Training

Training will be required before school opens, during school opening and on a continual basis. Families, Learners and Staff will receive training. ACLC and Nea will train all Staff and Learners on the following:

- Entry protocols including temperature checks
- Hand washing and hand sanitizing
- Proper use of Personal Protective Equipment including facemasks, gloves and face shields for Staff
- Cleaning of face masks and face shields
- Purpose of ground tape, table tape, ground decals and signage
- Procedures to go from entrance to classroom; from classroom to office; from classroom to bathroom and from classroom to exit
- Procedures in classroom to ensure social distancing (6 feet) from Facilitators
- Procedures for bathroom use
- Permissible lunch and recess activities
- Process for reporting possible illness during school time and isolating on campus
- COVID-19 symptoms
- Enforcement of protocols

Training will occur via the following:

- Newsletter
- Email
- Video Conference
- Start of every school day in classroom and through distance learning for a minimum of first week of school
- Videos for Learners

Section 8 Signage and Tape

ACLC and Nea will use signs and tape as a primary means of reminding Learners and Staff to use social distancing. Face mask use and social distancing signage will be in place at all entrances.

Signage will include placards as required by the County and ground decals requiring social distancing.

Signs will include:

- Proper hand washing
- Symptoms of COVID 19
- Proper social distancing
- Proper coughing and sneezing techniques
- Keep 6 ft. social distancing

- County required signs

Colored tape will be used to designate spacing required at entry points, in classrooms and at the main offices.

Section 9 Personal Protective Equipment (PPE)

All personnel will be issued appropriate personal protective equipment for their use while on campus. All personnel must wear facemasks at all times while on campus.

All ACLC, Nea and CLCS staff will be issued the following as needed:

- Face masks
- Face shields, if desired
- Gloves
- Hand sanitizer
- Disinfecting materials

All classroom Staff will be issued the following:

- Face masks
- Face shields, if desired
- Gloves
- Plastic container for carrying of individual equipment (pens, papers, etc.)
- Individual set of white-board markers, eraser, pens, etc. not to be used by any other person
- Hand sanitizer
- Disinfecting materials

The CDPH and ACDPH have not advocated plexiglass shields for use in classrooms when face masks, face shields, and social distancing are being used. CLCS will make general use, pre-formed acrylic shields (25.5" high by 35.5" wide) available for Facilitator's desks, as requested.

Learners will be issued the following, as needed:

- Face masks

Entry point personnel will be issued and mandated to use the following:

- Face masks
- Face shields
- Gloves
- Hand sanitizer
- Disinfecting materials

Front office main desks and School Manager desk at Nea will have plexiglass barriers placed on counters.

Visitors will be issued and mandated to use the following:

- Face masks
- Gloves, as necessary

The state is providing gallons of hand sanitizer, cloth and disposable face masks, and face shields enough for staff and learners. CLCS has purchased additional face masks, face shields, hand sanitizer, disinfectant wipes, gloves and thermometers. A full listing of items purchased will be available in the middle of July. CLCS is well-equipped.

Section 10 Physical Barriers

Physical barriers will be used on campus, as needed, to prevent unauthorized entry and as guards against fluid transfer in specific locations.

- Sandwich boards, cones and tape will be used as entrance barriers.
- Acrylic shields will be placed on the counters of the front desks and along the front of Facilitator desks, as requested.
- Plastic sheeting hanging from the ceiling (limited to 4 feet in width) will be used at the front of classrooms, as requested by individual Facilitators.

Face Shields will be available for all staff who wish to wear one. Face shields serve the same purpose as a plastic barrier – each protects the employee from potential liquid droplets from sneezes and coughs.

Note: Plastic shields will not be used at Learners' desks based on the bubble model in use. Shields will not be used in bathrooms as this has not been recommended by any health agency.

Section 11 Front Desks

The Front Desks at ACLC and Nea are the only entry points (through Nea's main entrance) for visitors and parents picking up Learners, unless the Learners are in isolation. The Front Desks are also the central area for drop off of paperwork and lunches.

Due to the amount of activity, the following will be in place:

- Acrylic shields will be placed on the countertops of all desks in the front office.
- The School Manager and Office Manager will attempt to schedule appointments for families whenever possible to drop off paperwork.
- Parents will call when outside of the Nea main entrance when picking up a sick Learner.

- Paperwork will be dropped into a container outside of the shielded area and Staff will retrieve with gloves or will allow to remain in place for at least 24 hours before pick up.
- All individuals entering the offices will wear facemasks.
- Learners or Staff who are potentially ill with COVID-19 will be isolated at the isolation area outside of Nea's Tree on Brush Street.

Section 12 Restroom Use

Learners will be required to use the restrooms located in their classrooms, if applicable. Learners will sign out to use the restrooms on campus.

Process:

- Learners will sign out from the classroom.
- Only one Learner per class at any time.
- Learners will sanitize hands prior to entering the restroom.
- Three Learners at a time will be permitted into the restroom.
- Remaining Learners will line up at following taped 6 ft. distance points outside of the restroom.
- Learners will wash hands prior to leaving the restroom and will use hand towels to touch all handles, when turning off faucets or using the door to exit.
- Learners will sanitize their hands prior to entering the classroom.

Administration and Campus Supervisors will monitor restrooms regularly for compliance.

Section 13 Cleaning and Disinfecting

Learners shall remain in the same classroom throughout each day. Facilitators shall rotate to classrooms in order to minimize contact and required disinfection of desks, tables and chairs.

The following surfaces will be disinfected as part of a nightly deep cleaning:

- Door handles
- Handrails
- Drinking fountains
- Sinks and faucets
- All restroom surfaces
- Light switches
- Electrical outlets
- Projector switches/exterior
- Window sashes

- Window pulls
- Computer cart doors and tops
- Chromebook exteriors
- Desks/Tables
- Chairs
- Microwave doors/handles
- Playground equipment

Nighttime janitors will use disinfectant foggers in all rooms on campus. The foggers spray all surfaces with disinfectant mist which is left on for a minimum of ten minutes killing COVID-19 and then wiped up, as needed.

A Learner or Facilitator will disinfect the following in between classes:

1. Desk or table used by Facilitator
2. Chair, if plastic (note that CDPH and ACPDH do not recommend cleaning cloth chairs in between classes)

High touch areas in restrooms (non-classroom), water fountains and water dispenser switches shall be disinfected every 1-2 hours during the day as permitted based on other urgent duties requiring the attention of the CLCS Facilities/Custodial staff member.

Possible Exposure in a Classroom

Reminder: The CDC and other public health agencies consider exposure to COVID-19 as being “within close contact (less than 6 feet) for about 15 minutes” or being “in contact with secretions from a person with COVID-19”. This usually occurs in medical settings, at home among families, or in areas where social distancing and face coverings are not in use. The risk of exposure when using the requirements of this Plan is low.

If a room has been used by an individual who has been identified as having symptoms of COVID, then the Learner will be removed immediately from the room and sent to the isolation area. Any other Learners or Staff who believe they were exposed directly to secretions will be isolated. All other Learners and Staff will be removed from the classroom to an outdoor location. ACPHD will be immediately contacted by the COO or ED for instructions.

The classroom will be immediately disinfected. Bathrooms and other areas potentially impacted by the individual will also be shut down and disinfected.

Disinfectants used by custodial personnel shall be selected based on the EPA N list.

Section 14 Ventilation

The ventilation systems for Portables 32 through 43 have been cleaned, filters upgraded and new thermostats have been installed. These thermostats have been preset to start one hour before the start of the school day and remain on for one hour after the school day ends. The thermostats are locked and cannot be accessed by school personnel or administrative staff to ensure that the HVAC system stays in compliance with the requirements of Title 24 and stated recommendations for COVID response (per HVAC consultant).

CLCS is providing HEPA Air Purifiers for each classroom, office and for the Tree (two) and Center.

CDC and CDPH state that using open windows and doors are appropriate forms of ventilation. Open windows can have a significant impact on air exchanges and can reduce the concentration of airborne infectious particles in an indoor environment. Therefore:

- Staff shall open windows and window shades to allow increased circulation of outdoor air.
- Doors to a classroom may be kept open if the Facilitator is comfortable with the action. Campus Supervisors and Administrators will be moving around the campus on a consistent basis.