

**Industry Specific COVID-19 Prevention Plan Template**  
 You may use this template or develop for your specific worksite.  
 This template conforms to CDPH Industry Checklist

**Industry Sector:** Schools and School Based Programs      **Business Name:** Adelante Charter School

COVID-19 General Checklist Items for Employers	Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
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**1. Worksite Plan**

1	Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community	Adelante will continue attending all required meetings with the liason to keep up the information provided by the County and/or State Officilas	Every week	N/A
2	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.	Adelante Charter School is comprised of 15 classrooms, one office, one psychhologist office, one special	Apply the protocol every day	Binder with the written updated information
3	The person(s) responsible for implementing the plan.	Adelante Administrators, Office Manager will be the responsible ones	Every week	The binder of protocols for every area of Adelante
4	A risk assessment and the measures that will be taken to prevent spread of the virus.	Following the protocols from coming to school and leaving every staff memeber on campus will have the	This risk assessment will be	Checklist of steps taken
5	Training and communication with employees and employee representatives on the plan.	Staff meetings will be devoted to review and modify the Covid-19 Safety Plan	Every month	Protocols binder for each staff
6	A process to check for compliance and to document and correct deficiencies.	Administrators and Office Manager will conduct a review everyday in case there is something important to correct	A brief meeting daily	Written feedback from all staff on campus who notice something
7	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	We have followed closely the connection with our liason Susan Klein-Rothchild	In any situation consult with	N/A
8	Protocols for when the workplace has an outbreak, in accordance with CDPH guidance	Follow the protocols of contacting the student parents, let staff leave campus, isolate and notify authorities	When event occurs	N/A
9	Ensure that any external community organizations that use the facilities also follow this guidance	Receive a copy of their Covid-19 safety plan and make sure there is continue communication about any	Every week	N/A

10	Develop a plan for the possibility of repeated closures when persons associated with the facility or in the community become ill with COVID-19	Adelante Charter School will have a contingency plan to substitute a staff member that comes up positive with	Review every week results for	Testing Covid-19 results
11	Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.	Have continue inforamtion meeting with parents to have the most current information about potential issues that their children might have. Notes from	Before school opens and continue	Protocols for parents to be sent home and monthly update routines
<b>2. Promote Healthy Hygiene Practices</b>				
1	Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff	Videos with the school staff, a nurse teaching the correct form of washing hands, removing mask for eating, how to correctly cover coughs and sneezes.	Videos will be played every morning as students arrive to their classroom.	Videos approved by County, State and National Helath
2	Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable	Portable hand stations will be available throughout the school campus. Handwashing stations will be available one per grade level, and on the playground to promote handwashing.	Review in the first weeks of	Portable handwashing stations, monthly fee from Marborg
3	Develop routines enabling students and staff to regularly wash their hands at staggered intervals	Creating a handwashing schedule, every hour for all students.	once every hour	Protocos for every staff member (binder)
4	Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer	Every classroom will be supplied with hand sanitizer, disinfecting wipes, extra face coverings, gloves, no touch trash cans. These items will get replenished as needed.	Will be replenished as needed at the end of each day.	Stack supplies following the checklist
5	Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines	All staff members and students will wear a face mask at all times on campus unless it is lunch time. All will be provided with a face mask and disposable face masks will be available.	Review every day	Protocols in the binder
6	Provide and ensure staff use face coverings and all required protective equipment	All staff will recieve 2 cloth facemasks as well as a faceshield to wear. Disposable ones will be available as needed.	Replenished as needed by staff.	Maintain a good number of supplies
7	Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions	Encourage all families and staff to get flu shot. Will provide information on where they can go obtain one	Provide information every staff and parent	Maintain nformation about the places that provide the immunizations
<b>3. Face Coverings</b>				
1	Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines	All staff members and students will wear a face mask at all times on campus unless it is lunch time. All will be provided with a face mask and disposable face masks will be available.	Check every day at the entrance of	Maitain supply to provide in case needed
2	Teach and reinforce use of face coverings, or in limited instances, face shields	A video with the proper ways of wearing a facemask will be created and shared with all staff, and families.	Will be watched on a daily basis by all staff and students every morning.	Approved information from County, State and Federal Health

3	Remind students and staff not to touch the face covering and to wash their hands frequently	Video with instructions on how to do this activities	Daily in the mornings or as frequent	Approved videos from County, State or Federal Health
4	Provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings	All staff members and students will wear a face mask at all times on campus unless it is lunch time. All will be provided with a face mask and disposable face masks will be available. Visual and written directions will be provided.	Staff meetings and parent	Approved information from County, State or Federal Health
5	Train on policy on how to address people who are exempted from wearing a face covering	Establish with the Board a policy to accept family phisician recommendations when exemptions	Before school opens	Approved guidance or policy
6	When a cloth face covering or face shield is temporarily removed for meals, snacks, naptime, or outdoor recreation, ensure it is placed in a clean paper bag marked with the student's name and date until it needs to be put on again	All students will be provided with a paper bag with their name on it for them to store their mask at meal times in their personal desks. Meals will be provided in the classrooms	Replenish paper bags daily	paper bags
7	Exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one. Develop a protocol to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Offer alternative educational opportunities for students who are excluded from campus	For those students who show up to campus without a mask, a mask will be provided. For those who do not want to wear one then the option of virtual learnign will be offered so that they continue to learn from a safe environment at home.	Every day before school starts and review during school day	Protocol in the staff binder
8	All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection	Mask will be provided for those that need them and signage will be all around campus to remind everyone that they must wear them	Have available at every	To have sufficient supplies
9	In limited situations where face coverings cannot be used, wear a face shield instead while maintaining physical distance from others	Faceshields will also be available for those who cannot wear a face covering.	Review supplies every week	Have supplies to cover at least a month
10	Workers or other persons handling or serving food must use gloves in addition to face coverings. Consider disposable gloves to supplement frequent handwashing or use of hand sanitizer, for example, for workers who are screening others for symptoms or handling commonly touched items	Those helping with lunch will wear gloves, face coverings, wash hands before and after.	Review needs evey week	Have supplies for at least a month
<b>4. Ensure Teacher and Staff Safety</b>				
1	Ensure staff maintain physical distancing from each other	Markings will be placed six feet apart.	Have signs re	Signs and materials to
2	Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards	We will use face coverings provided by the state and personal face coverings that are in compliance with the CDHP	Review every week	Have supplies available for at least a month

3	Support staff 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, where appropriate, or teaching in a virtual learning or independent study context	Those staff members who are at higher risk will continue to work remotely as well as those who provide a medical note to not return to in person work.	Have information from their family physicians Updates every week	N/A
4	Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge	All staff meetings will continue to be virtually and not in person. If there is a need for an in person meeting they will be held outdoors while standing six feet apart and following all safety protocols		Official written information to distribute
5	Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings	Only 3 people are allowed in the office at a time. Staff will be encouraged to make an appointment to come and use the office if they need to in order to minimize the number of people in the room and sanitizing will happen after each individual leaves.	Review everyday	Signs with the pertinent information of the area
6	Implement procedures for daily symptom monitoring for staff	All staff will fill out the daily symptom form for monitoring health.	Follow the data	Binder with protocols
<b>5. Intensify Cleaning, Disinfection and Ventilation</b>				
1	Consider suspending or modifying use of site resources necessitating sharing or touching items, such as using personal reusable water bottles instead of shared drinking fountains	All students and staff will bring their own personal water bottles. Teachers will wear gloves when helping students fill their bottles and only they will be allowed to touch the water dispensers. Each student will have their own supplies so that nothing is shared.	Reorganize common used items before	Binder with protocols
2	Staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff	All staff will be provided with disinfecting supplies to use for disinfecting high touch surfaces and as needed throughout the day. As well as our custodial staff will be coming in at the end of each day to give a full disinfecting of each classroom	Follow guidelines from the County N/A	Cleaning supplies in every classroom and stacked supplies for a month N/A
3	Disinfect buses after transporting any individual who is exhibiting COVID-19 symptoms. Provide drivers with disinfectant wipes and disposable gloves	Not applicable	N/A	N/A
4	Limit use and sharing of objects and equipment, such as toys, games, art supplies, and playground equipment. When shared use is allowed, clean and disinfect between uses	Each student will have their own supplies and nothing will be shared. For the items that do need to be shared they will be placed in a separate space so that they get disinfected after their use.	Everyday and at the end of the week review	Have materials for each student and replacements
5	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH asthma-safer cleaning methods, and as required by the Healthy Schools Act, as applicable. Avoid use of products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds	All products used for cleaning will be verified with the approved list and all staff using it will be trained on proper usage.	Every week	Have supplies for at least a month
6	Provide proper PPE to custodial staff and other employees who clean and disinfect	All custodial staff has PPE to use and will be provided as needed.	Every week	Have supplies for at least a month

7	Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products	A cleaning schedule will be created that will be followed by custodial staff and all classroom staff.	Daily	Binder with protocols
8	Ensure safe and correct application of disinfectant and keep products away from students	All products will be used when students are not in the classroom and the room will be ventilated. All products are stored away from student reach	Daily	Update protocols and have the information in staff binders
9	Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible. Do thorough cleaning when children are not present. When cleaning, air out the space before children arrive. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality	All doors and windows will be open when cleaning and will remain open during the day and when cleaning.	Daily	Protocols on binders
10	If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).	Classes will be mainly outside, when inside we will follow all protocols	Daily when inside the classroom	Review and maintain supplies
11	Consider upgrades to improve air filtration and ventilation	We will check with the district for an update on this issue	Daily when in classroom	Review and maintain supplies
12	Ensure all water systems are safe to use to minimize risk of Legionnaires' disease	Continue with the water delivery system we have	Daily water supply	Maintain bottled water supplies in each classroom
<b>6. Implementing Distancing Inside and Outside the Classroom</b>				
<b>Arrival and Departure</b>				
1	Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable	Not applicable		
2	Minimize contact between students, staff, families, and the community at the beginning and end of the school day. Minimize contact between adults at all times	Staggered arrival and departures, markings on sidewalk for six feet apart. Using 3 entrances so that there are less at entrances at a time	Have markings and line flows before	Binder with protocols
3	Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families	3 different entrances based on location of where classrooms are and a staggered arrival schedule	Have informational meetings with staff	Binder with protocols

4	Designate routes for entry and exit, using as many entrances as feasible	3 entrances have been designated for use	Have informational meetings with families	Binder with protocols
5	Put in place other protocols to limit direct contact with others as much as practicable	Only students from our school can come in through our school entrances.	Have informational meetings with families	Binder with protocols
6	Implement health screenings of students and staff upon arrival	All students and staff will have to answer a daily health questionnaire as well as get temperature taken before entering campus	Have it online and at school	Binder with protocols
7	Equip each bus with extra unused face coverings for students who may have failed to bring one	not applicable		
<b>Classroom Space</b>				
8	Students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group to the greatest extent practicable	We will follow a rainy day schedule so that all students remain in their same classroom.	Review the format before school opens and	Binder with protocols
9	Prioritize the use and maximization of outdoor space for activities where practicable	Create a schedule for outdoor classtime.	Review format before school	Binder with protocols
10	Minimize movement of students and teachers or staff as much as practicable. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact	Students will remain in their classrooms, specialist teachers will teach remotely	Review format before school starts and provide	Bider with protocols
11	Maximize space between seating and desks, arrange seating to minimize face-to-face contact, and use physical partitions where needed. Distance teacher and other staff desks at least six feet away from student desks	Seating will be 4-6 feet apart between all students. Everyone will remain at their desks at all times.	Review format before school	Binder with protocols
12	Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation	Spaces will be marked where the activities can take place as long as the space is permitted to social distance.	Review format before school	Binder with protocols
13	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	Teachers will provide routines for students to follow accordingly	Review format before school	Binder with protocols

14	Do not permit activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances	Music class will be only taught remotely to students when they are at home.	Every student will have his/her instruments	Have a supply of instruments in case there is a need
15	Only conduct activities involving singing outdoors	Music class will be only taught remotely to students when they are at home or outdoors		Binder with protocols
16	Implement procedures for turning in assignments to minimize contact	All work is done virtually		Binder with protocols
17	Consider using privacy boards or clear screens to increase and enforce separation between staff and students	Privacy boards are used in the lower grades for this as needed		Have privacy boards on stack
<b>Non-Classroom Spaces</b>				
1	Limit nonessential visitors, volunteers, and activities involving other groups at the same time	Only school personal will be allowed on campus, volunteers and visitors are limited only for "essential" reasons	Provide information to all Adelante	Review the protocols in every meeting with staff and parents
2	Limit communal activities where practicable. Alternatively, stagger use, properly space occupants, and disinfect in between uses	Appointments will be needed by staff to use the office where only 3 are allowed at a time.	Daily	Review the protocols and see what is working and adjust
3	Consider use of non-classroom space for instruction, including outdoor space if weather permits	Outdoor spaces will be used when available.	Provide information to staff	Review protocol and adjust
4	Minimize congregate movement through hallways as much as practicable	Adelante has a space issue and will paint lines on the floor to direct flow of traffic	Before School opens	Protocol on staff binder
5	Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals	We will work with the cafeteria to get lunches individually packed for students to eat in their classrooms. No sharing of food or utensils will be allowed.	Before School opens and review every week	Protocol on staff binder
6	Consider holding recess activities in separated areas designated by class	Outdoor area will be divided accordingly to keep everyone socially distanced	Review protocol before school	Binder with protocols
<b>7. Limit Sharing</b>				

1	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.	Every student will have their own set of materials labeled and separated from everyone else's	Daily	Have student supplies
2	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	Every student will have their own materials.	Daily	Have student supplies
3	Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. If sharing occurs, clean and disinfect between uses	Each student has their own technology device and headphones and no sharing will be allowed. If sharing is needed then materials will be disinfected	Daily	Have student supplies
<b>8. Train All Staff and Educate Families</b>				
1	Train all staff and provide educational materials to families in enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal, and washing of cloth face coverings, screening practices, COVID-19 symptoms and transmission, how to prevent COVID-19 spread, when to seek medical attention, the plan and procedures to follow when someone becomes sick at school, and the plan and procedures to protect workers from COVID-19 illness.	Videos with information will be provided with families, as well as signage and protocols will be delivered to all in writing as well and a Q & A will also be done for questions and concerns to be answered	Staff every week review and/or as updates come Parents every month	Update protocols as information flows from County, State of Federal Health officials
2	Consider conducting the training and education virtually, or, if in-person, ensure distancing is maintained	All training will be done virtually	Every week	Updated information
<b>9. Check for Signs and Symptoms</b>				
1	Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk	The privacy of our students and families is a priority. This information will not be disclosed to families	Follow this information every week	Underline this information in the binder with protocols
2	Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home	We will continue to follow all CDC guidelines and anyone that has come in close contact with a person with	Follow and update this information	Binder with protocols
3	Develop policies that encourage sick staff and students to stay home without fear of reprisal and ensure staff, students, and students' families are aware of these policies	Staff and students will stay home for 10 days of quarantine. The class will be analyzed if there was a closed contact and if that was the case virtual	Follow and update this information	Binder with protocols
4	Symptom screenings and/or temperature checks for all staff and students entering the facility	This will happen at all 3 school entrances every morning	Daily	Review protocol every week



5	Conduct visual wellness checks of all students upon arrival or establish procedures for parents to monitor at home	This will happen at all 3 school entrances every morning & procedures will be shared with parents on how to monitor at home	Daily	Review the protocols every week
6	Take temperatures with a no-touch thermometer	No-touch thermometers will be used at all 3 entrances and teachers will also have one in their classrooms	Daily	Review the protocols e
7	Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms	This will be asked in our daily health screening for all	Daily	Review the protocols every week
8	Make available and encourage use of handwashing stations or hand sanitizer	Hand sanitizer is available in every classroom, office, and hand washing stations will be available throughout the school	Daily	Have supplies
9	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	Director and office staff will keep record of possible exposure incidents and will notify local health and all of those exposed while maintaining confidentiality	Daily and in any incident report to the pertinent	Review the protocols every week
10	If a student shows symptoms of COVID-19, communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.	Teacher will notify office staff who will then contact families to come pick up student from school	Daily and in any incident report to pertinent	Review the protocols every week
11	Monitor staff and campers throughout the day for signs of illness; send home campers and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms	If anyone starts developing these symptoms they will be sent home.	Daily	Review the protocols every week
12	Develop policies not to penalize students and families for missing class	For those affected and need to go home virtual learnign will be an option	Policies in pla	Have guidlines and pol
<b>10. Plan for When a Staff Member, Child or Visitor Becomes Sick</b>				
1	Work with school administration, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.	We will have all students wait near their classroom door if they are exhibiting symptoms until their parents are able to come pick them up. This is in order to keep exposure to only those who have been in the same area as them and not others.	Staff and paretns will be nformed of the	Binder with protocols and reviewed at least every week
2	Immediately require any students or staff exhibiting symptoms to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable	Everyone will be wearing face coverings at all time including when they are in isolation and exhibiting symptoms	Staff and parents will be informed of the	Binder with protocols and reviewed at least every week
3	Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms	Parents will be notified to come and pick up their child and transport.	Staff and parents will be informed of the	Binder with protocols will be reviewed at least every week
4	For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or	In this case school staff will call 9-1-1 and parents to let them know	Staff and par	Binder with protocols

	pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage			
5	Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws	Director will be responsible to contact health officials and office staff will contact staff and families	Contact our Health liason to consult for next steps	Review protocols every week
6	Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 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 cleaning and disinfectant products away from students	If there has been exposure classrooms will be closed for 24 hours before it is cleaned. Trained staff will come in to clean with disinfectants and the room will be properly ventiated and class will be held virtually for 14 days.	Staff and parents will be informed about the procedure	Review protocols every week
7	Advise sick staff members and campers not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared	All staff and students will be asked to work remotely and attend virutal calss until County Public Health criteria has been met	Provide information for staff and parents before	Review protocols every week
8	Ensure that students, including students with disabilities, have access to instruction when out of class	All students have technology provided by the school for instruction outside of the class	Check for technolog issues daily	Have supplies in case of technology failures
9	Offer distance learning based on the unique circumstances of each student who would be put at risk by an in-person instructional model	Virtual learning will be available for those who do not wish to return to an in-person instruction model	Continue the distance learning	Review the distance learning protocol
10	Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines	If there is an outbreak all school will return to virtual learning and school will be closed following CDPH guidelines	Provide information to staff and	Review protocols every week
11	Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases	A follow up will be conducted to trace and see fi there is a risk so that we can prevent further exposures and cases	Immediatly if the incident happens	Review the procedures of the actions and adjust or modify the protocol
12	Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace	We will continue to do this as updates are provided to us.	Every week	Review protocols every week
<b>11. Maintain Healthy Operations</b>				
1	Monitor staff absenteeism and have a roster of trained back-up staff where available	All staff will report to the Director and office staff if absent, virutal learning will take over and grade level teachers will help cover classes	Daily	Review protocol every week

2	Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly	We will keep a list of the illness and symptoms to make sure there are no outbreaks	Daily	Maintain a list of health issues occurring on campus
3	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Train employees on who they are and how to contact them. Train the liaison to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner	We still need to identify someone other than the Director that can help coordinate this with office staff.	Provide information at the staff meetings	Have a binder with protocols to be used, revised and adjusted
4	Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality	Clear communication will be given to the class cohorts that may have been exposed via our parent portal	When incident happens	Review every week protocols
5	Consult with local health departments if routine testing is being considered by a local educational agency	Adelante Administrators will make sure that information is offered or obtain	In the weekly meetings	Official Health information
6	Support 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 virtual learning or independent study	Virtual learning is offered to all students.	Before School opens and during any	Review the distance learning protocols every week

**12. Considerations for Reopening and Partial or Total Closures**

1	Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly	Director will continue to do this and keep all staff informed.	Weekly meetings with County	Keep record of County and State meetings and the information
2	When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school, refer to the CDPH Framework for K-12 Schools. Consult with the local health department to determine whether to close the school or to clean and quarantine exposed persons, based on the risk level within the community; close off the classroom or office where the patient was based and do not use the areas until cleaned and disinfected; communicate with students, parents, teachers, staff and the community; inform staff regarding labor laws and leave time (See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect); remind parents, teachers, and staff to use physical distancing in the community and discourage them from gathering elsewhere; develop a plan for continuity of education, including nutrition; and maintain regular communications with the local public health department.	Director will continue to do this and keep all staff informed	Review information with County Health Liason	Keep record of County and State meetings and the information provided for sharing purposes

**10. Other Actions Taken**

\*After completing a written COVID-19 Prevention Plan, businesses should complete their certification at ReadySBC.org and keep on-site

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3				

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: \_\_\_\_\_

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

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.
- Keep plan on-site and readily available.
- Complete your industry specific checklist – print it out - fill it in.
- Complete the attestation and print.
- Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.