

Santa Clara Adult Education Phase 2 Secondary Site Plan

Item	Information Adhering to SCUSD COVID-19 Health and Safety Plan	Include in Site External Communication
Office	<p>The school office staff is available by phone from 8:00 am to 4:00 pm. In an effort to maintain the safest learning environment for our school community, please understand our need to restrict the number of people in the office at one time.</p> <p>Anyone entering the campus is required to wear a mask and maintain at least 6-feet of distance from other people. Anyone entering a building on campus must complete a health screening survey.</p> <p>Office Hours: 9:00 am - 1:00 pm, Monday - Friday</p>	✓
Staff Check-In/Out	Staff will use the Facilitron link or QR code health screening survey to check in/out each day on campus. Staff Check-In/Out	✓
Student Check-In/Out	Students will use the Facilitron link or QR code health screening survey to check in/out each day on campus. Student Check-In/Out	✓
Custodial Hours	<p>6:00 am - 10:30 pm, Monday - Friday</p> <p>6:00 am - 2:00 pm, Saturdays</p>	✓
Arrival And Dismissal	<p>Signs and arrows to direct students through the walkways.</p> <p>Students arriving before class must go to the classroom wing, maintaining 6-foot social distancing.</p>	✓
Social Distancing	<p>Students and staff are required to maintain social distance from one another. Students should maintain as much social distance as practical, While staff should maintain at least 6-feet of distance from students at all times to the maximum extent possible. Physical distancing between students will be encouraged by:</p> <ul style="list-style-type: none"> ● Maximizing space between seating and desks for both teachers and students. ● Providing students with privacy partitions at their desks. ● Markings on classroom and hallway floors to promote distancing. ● Arranging desks in a way that minimizes face-to-face contact. <p>Site-Specific</p>	✓

Hygiene	<p>All staff and students should follow proper handwashing techniques, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes will be reinforced. Students will be instructed to wash their hands or use hand sanitizer:</p> <ul style="list-style-type: none"> ● When arriving at school. ● After using shared surfaces or materials. ● Before and after using the restroom. ● After blowing their nose, coughing, and sneezing. 	✓
Classroom Cleaning Protocols and Schedule	<p>The custodial team will complete and submit a weekly checklist.</p> <ul style="list-style-type: none"> ● Clean and Disinfect Door Handles (Interior/Exterior) ● Clean and Disinfect Light Switches ● Clean and Disinfect Sink Basin and Faucet Handles ● Clean and Disinfect Desks/Tables/Countertops ● Clean and Disinfect Chairs ● Clean and Disinfect Plexiglass Stations ● Empty and Disinfect Pencil Sharpener ● Clean, Disinfect and Refill Paper Towel Dispenser ● ● Clean, Disinfect and Refill Soap Dispenser ● Clean and Disinfect Appliance Handles ● Empty Trash Cans ● Vacuum Floors 	✓
Bathroom Cleaning Schedule and Protocols	<p>Bathrooms will be cleaned and disinfected at least three times per day. The custodial team will complete and submit a weekly checklist.</p> <ul style="list-style-type: none"> ● Clean and Disinfect Door Handles (Interior/Exterior) ● Clean and Disinfect Sink Basin and Faucet Handles ● Clean and Disinfect Toilet Seat, Splash Wall and Handle ● Clean and Disinfect Stall Handles and Locks ● Clean and Disinfect and Refill Toilet Paper Dispenser ● Clean, Disinfect and Refill Soap Dispenser ● Clean, Disinfect and Refill Paper Towel Dispenser ● Empty Trash Cans 	✓
Face Masks	<p>All students and staff must wear a face mask at all times on campus. The only exceptions are for students attending exercise class outside or staff members who are alone in a room with a closed door.</p>	✓
Student Behavior Expectations	<p>For the safety of the students and staff in our programs, students must follow all safety protocols and distance learning expectations, such as self-screening for symptoms before arriving on campus, wearing masks at all times unless eating or drinking, washing hands frequently, etc. SCUSD and school behavior expectation policies apply at all times.</p>	✓

Isolation Rooms	Student Lounge and/or outside. The room is equipped with PPE. Anyone exhibiting symptoms of COVID-19 will be immediately brought to the isolation room and required to wear a mask (unless their age or physical condition would make doing so unsafe).	✓
Students who get sick at school	Students will need to go to an isolation room immediately if they show symptoms of COVID-19. Students will leave campus if they are able to do so on their own. If the students need to wait for transportation they will wait in the isolation room and/or outside. An administrator must be notified.	✓
Staff who get sick at school	Staff members will need to leave campus immediately if they show symptoms related to COVID-19. They will need to go into the isolation room or wait outside if they are picked up by someone else. An administrator must be notified.	✓
Classroom Specifics	The school will ensure there are adequate supplies for use in curriculum projects or students will use their own supplies, to eliminate or reduce sharing; sharing of supplies and equipment among staff and students will be avoided when at all possible. When items must be shared, they will be cleaned and disinfected between uses. The school will continue to offer material pick-up days to ensure that all students have the supplies they need for their classes. COVID-19 safety protocols will be in place for all materials pickup events. All classroom desks will be placed 6-feet apart from one another. Student and teacher desk safety shields will be provided.	✓
Volunteers	Volunteers will not be allowed on campus at this time, with the exception of parents of students who require extra care or extenuating circumstances. Volunteers can participate online.	✓