



# Kings Lake Education Center Reopening Site Plan

## Symptoms Check

### EDUCATION AND SIGNAGE:

- The district will communicate to parents about the emphasis on doing symptoms checks at home and not sending students to school when ill.
- Signage will be posted at entry gates regarding symptoms and staying home.
- Staff will be taught how to visually assess wellness while protecting themselves and providing for the social-emotional well-being of the students and parents.
- All students and staff will take a self-assessment every morning.
- All staff will assess students first thing in the morning.

Plan of execution	Action Needed Before Re-opening	Responsible Party
Classroom doors will be open in the morning and teachers and students will have time to clean their working space and equipment.	Teachers will need cleaning supplies and have them available for the students to use upon arrival.	Health Services DO & Teachers
Signs will be posted at all entry gates, office, library, lunch kiosk, and restrooms.	Signs will be posted at every gate and throughout the campus.	DO, Principal
<b>Staff will be trained return to school professional development</b>	Staff "how to" training	Nurse, Administrator

**Hand washing or sanitizing will be done by everyone at all transition points: entering and leaving the classroom or building, before and after eating, after using the restroom, before and after recess/break, after blowing nose or coughing, after having close contact with others or after using shared surfaces and tools.** Hand sanitizer dispensers or portable dispensers will be in all classrooms and multi-use rooms; portable dispensers will also be in all classrooms. Limit the need to touch certain things by having classroom doors open at dismissal and arrival times so they are not being touched often.

Portable handwashing stations will be placed throughout the campus.

### EDUCATION AND SIGNAGE:

- Students and Staff will be taught how to properly wash and sanitize hands.
- Students and Staff will be taught to not touch their faces and coughing/sneezing etiquette.
- Parents will be encouraged to practice good, high-quality hand washing at home before school starts.
- Hand washing signs will be posted by hand washing areas and hand sanitizing signs will be posted by hand sanitizing dispensers.

Plan of execution	Action Needed Before Re-opening	Responsible Party
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All students will sanitize hands upon every exit and entry into the classroom. For example, at the beginning of the day, morning break, lunch break, returning from ELD, RSP, intervention, physical education, and restroom use.	Dispensers installed	Maintenance
Prior to lining up and receiving lunch students will sanitize their hands at the sanitizing station near the lunch kiosk. Breakfast will be distributed after school to provide for the following morning.	Handwashing stations	Maintenance
Information about handwashing will be shared on Facebook, Twitter, King Lakes updates, and web page.	Wash Your Hands Video	Administration
Signage will be posted near restrooms, hand sanitizing stations, classrooms, and break rooms.	Create signs	DO, Administration
	Health education videos provided to Admin to be played during morning announcements, posted on social media, or given to teachers to play during class	Health Services, Administration
	Parent Communication and Engagement Campaign	DO, newsletters, & handbooks

### Identifying and Isolating

**Identifying and isolating infectious individuals is important in slowing the spread of the virus at school.**

In relation to staff: Follow the [COVID-19 Employee Illness & Exposure Expectations](#)  
 In relation to students: Follow the [COVID-19 Student Illness & Exposure Expectations](#)  
 Site-Wide: Follow the [COVID-19 School-Wide Quarantine and Closure Expectations](#)

#### EDUCATION AND SIGNAGE:

- Health Services staff will be trained and follow FERPA and CDC recommendations
- Supervisors, administrators, and management will be trained in the Employee and Student Illness & Exposure Expectations

Plan of execution	Action Needed Before Re-opening	Responsible Party
What to do when a student is positive for COVID-19	Training from the Health Services Staff	Health Services/County Health Department

### Disinfection

#### Custodial staff will:

- Clean and Disinfect/fog daily
- Do midday cleaning at the next opportunity if a student is sent home sick after entering the room
- Clean and disinfect between groups using playground equipment
- Clean and disinfect between students at cafeteria or eating tables

**Teacher or employee responsible for the room/area will:**

- Use disinfectant wipes situationally of chairs, tables, group use areas
- Observe and make sure students clean & disinfect area and equipment upon completion of the class
- Make sure students are observing social distancing

**EDUCATION AND SIGNAGE:**

All staff will complete training

<b>Plan of execution</b>	<b>Action Needed Before Re-opening</b>	<b>Responsible Party</b>
Site custodians will be given a copy of the recess and lunch schedules. Between recess and after recess the play equipment will be sanitized. Common areas will be sanitized after each class or grade level exits. If needed, classrooms will be sanitized by the custodian on campus during the day between sessions.	Order and receive disinfection wipes and cordless fogger equipment	DO/Maintenance/ Custodial Staff
	Custodial cleaning schedule determined	Site Admin, district maintenance, and site custodial staff
	Training with all custodial staff on specific expectations of how, when, and what will be cleaned and disinfected and which PPEs should be worn while cleaning.	Maintenance staff
All employees trained in proper cleaning and sanitizing	Schedule and implement training, provide supplies	Administration, District Office

**Distancing**

**Physical distancing will be maintained to the extent possible with all students in attendance for the full school day and week.** This will be accomplished by splitting some classes and staggering days to allow enough room to practice social distancing. Additionally arranging desks in a way that minimizes face to face contact. Students should not be placed in groups in order to eliminate face to face or shoulder to shoulder time. Create space between students when moving around campus.

**EDUCATION AND SIGNAGE:**

Students will be given strategies for physically distancing but still being social.

<b>Plan of execution</b>	<b>Action Needed Before Re-opening</b>	<b>Responsible Party</b>
Desks in the classroom will face one direction. Students' desks will be in row with distancing on sides where there are other students. When lining up to enter or exit the classroom, students will be lined up at a distance from the person in front or behind.	Short video or classroom training for students with strategies of physically social distancing but still being social and a friend.	Site Admin, Teachers & Support Staff
Lunch periods are separated by class. Each class will have 5 minutes to get lunch and return back to their classroom for lunch. Classes that have 5 students or less can eat	Xs put on cafeteria benches for spaced seating when eating in cafeteria	Site Admin, Teachers & Support Staff

outside. Once students are dismissed, the area will be sanitized for the next grade level. Xs will be placed on the benches to indicate where students are able to sit with appropriate spacing between them. All students will face north when they are sitting in the lunch area. Students eating in class will have a 5 minute period before lunch ends to sanitize and clean their eating area. For students eating in class, the same work area should be the same lunch area.

**Face Coverings**

**Students will be encouraged to wear a face covering but not required.** Students may wear their own cloth mask. Students may wear a face shield if they prefer. Students will be required to put on their cloth mask or a supplied disposable mask when they exhibit symptoms and are waiting to be picked up to go home. Students should only continue to wear a mask when it is hygienically appropriate. Students who ride the bus must wear a face mask while on the bus.

**Staff will be required to wear a face covering** when in the same area as others. Staff will be given reusable cloth masks that they will be responsible for laundering. Staff may wear their own cloth mask and not the district supplied cloth mask. Staff should wear a face shield when wearing a cloth face covering provides discomfort or when facial visualization is necessary for instruction being given to students, which will be provided. Some staff (nutrition, custodial, health services, wellness room attendants) may need to wear specific face coverings in relation to the task they are completing as directed by Cal/OSHA, which will be provided.

In some situations, a plastic or plexiglass barrier may be more appropriate to accomplish the needed task for certain staff performing small group, small group, or Special Ed assessments, which will be provided.

**EDUCATION AND SIGNAGE:**

Staff will be provided material to know what face covering is appropriate for certain tasks.

Plan of execution	Action Needed Before Re-opening	Responsible Party
All adults on campus will wear face masks or shields when in public areas. Staff will not wear a mask when eating lunch.	Order cloth masks and face shields	District Office
	"Which face covering should I choose" document	HR/Health Services
	Health education videos provided to Admin to be played during morning announcements or given to teachers to play during class regarding proper use of cloth masks and face coverings	HR/Health Services
	Parent Communication and Engagement Campaign	District Office

### Ventilation

**Open doors and windows to increase fresh air into a room if conditions like temperature, air quality, and safety permit.** When opening doors and windows is not possible, use the HVAC system fan to circulate air. Maintenance staff will continue to maintain our HVAC systems as recommended by the manufacturer.

Plan of execution	Action Needed Before Re-opening	Responsible Party
When weather permits, windows will be open to help circulate air in the classroom.	Review of Plan	All Staff

### Visitors

**In our initial re-opening phase, there will be no visitors on campus or in the classrooms.** The office will be open for visitor/parent needs. There will be no volunteers or chaperones until Phase 4 is open per the Governor's orders.

#### EDUCATION AND SIGNAGE:

Parents will be encouraged to conduct needed business before the first day of school like enrollment, turning in records, dropping off medications, etc. Parents will be strongly encouraged to complete on-line enrollment well before the first day of school, (August 12).

Plan of execution	Action Needed Before Re-opening	Responsible Party
Notice will be sent to all stakeholders	Parent Communication and Engagement Campaign	District Office
	Signage at entry gates posted	District Office, administration, maintenance

## SITE SCHEDULES

**When we get confirmed cases on campus, we will have to quarantine certain layers of students depending on the situation.** Our goal when we have positive cases is that we are able to limit it to a Cohort of students, which will reduce the need to close the entire school.

Restrict movement around campus to cohorts only with the exception of mandatory services like ELD, RSP, Speech, and SDC integration. It is expected that there will be multi grade level mingling before school starts, after school, potentially in areas like the restroom, but the goal is to limit this type of multi-grade level sustained interaction.

### Cohorts

- Mission Community Day (6th - 8th) Monday - Friday 8:00am - 2:50pm
- Mission Community Day (9th - 12th) Monday - Friday 8:00am - 2:50pm
- Kings Lake Continuation: (9th - 12th) Monday - Friday 8am - 11:10am & 12pm - 3:10pm
- Corcoran Adult School Monday - Friday 9am - 11:45am .
- Corcoran Academy Monday - Friday 8am - 9am & 12:40pm - 3:15pm .

### Breakfast/Lunch

- Breakfast will be sent home at the end of every day to be eaten for breakfast the next morning.
- Depending on class size students will either pick their lunches up and take them to class ( Community Day) or or have them delivered to their classrooms. (Continuation)

- If class size allows, students may be allowed to eat outside while maintaining social distance. It would be optimum. (Mission Community Day)
- Staggered lunch schedules are already in place and used for the different cohorts.
- Seating will be in a checkered fashion at the lunch tables to increase distance between students and avoid face to face contact.
- All food items will only be handled by food service staff. The focus will be on providing prepared trays or bags of food for students.
- There will need to be one staff member dedicated to cleaning tables between students using the same area.
- A staff member will have to provide pickup lunch service to students who are unable to attend physical school.

Schedule	Action Needed Before Re-opening	Responsible Party
9:30 - 9:40 (in class KL Continuation) 1:30 - 1:40 (in class KL Continuation)	Get the finalized class roster	Administrator & District Office
9:45 -9:55/11:50 - 12:20 (6th - 8th MCDS) 10:00 - 10:10/12:40 - 1:10 ( 9th - 12th MCDS)	Split the class into group A & B if needed	Teacher, Administrator

### Outside Quad

Different cohorts will not be outside at the same time to avoid there is no mixing of cohorts.

Schedule	Action Needed Before Re-opening	Responsible Party
TBD		

### PE

PE must be limited to cohorts with no mixing of classes. Only MCDS classes have P.E. All strenuous activity must take place outside with as little direct, physical contact as feasible. If PE must move indoors, avoid activities that require physical exertion.

Schedule	Action Needed Before Re-opening	Responsible Party
TBD	Strategy for kids to be able to play and still social distance.	Teacher, Administrator

### Library

The library will only be able to be used by one cohort of students per day. Schedule cohort designated library days. Only students from the scheduled cohort can physically be in the library for that day. Students will be allowed to check out books through Jennifer Banales-Estrada. Her or myself will deliver to classes on non-scheduled days.

Schedule	Action Needed Before Re-opening	Responsible Party
TBD	Schedule	Jennifer Banales-Estrada

### SDC Integration

Students will go with the teacher to the designated room. Teachers will need to disinfect tables, chairs, and other shared items between classes.

Schedule	Action Needed Before Re-opening	Responsible Party
TBD	Schedule	Sped teacher, teacher

<b>ELD/RSP/Speech</b>		
Keep students in cohorts that work with the EL teachers/coaches schedule as much as possible. Teachers will need to disinfect tables, chairs, and other shared items between students		
<b>Schedule</b>	<b>Action Needed Before Re-opening</b>	<b>Responsible Party</b>
TBD	Schedule of EL teacher & students needing her services	ELD teacher/Coach, teacher, administrator

<b>Signage</b>			
<u>Social Distance</u>	<u>Symptoms</u>	<u>Handwashing</u>	<u>Stay Home When Sick</u>