



## **Holly Drive Leadership Academy**

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### *Holly Drive Leaderships Academy*

#### *Re-Open Phase Plan*

*August 2020 - School begins with 100 Percent of students in distance learning*

*October 2020 – CELDT testing, Special Ed Student support services and middle school grade level cohorts begin- hybrid model*

*January 2021 – Consultant hired to assist with a safe all student reopening plan*

*April 2021 – Students return to a modified in-person - hybrid model*

## Facilities Safety & Health Plan

# Holly Drive Leadership Academy

4801 Elm Street, San Diego, CA 92102



Prepared for:

Holly Drive Leadership Academy

28 January 2021

Chris Ing Consulting

## Executive Summary

Chris Ing Consulting has completed a site survey and staff interviews on the following campuses:

Location: 4801 Elm Street, San Diego, CA 92102 (Grades K-8)  
Completion date: 28 January 2021

### Objectives and Scope

As schools seek to safely reopen their facilities during the COVID-19 environment, a strategic approach is necessary to create a safe and healthy educational space for all students, staff, and school families. Since every school has its own unique operational needs, the plan to help safely reopen your school must likewise be specific and targeted to each facility. It should be noted that CARES Act – ESSER Funding may be utilized to assist with the implementation of this plan. The objectives and scope of this Facilities Safety & Health Plan are:

1. Conduct a site survey to identify site-specific operational needs
2. Outline methods, strategies, action items, materials and equipment list & costs that will allow the school to provide safe student and staff access to its facilities
3. Incorporate federal, state & local guidance including CDC, CDE, CDPH, EPA to ensure best practices and most up-to-date direction is incorporated
4. Provide a basis to address student & staff concerns and to communicate the school's efforts in providing a robust safe, hygienic and healthy response

The following key areas were the primary focus of this plan:

- Building Layout and Usage
- Campus Exterior Vehicular and Foot Traffic Flow
- Cleaning & Disinfecting Protocols
- Signage Needs
- PPE and Cleaning Materials
- Ventilation Needs
- School Staff, Student & Family Education

### Summary of Recommendations

The recommendations of this plan provide an emerging roadmap for your facilities response to the pandemic. A summary of recommendations for HDLA's campus follows for your review and input. It is critical that all stakeholders are involved in your plan-to-return process. It will take the commitment of all to create a healthy environment on campus. The COVID-19 pandemic is an ever-evolving challenge with shifting degrees of uncertainty regarding health recommendations and the best practices necessary to protect our community. These recommendations and associated plan could change based on developments and policies enacted on the local, state and national level. Please refer to the Facility Recommendations section of this report for further detail on each site's recommendations. A summary of cost estimates for recommended measures is included below and in the Appendices section of this report.

- Implement comprehensive signage plan to allow for social distancing
- Install portable sanitizing stations in exterior spaces
- Install Plexiglas partitions on teacher's desks and reception desk
- Reconfigure classrooms to allow for hybrid learning model and social distancing
- Install bottle fillers to provide water service for students and staff

- Update cleaning & disinfecting protocols and approved materials list
- Add HEPA purifiers to classrooms/offices
- PPE materials, ordering and minimum on-hand inventories

<b>Recommended Measure</b>	<b>Total</b>
Sanitizing Stations	\$ 480
Water Service	\$ 400
Deep Cleaning	\$ 700
PlexiGlas Partitions	\$ 1,682
(11) HEPA Air Purifiers in classroom and office spaces	\$ 3,850
Signage	\$ 550
	<b>\$ 7,662</b>

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## Facility Overview

The Holly Drive Leadership Academy (HDLA) is located at 4801 Elm Street near the intersection of 47<sup>th</sup> Street and Federal Boulevard in the east San Diego neighborhood of Ridgeview/Webster. The campus is co-located on a San Diego Unified-owned site which also houses Webster Elementary School. The school consists of ten (10) adjacent modular buildings which house the school's classroom and administrative office spaces. The campus buildings total approximately 9,600-ft<sup>2</sup> situated on an approximately 40,040 ft<sup>2</sup> parcel, which includes an asphalt parking lot, a small playground structure, and modest outdoor recreation areas. The campus is accessed from 47<sup>th</sup> Street/Fairmount Avenue to the south via the school's parking lot.



Figure 1: Holly Drive Site & Aerial View

### Drop-off/Pickup

The school serves approximately 128 students in grades K-8, along with 20 staff. Swift drop-off/pickup is employed by the school whereby students arrive at the campus via car or on foot, accessing the campus via the parking lot on 47th Street/Fairmount Avenue. During the regular school year, the gate is opened at 6:00am with classes starting at 8:05am. School ends at 2:30pm, though there is an after-school program that runs until 6:00pm.

### **Campus Layout & Foot Traffic**

An aerial view of the HDLA site is pictured below. The red arrows delineate the flow of traffic into and around the school's parking lot where students are dropped at the main gate. Blue arrows show foot traffic pathways through the main campus areas.

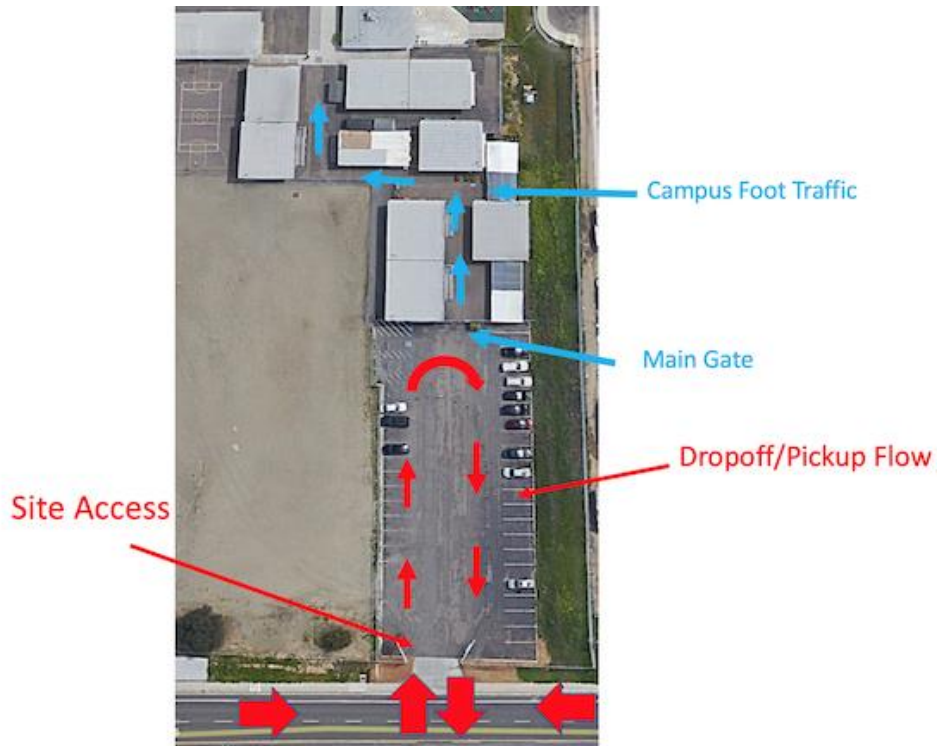


Figure 2: Aerial View of HDLA Access & Site Traffic Flow

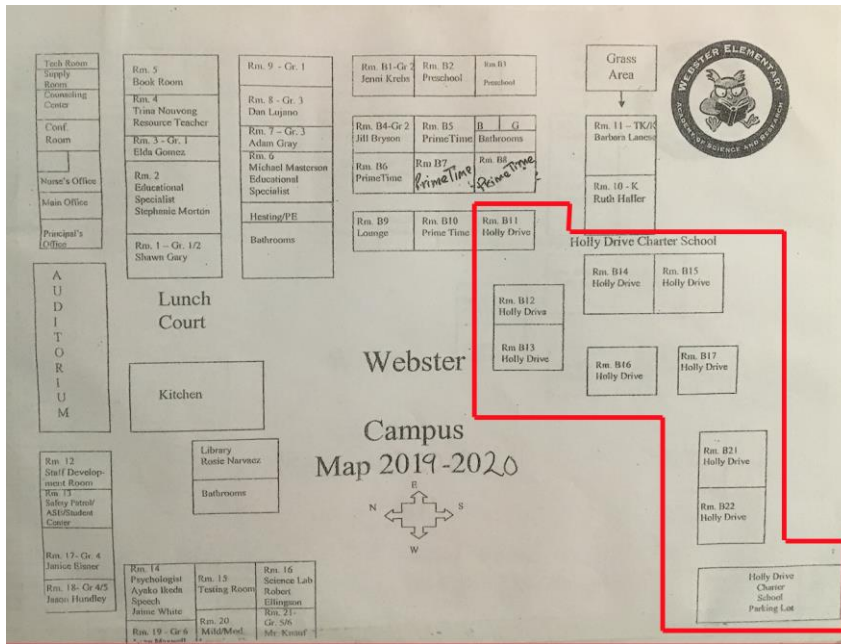


Figure 3

Campus Layout\*

\*Note there is one HDLA building missing from the above campus layout

**Reception Area and Administrative Offices Layout**

The school’s administrative offices are located in the first modular building located just inside the main access gate from the parking lot. The office area contains a main reception desk with two (2) adjacent workspaces separated by temporary room partitions. At the time of the site visit, the reception desk was fitted with a Plexiglas partition measuring approximately 2’x 2’. There is also a display cooler located within the office space in which teachers store their lunch and other perishables.



**Classroom Layout**

All classrooms at the campus are located in the modular buildings and are therefore all of the same approximate size and layout. The usable classroom floor area averages ~930-ft<sup>2</sup>, depending upon configuration, additional classroom furniture, etc. Current classroom layouts are arranged for up to 30 students with a commensurate number of seats and tables/desks. In the current layouts, almost all students would be seated within 2-3 feet of one another.





### **HVAC Equipment**

The HVAC needs of the school are addressed by natural gas fired radiant heaters or condensing furnaces which provide heating, and window AC units which provide cooling. The condensing furnaces were recently installed; the window AC and radiant heaters are older models. Most spaces also have oscillating fans linked to 4-hr twist timers. Operable windows were noted in all school buildings.



## **Facility Recommendations**

The recommendations contained in this plan are intended to help critically evaluate your school, identify areas that need attention, establish safety protocols and minimize the risk of COVID-19 transmission. Like any plan it should be updated to account for new guidance as well as any changes in site operations. Ensuring buy-in from all stakeholders and compliance with the school's instructional staff is also a vital component of any plan. The best plan left unimplemented will also provide little value to the school and its people, so it is imperative the school has strategies in place to ensure plan implementation – and plan enforcement once implemented.

At the time of this report's writing, the hybrid learning return plan for HDLA had not been finalized. This report is drafted upon the presumption that the school will employ a version of what many K-12 schools are implementing for their return: a hybrid approach whereby the student population is divided by grade level with each grade (or possibly more than one grade) returning to campus for at least one day per week for in-person instruction. Recommendations throughout this report are made based upon the school employing some version of the foregoing. This plan may be updated based on the learning model the school ultimately chooses to employ.

### **Symptom Screening**

A recommendation is made for the school to encourage symptom and exposure screening for all staff and students at home each day before leaving for school. Parents and staff should be provided a list of COVID symptoms for review at home each day prior to leaving for school. Daily screening for COVID-19 symptoms, and for exposure to someone with COVID-19 prior to leaving for school, can prevent some people with COVID-19 from coming to school while infectious, thus preventing in-school transmission. Students and staff exhibiting symptoms, including a temperature of 100.4 degrees or higher, should then stay home. Please see also the Isolation Room section of this report for information regarding students or staff exhibiting symptoms while at school.

### **Exterior: Traffic/parking lot pickup and drop-off plans**

As a general protocol, it is recommended that drop-off and pickup times be staggered across grades to the extent practicable. The goal is to minimize interaction between, and congregation of, students and staff campus wide. Staggering these times 5-10 minutes per grade at both drop-off and pickup time will help limit the interaction and is recommended as part of the school's overall plan. A full traffic plan graphic delineating drop-off/pickup area, and isolation room location may be found in the Appendices section of this report. Please see also the PPE section of this report for recommendations related to safety attire for staff performing temperature checks. Social distancing protocols and signage should be enacted and enforced while students around campus.

### **Interior: Student/staff flow plans**

It is recommended that students continue to use the main gate at the parking lot for ingress/egress to school grounds. Since classroom, office and bathroom areas are currently all accessed through exterior doors, no physical changes need to be made. As an ongoing schoolwide recommendation, masks should be worn at all times in addition to all students and staff maintaining a minimum distance of 6' from each other. See the School Signage Plan section of this report for details regarding signage. Please see also the PPE section of this report for recommendations related to safety attire for teachers and isolation room attendants.

### **Isolation Tent & Room**

It is recommended that the school designate an isolation room where staff and scholars can be sent in the event of illness or COVID-related symptoms that develop throughout the day. Students or staff who exhibit COVID-19 symptoms, or who have had close contact with an individual who has screened positive for COVID-19 symptoms, are accompanied to a preselected quarantine space where they can remain until arrangements are made for their return home. Any students or staff exhibiting symptoms should immediately be required to wear a face covering (if not already) and be required to wait in the isolation area until they can be transported home or to a healthcare facility as soon as practicable. Attending staff are recommended to wear a gown, protective eyewear (goggles or face-shield), mask and gloves at all times while in the isolation room. Cleaning/disinfecting will be especially necessary for this area. There is currently a canvas-covered tent area just inside the school's main gate which, with modest enhancements, could serve as the school's isolation room. Canvas coverings (matching those of the roof) could be added to two (or three) sides of the initial portion of this tent area so as to create a viable space for students to isolate until they leave campus. An alternate location during inclement weather should also be specified, and the after-school room may be a viable interior location for the isolation room.

### **Reception Area and Administrative Offices**

Given the administrative office area is the main point of contact for school administration and campus visitors, extra precautions should be taken in this area. The existing Plexiglas partition on the main reception desk is insufficiently small to provide adequate separation between office staff and others in the area. A larger more robust partition is therefore recommended for this desk. Please see below for pricing and the Appendices section of this report for examples.

### **Plexiglas Partitions**

As noted above, in order to provide an added layer of protection for staff and students, it is the recommendation of this report to install temporary Plexiglas partitions on all teacher desks as well as an expanded partition on the main reception desk. Note the implementation of these partitions should not preclude the use of face masks and social distancing protocols whenever possible. During the site visit it was noted that the school had received a shipment of Plexiglas partitions. Since the shipment was still in packing materials, our team could not verify the partitions. It is possible the partitions could meet the recommendations of this section. Please see the Appendices section of this report for various examples of this measure. Note that pricing below includes drop-shipping of the partitions to the campus where school staff will install them.



### **Plexiglas Partitions Cost Estimate:**

- **10 teacher desks, 1 reception desk \$1,682**

### **Classroom Management**

In the original classroom layouts students are seated within 2-3' of each other and may at certain times, most notably during classroom ingress and egress, be significantly closer to each other. In the younger grades multiple students may sit at the same desk. To ensure proper physical distancing spacing of at least 6' between students and staff, classroom population sizes will need to be reduced and the layout reconfigured. Where possible, other classroom furniture such as bookshelves or cubbies may be used to encourage separation and social distancing. In some instances, existing furniture may need to be moved within the classroom or removed from it altogether. Care should also be taken to ensure that student belongings are stored in a manner that minimizes student interaction and that the belongings are handled only by the owner. Students should take the most direct route to their seat and sit in the same assigned seat daily while in class.

Proposed layouts for the classrooms across the portfolio effectively reduce classroom size to 12 students and provide adequate physical distancing when entering/leaving and while in the classroom environment. These proposed layouts also ensure that teacher's desk in every classroom are a minimum of 6' (and 8' to 10' is preferred) from any student desk. Students should take the most direct route to their seat and sit in the same assigned seat daily while in class. Painter's tape or similar may be used to delineate the correct position of tables and chairs to help ensure proper distance is maintained. Protocols for ensuring students and staff entering and exiting the classroom spaces maintain a minimum distance of 6' are also a recommendation. Proposed classroom layout schematics are included in the Appendices sections of this report.

### **Bathrooms**

It is our understanding that the two larger bathrooms (located next to room B5) are maintained by SDUSD and not HDLA staff. Notes in this section therefore refer primarily to the bathroom areas located in HDLA areas and should be considered advisory for the areas maintained by SDUSD. Bathroom areas will require specific signage and protocols to limit the number of users at any given time. Care should be taken to designate sinks, stalls, dryers or other equipment that may be off-limits during the pandemic. Water supply valves at unused sinks should be shut off. "Caution tape" or other similar approaches may be used to ensure the equipment and areas are properly marked as unusable. All bathroom surfaces and areas should be considered high-touch and should be cleaned and disinfected according to the related protocols. Please see the Cleaning & Disinfecting section of this report.

### **Pathways/Classroom Access Ramps**

In order to ensure students and staff maintain the recommended 6' distance from each other while moving throughout campus spaces, a general recommendation is to delineate one-way areas of foot traffic flow. Given that movement between classroom spaces takes place in exterior areas, there is sufficient space to ensure the 6' minimum distance between students. As an example, simply applying taped arrows or other directional indicators on the pathways and exterior walls is a straightforward means of directing traffic. Following a 'rules of the road' approach, students and staff should be directed to keep to the right while in pathways and on the approach ramps to classrooms. A cost-effective approach for the school is to purchase its own self-adhesive caution tape and have staff apply it in accordance with these recommendations.

### **Sanitizing Stations**

In order to provide adequate opportunities for proper hand hygiene by all students and staff, while minimizing student interaction at bathroom spaces, it is recommended that sanitizing stations be installed in school spaces at the rate of 1 per classroom and office space. Doing so will ensure students and staff may sanitize hands frequently throughout the school day while still maintaining physical distance from other students and staff. Staff should be sure to train and monitor students to use the station each time they enter the classroom. Stations may be refilled by school staff with appropriate EPA-approved sanitizer. At the time of the site-visit it was noted that wall-mounted sanitizing stations were installed in some but not all of the classroom spaces. In those classrooms without permanent stations, portable containers and sanitizing wipes were noted. Both of these solutions are an effective means of ensuring adequate sanitizing options, however care should be taken to ensure that all containers are filled regularly. Please see the Appendices section of this report for sanitizing product options and pricing. In addition to the interior sanitizing stations recommended for all classroom and office spaces, an additional (4) portable, stand-mounted stations are recommended for exterior areas: one (1) at the main gate from the parking lot, one (1) at the approach ramp to the main office, one (1) adjacent to the green-top area between CR 21 and 17, and one (1) at the gate to the playground. Please see the Appendices section of this report for sanitizing product samples.

### **Sanitizing Stations Cost Estimate**

- **Four (4) stations with portable stand: \$480**

### **Lunch Service**

The overarching recommendation for the campus is to have students remain in their classrooms and have lunch delivered. Doing so ensures minimal contact between students and between cohort groups. If this approach is not practicable, administration may consider lunch in an outdoor setting where social distancing protocols, including a minimum of 6' spacing between student and wearing of masks when not actively eating, be followed. In order to provide adequate seating for students, temporary Plexiglas partitions could be installed (lengthwise) on the existing exterior tables.

### **Water Service**

It was observed during the site visit that SDUSD has installed a bottle-filler adapter that replaces the existing fountain spouts on fountains at the Webster Elementary portion of campus, including on the exterior sink adjacent to the bathrooms shared by HDLA students (i.e., bathrooms next to Room B5). This approach is a viable means of providing reasonable no-touch water service whereby students and staff bring and fill their own water bottles. The school could consider installing these same units on select sinks through its campus. Knowing that budget is a concern for the school and given the reasonably limited number of students on campus during a hybrid model, it may be possible that as few as two (2) fillers could provide water service at the site. (We would otherwise recommend the installation of bottle fillers in each classroom/office space). As an example, bottle fillers could be installed at the sink in the main office and in the after-school room – provided that students could easily access these spaces without interrupting class or staff. Pricing for these units, including installation, is provided below. The schools could consider self-installing these units as a partial cost-saving measure. The school should be prepared to communicate that students and staff should bring and fill their own water bottles. HDLA should also be prepared to have a supply of plastic water bottles for any students or staff who forget to bring their own. Signage should be placed near the sinks advising “No Drinking, Filling of Bottles Only” or similar.

### **Touchless Water Fountain Bottle Filler Adapters Cost Estimate**

- **2 sink-mounted bottle-fillers (installed): \$400**

### **Cleaning & Disinfection Protocols & Materials**

It is our understanding that cleaning and disinfecting are the responsibility of HDLA as SDUSD is not providing any custodial staff on site. The Appendices section of this report contains a schematic for recommended cleaning materials as well as protocols and instructions for the daily cleaning and disinfecting of various types of surfaces and equipment found throughout the campuses. It is recommended that these specific cleaners be used and that the staff is trained on the various protocols. As a standing protocol for at least the duration of the pandemic, a thorough nightly cleaning should take place on a daily (Monday-Friday) basis. In addition, we recommend the site undergoes an initial deep cleaning by a specialized cleaning crew. Doing so will ensure each school is hygienic as possible, and then subsequent regular cleanings will stand a higher likelihood of maintaining this level of cleanliness.

### **Deep Cleaning Cost Estimate:**

- **\$700**

Of primary importance is the cleaning and disinfecting of frequently touched surfaces. Janitorial staff can apply Turbo-Kill or equivalent product directly to a carton of disinfecting wipes and then use these for high-touch surface cleaning. These surfaces should be cleaned in this manner a minimum of three times per day. These high-touch surface include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Handrails
- Tables
- Student Desks
- Chairs

Protocols for cleaning and disinfecting are also noted in the bullet points below. Janitorial staff should be made aware of these protocols to ensure their consistent application. Likewise, the materials list contained in the Appendices section of this report should be reviewed by all staff to ensure the correct cleaners and disinfectors are being used as directed.

- **Cleaning:**
  - Wear disposable gloves to clean and disinfect
  - Clean surfaces using soap and water, then use disinfectant
  - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces
  - Practice routine cleaning of frequently touched surfaces
  - More frequent cleaning and disinfection may be required based on level of use
  - High touch surfaces include: Tables, doorknobs, light switches, handrails, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- **Disinfecting:**
  - Ensure product is EPA-approved for the specific surface you will be disinfecting
  - Follow product directions
  - Pre-clean the surface if visibly dirty or if noted in the directions
  - Follow the contact time in the directions. The surface should remain wet for the entire contact time given to ensure product effectiveness
  - Wear gloves and wash hands. For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.
  - A table outlining specific products and cleaning/disinfecting protocols, along with recommendations for cleaning frequency and contact time is located in the Appendices section of this report.

Finally, safety is very important. Please be sure to wear the appropriate protective equipment while you disinfect: a cloth face covering, plastic face shield, and nitrile gloves. Please also keep the area being cleaned well-ventilated, particularly if it is a small enclosed space (for example, prop open the bathroom doors as you clean). Dispose of nitrile gloves and wipe down the plastic face shield with a disinfectant wipe (for example, a Clorox or Lysol wipe) when you finish, and be sure to wash hands with soap and warm water for at least 20 seconds.

## Trash

All trash and refuse across the sites should be considered to be infected and should be treated as such. Janitors, porters and any other staff coming into contact with trash should wear nitrile gloves and take extra care while handling and disposing of trash. Extra efforts should be undertaken to ensure trash receptacles are emptied frequently so that spillovers are avoided. All existing trash cans should use trash liners and additional trash cans and liners should be added throughout campuses in order to minimize overflow.

### **Custodial Training**

Custodial staff plays a vital role in keeping the facility clean and safe for staff and students. COVID-19 related protocols and methods present opportunities to educate and training existing (and additional) staff on the recommended methods. Additionally, products previously used for cleaning the school may not meet the EPA-recommended guidelines for cleaning materials related to COVID-19. The Appendices section of this report contains a schematic for recommended cleaning materials as well as protocols and instructions for the daily cleaning and disinfecting of various types of surfaces and equipment found throughout your campus. It is recommended that these specific cleaners be used, and the staff reviews/is trained on the various protocols.

### **Air Filtration & Ventilation**

Increased filtration, ventilation and purification are considered to be the three most effective measures related to the school's inside air. Having a continuous flow of outside air into interior spaces is a highly beneficial and cost-effective means of supplying clean air. Doing so is an integral part of a proper plan to inhibit spread of the coronavirus. As a standard protocol, windows and doors should be left open in all occupied interior spaces to the extent practicable in order to facilitate the inflow of fresh, outside air. Any HVAC units serving a given space – and especially the isolation room – should be assessed and adjusted to the extent possible to maximize the inflow of outside area into conditioned spaces.

Return air grilles, fan grilles and any other equipment which has forced air moving over it should be cleaned thoroughly once a day, at a minimum. The addition of HEPA air purifiers, especially in places where bringing in outside air is not possible or limited, is also recommended. In general, one (1) HEPA air purifier is sized to service one (1) given space (e.g. classroom, office, etc.), however we recommend a minimum of two (2) purifiers in any isolation room space. Approximate pricing for HEPA air purifiers is \$350/unit delivered. We recommend the school install HEPA air purifiers in approximately eleven (11) spaces across its campus. (e.g., nine (9) classrooms, and one (1) office space, including two (2) in the 6-to-6 isolation room). Please see the Appendices sections of this report for a sample purifier.

#### **HVAC Cost Estimate:**

- **HEPA Air Purifiers (11): \$3,850**

### **School signage plan**

A proposed signage plan has been prepared by a local signage vendor who specializes in K-12 school operations. The primary aims of the signage plan are to direct traffic flow of students and staff throughout various school spaces, as well as to educate all on new protocols related to social distancing, personal hygiene, facility cleaning and other concerns related to COVID-19. Plan elements may be selected on a sign-by-sign basis at the school's discretion. Please see the Appendices section of this report for signage plans for each site including graphics and key. Note the vendor pricing excludes installation, so the school could consider self-installing the signs as a partial cost-saving measure.

#### **Signage Cost Estimate (excluding installation):**

- **\$550**

### **School Outreach & Communication**

Your school community and stakeholders want to know that HDLA is doing all it can to ensure health and safety throughout its campuses, and that HDLA is doing its part to stem the spread of COVID-19. School administration should ensure all implemented measures undertaken through this plan, as well as other actions that school may be taking, should be communicated clearly and frequently in an ongoing basis to your community and stakeholders.

### **Personal Protective Equipment (PPE)**

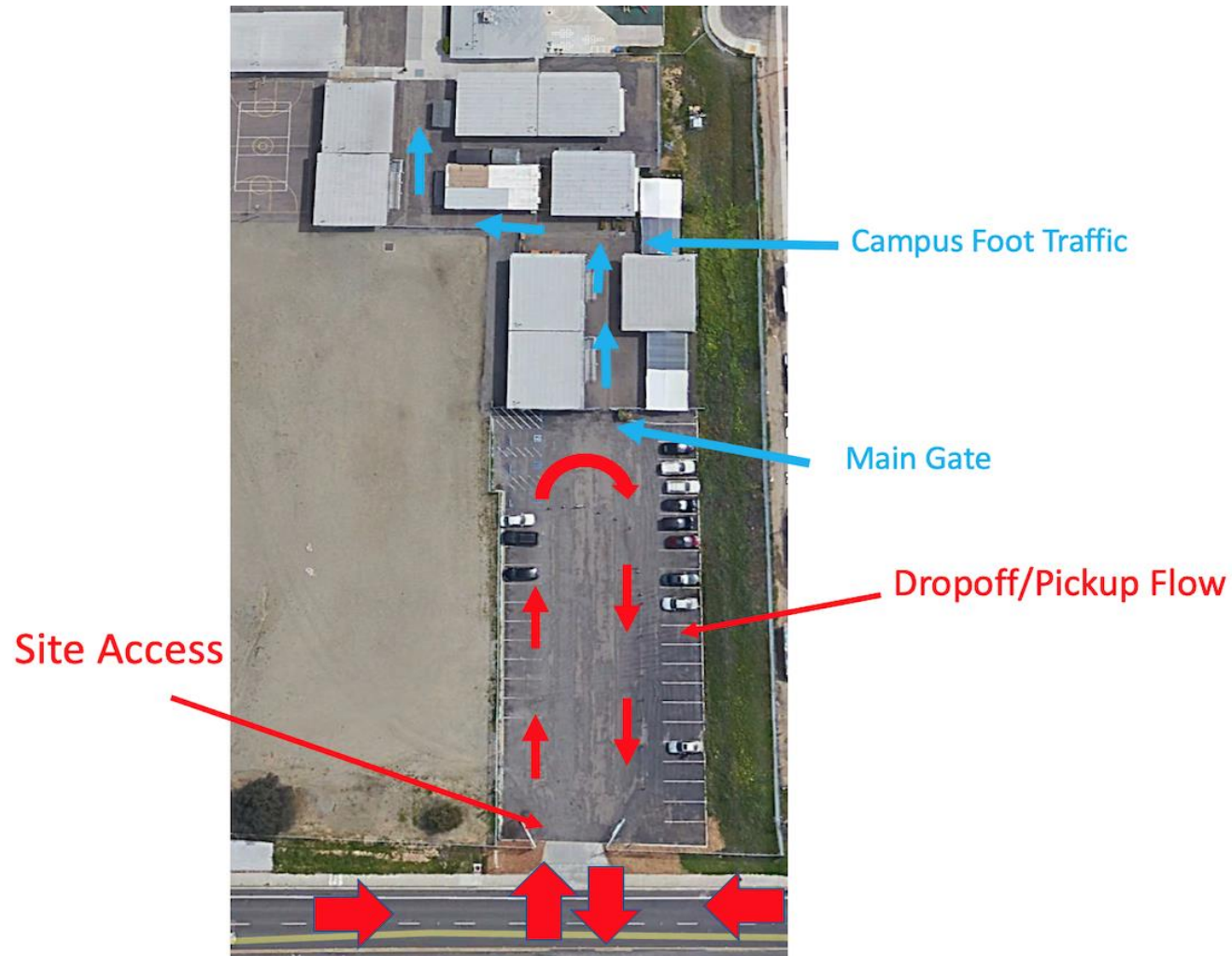
Based on your school's anticipated number of students and staff during the hybrid-learning model you have selected, the list below constitutes the recommendations for personal protective equipment (PPE). This list is preliminary and may be updated as onsite conditions dictate. Quantities below are estimates for a 90-day supply, based HDLA's overall student & staff population. Quantities may be adjusted commensurately with site-specific populations. Schools should take care to closely monitor ongoing usage of PPE and estimated lead times to ensure ongoing supplies are maintained at adequate levels. We are available to engage with HDLA staff to ensure optimal pricing, quality and vendor relations are addressed to HDLA's benefit. As a standing protocol, isolation room staff should wear a gown, gloves, protective eyewear (face shield or goggles), as well as a KN95 or 3-ply surgical mask while in the isolation room. Teachers and staff in high contact with students should wear gloves, protective eyewear (face shield or goggles), as well as a KN95 or 3-ply surgical mask. Teachers should wear a 3-ply surgical mask and protective eyewear (face shield or goggles) while in the classroom setting.

- 3 reusable masks per scholar
- 3 reusable 3-ply surgical masks per staff member
- 3 sets of gowns, gloves and goggles (or other protective eyewear) per isolation room staff
- 500 disposable masks per school
- 1 reusable face shield/goggles per teacher/administrative staff
  - It is recommended that high contact staff utilize eye protection (goggles or face shield) and a surgical mask when interacting with students
- 200L of Ethyl Alcohol-based hand sanitizer per school
- 100 containers of 80ct disinfectant wipes per school
- 500 pairs of nitrile gloves per school
- 4 no-touch thermometers per school
- 75 KN95 or 3-ply surgical masks per site for staff supervising scholars who have been exposed or exhibit symptoms



## Appendices

### Exterior: Traffic/Drop-off & Pickup; Site Access



**Proposed Isolation Tent & Room**

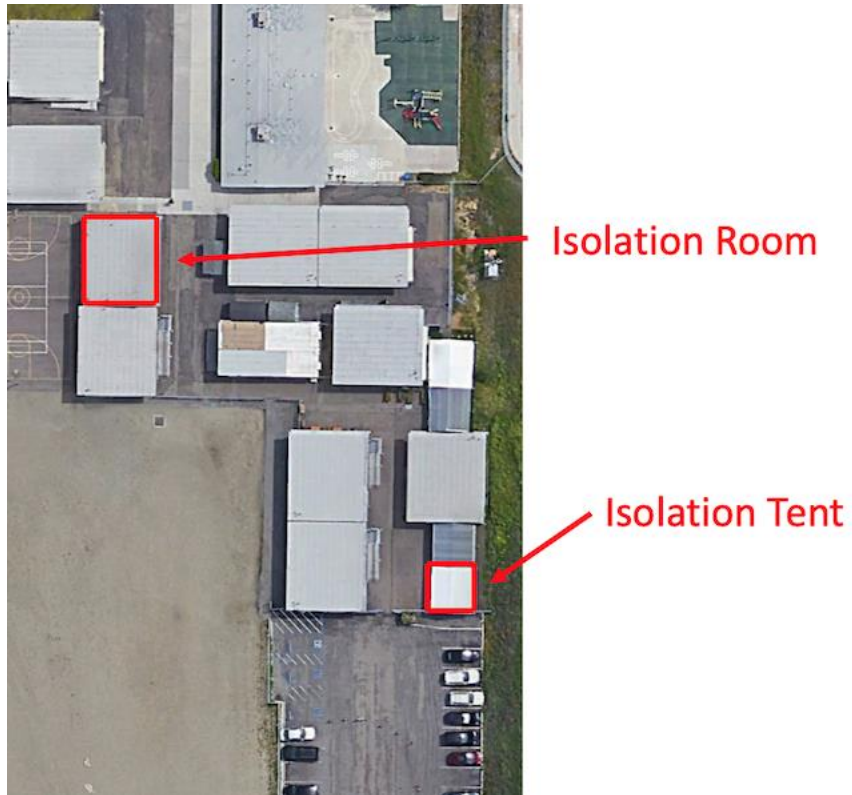


Figure 4: Isolation Tent

**Sanitizing Station Options**



**Automatic (Battery) Hand Sanitizer Dispenser - \$40**



**Sanitizer Dispenser Stand - \$55**

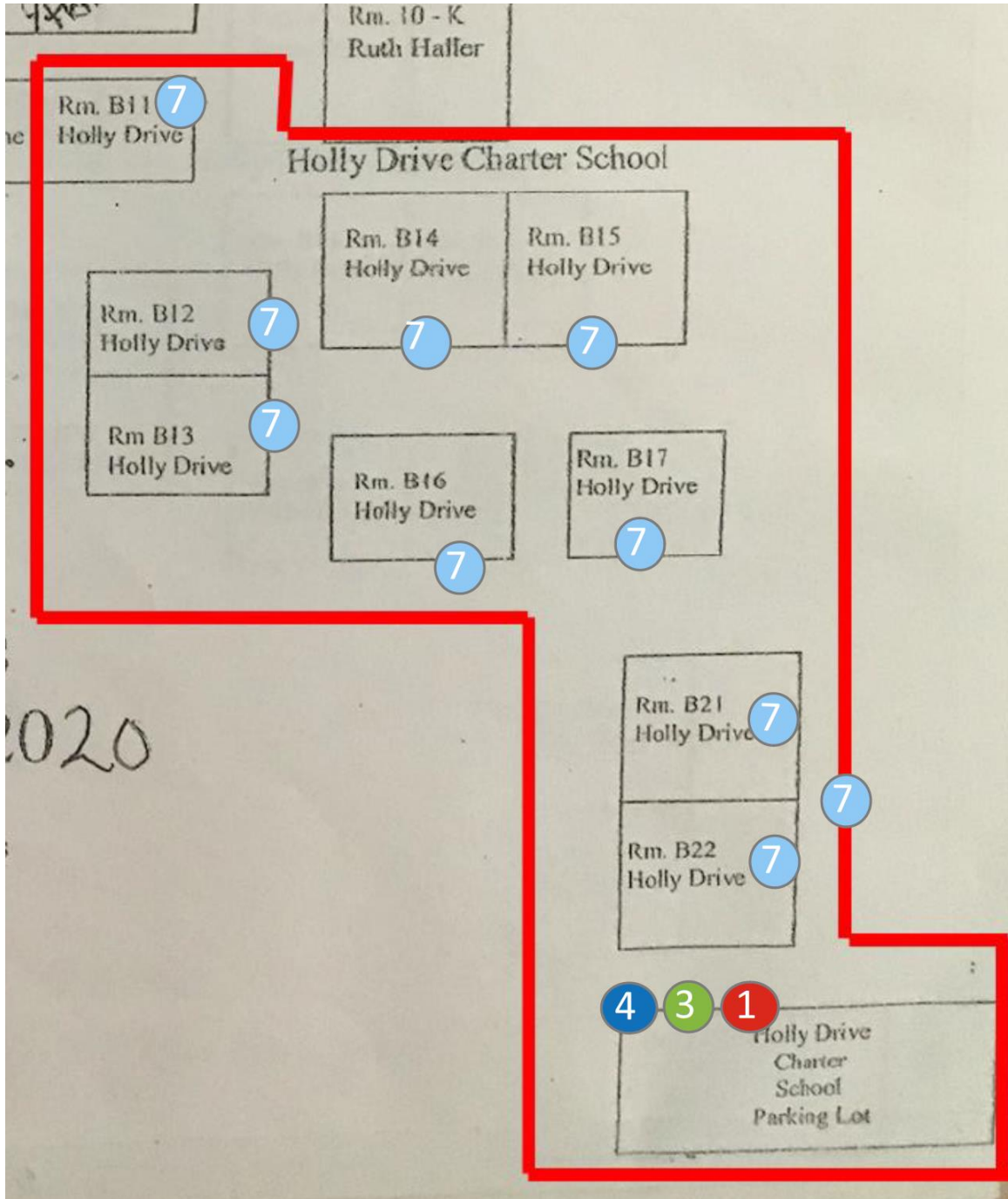
**(Per unit cost above excludes shipping, but is included in summary pricing in other sections of this report)**

**Water Fountain Bottle Filler Adapter**

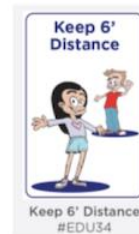


**Water Fountain Bottle Filler Adapter (same unit as installed by SDUSD): \$150 (est., excluding installation)**

**Signage Plan**



**Sign Samples**





**Reception/Office Areas – Plexiglas Partition Options**



### Teacher's Desk Plexiglas Options

- Available in clear
- 24"H
- Mounted to desks using only Single or Dual mount



### desk mounts



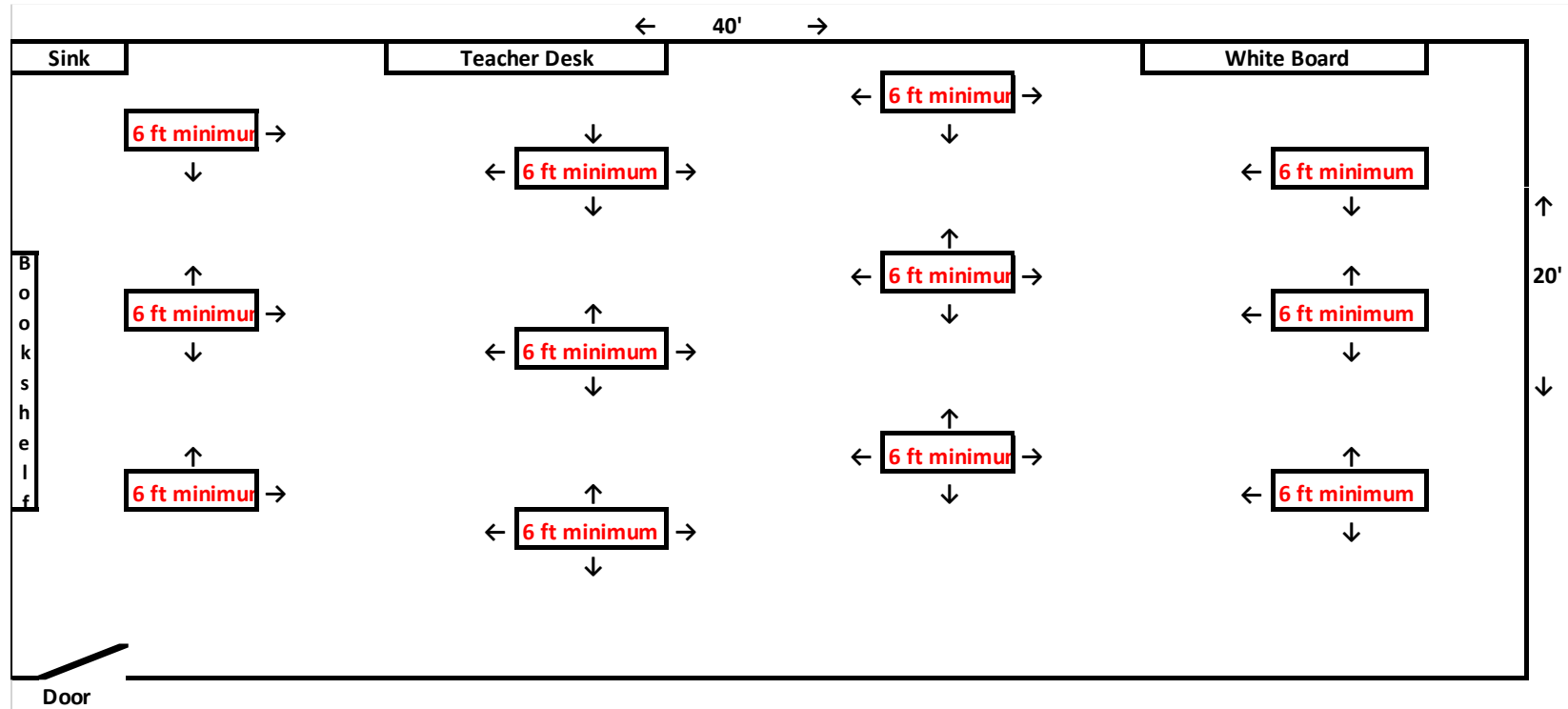
Single mount – wraps around a 1" thick surface. Screws from the underside. No need for holes in the top of the desk. Must have an overhang to work.



Dual mount – goes in between 2 face-to-face work surfaces. Cut outs wrap around a 1" thick surface. Screws from the underside. No need for holes in the top of the desk. Must have an overhang to work.

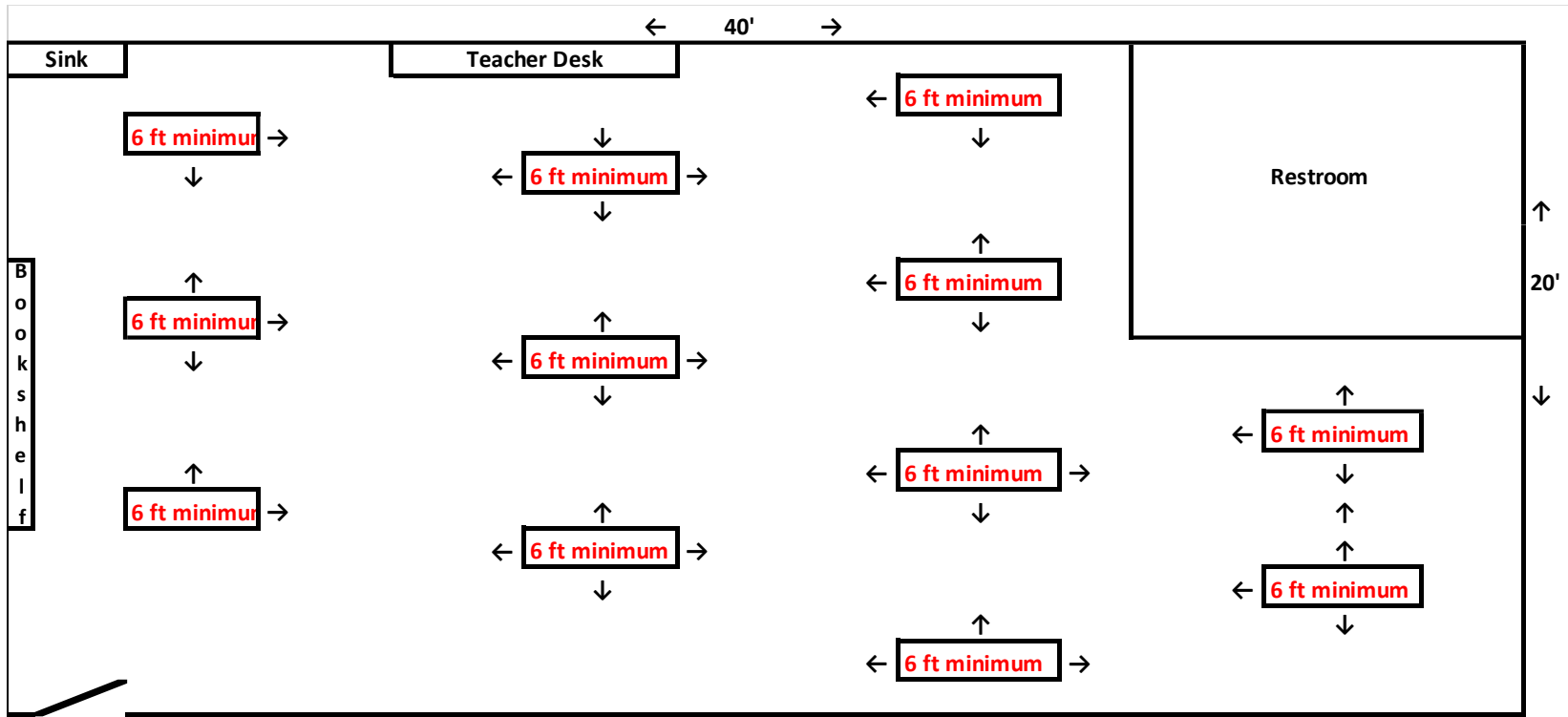


**Proposed Classroom Layout - Standard**



Proposed Layout #2; 12 students 1 teacher  
 Desks = 2' x 4'; some classrooms have integrated desks/chairs  
 Layouts are approximate and may be adjusted to allow for individual configurations  
 Classroom dimensions, furniture and door placement may vary slightly; may be mirror images

**Proposed Classroom Layout – with restroom**



**Proposed Layout #2; 12 students 1 teacher**  
 Desks = 2' x 4'; some classrooms have integrated desks/chairs  
 Layouts are approximate and may be adjusted to allow for individual configurations  
 Classroom dimensions, furniture and door placement may vary slightly

**Daily Disinfection Protocol**

Regular disinfection of high-touch surfaces is a critical part of maintaining health and safety in our schools. Below, please find the recommended surfaces to disinfect, as well as recommended frequency per day. Only EPA approved products should be used for disinfection.

Please note that scholars and staff should wipe down their desk and chair with a disinfectant wipe (e.g. Lysol or Clorox) each time they transition. For example, at the end of a class period, scholars and staff should wipe down their surface prior to moving to their next location. Additionally, scholars and staff who are entering a classroom space should disinfect their desk and chair with a wipe prior to sitting down.

Finally, safety is very important. Please be sure to wear the appropriate protective equipment you disinfect: a cloth face covering, plastic face shield, and nitrile gloves. Please also keep the area being cleaned well-ventilated, particularly if it is a small enclosed space (for example, prop open the bathroom doors as you clean). Dispose of nitrile gloves and wipe down the plastic face shield with a disinfectant wipe (for example, a Clorox or Lysol wipe) when you finish, and be sure to wash hands with soap and warm water for at least 20 seconds.

Area	# Per School	Minutes per Area	Minutes to clean once	Ideal Frequency Per day (minimum, once a day)	High-touch areas	Notes
Classroom Desks and Chairs	15	10	150	1x a day by custodial staff At each transition by scholars or instructional staff	Student desks and chairs	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 4 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Classroom Door handles	30	1	30	3x a day	Door handles	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Bathrooms	8	5	40	3x a day	Sinks, counters, toilet/urinal handles, door handles and knobs	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Admin Area	1	10	10	3x a day	Counters, acrylic/plexiglass barriers if applicable	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Panic Bars	6	2	12	3x a day	Bars, other door handles and knobs	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Handrails	4	2	8	3x a day	Handrails	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Elevators	1	5	5	3x a day	Buttons, inside and outside	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Water Fountains	6	5	30	3x a day	Button and spout	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).
Meal Areas	1	15	15	N/A if using classrooms for meals; If not using classrooms for meals, disinfect after each meal	Tables, benches/chairs, service counters, acrylic/plexiglass barriers if applicable	Clean visibly dirty surfaces with soap and water prior to disinfecting.  Apply EPA approved product to high-touch area and let sit for 10 minutes before wiping down. After 10 minutes, wipe down surface with a paper towel. Dispose of paper towel (do not re-use).

HEPA Air Purifier



Medify MA-40 Air Purifier with H13 True HEPA Air Purifier; removes 99.9% of particles down to 0.1 microns; \$350/unit drop-shipped

**Facility Recommendations Cost Estimate Summary**

<b>Recommended Measure</b>	<b>Total</b>
Sanitizing Stations	\$ 480
Water Service	\$ 400
Deep Cleaning	\$ 700
PlexiGlas Partitions	\$ 1,682
(11) HEPA Air Purifiers in classroom and office spaces	\$ 3,850
Signage	\$ 550
	<b>\$ 7,662</b>

## Re- Open Plan

April 12, 2021 – April – April 30, 2021

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Kindergarten</b>	<u>In-Person Classes on campus 8:00am – 2:30pm</u>	<u>Zoom Class with your Teacher</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>	<u>On- line and printed work from home</u>	<u>On-line Work at home</u>
<u>HEAT Before-School Program</u>	<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>		
<u>HEAT afterschool Program</u>	<u>2:30pm -6:00pm</u>		<u>2:30pm -6:00pm</u>		

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>First Grade</b>	<u>In-Person Classes on campus 8:00am – 2:30pm</u>	<u>Zoom Class with your Teacher</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>	<u>On- line and printed work from home</u>	<u>On-line Work at home</u>

<u>HEAT Before-School Program</u>	<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>		
<u>HEAT afterschool Program</u>	<u>2:30pm -6:00pm</u>		<u>2:30pm -6:00pm</u>		

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Second Grade</b>	<u>On- line and printed work from home</u>	<u>In-Person Classes on campus 8:00am – 2:30pm</u>	<u>Zoom Class with your Teacher</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>	<u>On-line Work at home</u>
<u>HEAT Before-School Program</u>		<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>	
<u>HEAT afterschool Program</u>		<u>2:30pm - 6:00pm</u>		<u>2:30pm - 6:00pm</u>	

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Third Grade</b>	<u>On- line and printed work from home</u>	<u>In-Person Classes on campus 8:00am – 2:30pm</u>	<u>Zoom Class with your Teacher</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>	<u>On-line Work at home</u>
<u>HEAT Before-School Program</u>		<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>	
<u>HEAT afterschool Program</u>		<u>2:30pm - 6:00pm</u>		<u>2:30pm - 6:00pm</u>	

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Fourth Grade</b>	<u>In-Person Classes on campus 8:00am – 2:30pm</u>	<u>Zoom Class with your Teacher</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>	<u>On- line and printed work from home</u>	<u>On-line Work at home</u>
<u>HEAT Before-School Program</u>	<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>		
<u>HEAT afterschool Program</u>	<u>2:30pm -6:00pm</u>		<u>2:30pm -6:00pm</u>		



	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Fifth Grade</b>	<u>In-Person Classes on campus</u> <u>8:00am – 2:30pm</u>	<u>Zoom Class with your Teacher</u>	<u>In Person Classes on campus</u> <u>8:00am – 2:30pm</u>	<u>On- line and printed work from home</u>	<u>On-line Work at home</u>
<u>HEAT Before-School Program</u>	<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>		
<u>HEAT afterschool Program</u>	<u>2:30pm -6:00pm</u>		<u>2:30pm -6:00pm</u>		

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>6<sup>th</sup> grade</b>	<u>On- line and printed work from home</u>	<u>In Person Classes on campus</u> <u>8:00am – 2:30pm</u>	<u>On- line and printed work from home</u>	<u>In-Person Classes on campus</u> <u>8:00am – 2:30pm</u>	<u>On-line Work at home</u>
<u>HEAT Before-School Program</u>		<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>	
<u>HEAT afterschool Program</u>		<u>2:30pm - 6:00pm</u>		<u>2:30pm - 6:00pm</u>	

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>7<sup>th</sup> Grade</b>	<u>On- line and printed work from home</u>	<u>On- line and printed work from home</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>	<u>On-line Work at home</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>
<u>HEAT Before-School Program</u>			<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>
<u>HEAT afterschool Program</u>			<u>2:30pm -6:00pm</u>		<u>2:30pm - 6:00pm</u>

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>8<sup>th</sup> Grade</b>	<u>On- line and printed work from home</u>	<u>On- line and printed work from home</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>	<u>On-line Work at home</u>	<u>In Person Classes on campus 8:00am – 2:30pm</u>
<u>HEAT Before-School Program</u>			<u>6:00am – 8:00am</u>		<u>6:00am – 8:00am</u>

<u>HEAT afterschool Program</u>			<u>2:30pm -6:00pm</u>		<u>2:30pm - 6:00pm</u>
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### Safety Measures

We have increased our health and safety measures. Everyone must follow all posted instructions while on campus.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death.

By attending in-person classes, you are confirming that you and all persons in your party are not:

- Experiencing any of the following symptoms of COVID-19 identified by the Centers for Disease Control and Prevention at [CDC.gov](https://www.cdc.gov), including:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In contact with or have been in contact with, someone with confirmed or suspected COVID-19 symptoms without completing a 14-day quarantine
- Under any self-quarantine orders

Families who cannot confirm all the above criteria must not come on campus.

### **Face Coverings**

Face coverings are required for all persons who enter the campus (ages 2 and up), including employees and those who have received a COVID-19 vaccine. Please bring your own face coverings and always wear them. You may remove your face covering while actively eating or drinking, but you must be stationary and maintain appropriate physical distancing.

### **All face coverings (whether disposable or reusable) must:**

- Fully cover the nose and mouth and secure under the chin
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops and be hands-free

Currently, neck gaiters, open-chin triangle bandanas, and face coverings containing valves, mesh material or holes of any kind are not acceptable face coverings.

The use of face coverings is not a substitute for physical distancing.

### **Temperature Screenings**

Everyone who enters the campus is required to undergo temperature screenings prior to entering the campus.

Based on guidance from health authorities, anyone displaying a temperature of 100.4 F or above will be directed to an additional location for rescreening. Anyone with a temperature of 100.4 F or above—in addition to everyone in that person’s party —will not be allowed entry. Before you leave home, be sure to check the temperatures of everyone in your party—including yourself—as an extra layer of precaution.

- Employee Screenings: All employees are required to complete a health screening and temperature check prior to coming to work.

**Return Date:** April 12, 2021

**Time:** 8:00am – 2:30pm

- Free breakfast and lunch will be given to all students
- Before and After school care will be available for those who sign up (6:00am – 6:00pm)

**Distance Learning-** If you DO NOT wish to send your child to in-person learning, they can remain in online distance learning mode for the remainder of the year. They will still receive full credit for all completed work online.

## April – June Calendar of Events

Monday, April 12, 2021	In-Person Classes begin (see attached schedule)
Friday, April 16, 2021	Kindergarten Graduation Picture Day
Friday, April 16, 2021	8 <sup>th</sup> Grade Graduation Picture Day
Monday, April 26, 2021	Tentative Fieldtrip to Carlsbad Flower fields (K-8)
Monday, May 31, 2021	No School – Memorial Day Observed
Thursday, June 3, 2021	Last day of school for students
Thursday, June 3, 2021	Report Cards are mailed home
Friday, June 4, 2021	Kindergarten, and 8 <sup>th</sup> Grade graduation 9:30am
June 7 – June 11, 2021	Academic Recovery week
Monday, June 14, 2021	Last day to turn in any academic recovery assignments