



LODI SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL

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Plans for Continued Operations of Lodi SDA Elementary

This document was approved by the LSDAE board
on January 12, 2021

Lodi SDA Elementary Operation Plan with Covid

1. Local Conditions to Guide Reopening

The State of California and San Joaquin County have lifted the State Stay-Home orders, thus allowing schools to reopen as long as they follow the written guidelines. Protective equipment including masks, shields, handwashing stations, no-touch thermal scan thermometers and disinfecting supplies have been ordered for the first semester of school.

2. Plan to Address Positive COVID-19 Cases or Community Surges

- a. If in the course of the school year, the State or County mandates that we revert back to distance learning, we will comply.
- b. If a student, staff member or parent tests positive for COVID-19 during the course of the school year we will consult with local public health officials to determine if that classroom might need to be closed temporarily and quarantined as students and staff isolate. In addition, any close contacts, such as siblings and/or parents will also be asked to isolate.
- c. Additional areas beside the classrooms, visited by COVID-19 positive individuals, will need to have a deep cleaning and disinfecting process before staff and students return to that area.
- d. Education for the affected class will continue via zoom during the quarantine period. Should the teacher of the affected class become ill, a substitute teacher will be hired to keep the zoom class going.

3. Injury and Illness Prevention Plan

- a. Our IIPP has been updated to include the necessary changes to protect our students and staff from COVID-19.
- b. The updated plan will be presented at staff orientation in August 3, 2020.
- c. The updated plan will be presented to our parents at the Parent Orientations. These meetings are scheduled for August 6 and 12, 2020.

4. Campus Access

Our school plant is large, with plenty of outside areas to play. This will be helpful for us being able to maintain social distancing with our students.

- a. We will minimize the numbers of people on our campus by not allowing parent volunteers or guest speakers to interact with our students.
- b. Any staff or students showing signs of illness or with a temperature of 100.4 or above will not be admitted on campus.

- c. Parents will be asked to take their child(ren)'s temperatures before dropping them off at school. Staff should take their own temperatures before coming to school.
- d. As they enter the school property, visual wellness checks, questions concerning any COVID symptoms and temperature checks will be performed on each school staff member. Temperatures will be taken with no-touch thermometers. Staff members will wash or sanitize their hands as they enter the property.
- e. As they enter the school property, visual wellness checks, questions concerning any COVID symptoms and temperature checks will be performed by school staff on every student. Temperatures will be taken with no-touch thermometers.
- f. Before entering the classrooms, students will wash or use hand sanitizer.
- g. Marks on the concrete outside classrooms will indicate 6-foot distancing for lining up to enter class.
- h. 6-foot distancing marks will be placed on the concrete where students gather to return to class.
- i. Students will be spaced 6 feet apart from each other. In a situation where that is impossible, we will provide a clear screen divider for added protection.
- j. If a student or staff become symptomatic during the course of the school day, he or she will be given a face mask to wear and placed in the sick room until a parent comes to pick them up. Should multiple students or staff require isolation, they will be spaced 6 feet apart in the hall outside the office. As parents take their child away, we will give them a written sheet with the CDC criteria to discontinue home isolation. These must be followed before the student or staff may return to school.
- k. While current COVID-19 guidelines are in place, use of the facility by people not part of the church and school will be curtailed.
- l. Deliveries will all be funneled through the front office. A clear shield will be hung in front of the window to protect office staff as deliveries are made.

5. Hygiene

- a. During the first week of school, staff will teach students how to wear and use face coverings, how and when to wash/sanitize their hands, how to properly cover coughs and sneezes and the procedure for letting someone know if they are not feeling well.
- b. Each classroom has a sink for hand washing. In addition, a hand sanitizing station, with fragrance free more than 60% alcohol will be set up in every classroom to minimize wait times at handwashing stations.

6. Protective Equipment

- a. Training for staff on the proper use, removal and washing of PPE equipment will be done during the pre-session staff meetings.
- b. All staff should have face coverings and/or shields while interacting closely with students.

- c. Face coverings or shields are available in the office for staff members who forgot to bring their own.
- d. Disposable gloves are available for staff members when needed. Janitorial staff will be required to wear gloves when doing deep cleaning or working with disinfectants.
- e. Students will bring face covering to school on a daily basis. Face covering will be used whenever physical distancing is not possible. They will be required to have face covering on when they enter campus to have their temperatures checked, and when waiting to be picked up at the end of the day. At other times throughout the day, when the teacher(s) deem it necessary, students may be asked to put their face coverings on.

7. Physical Distancing

- a. Student will be spaced six feet apart when seated at their desks. If this is not possible, then a clear barrier will be placed between the students. Desks will be arranged so that students are facing forward.
- b. School capacity will be limited so that we can maintain the required six foot social distancing in each classroom.
- c. Small group activities and play spaces will be arranged to maintain as much separation as possible.
- d. Physical barriers are installed in at the office window and the Kid's Cantina windows.

8. Cleaning/Disinfecting

- a. High cleanliness standards will be maintained throughout the year.
- b. Sharing of materials, toys or electronics will be kept to a minimum.
- c. Disinfection of surfaces and materials will be done periodically throughout the day.
- d. Door handles, bottle fillers, sink handles, and restroom surfaces will be disinfected after each class uses them. The Janitor will also disinfect them at lunch and after dismissal.
- e. Ventilation systems have been checked and new filters installed throughout the school.
- f. Each student's belongings will be kept separate from other students and sent home daily.

9. Employee Issues

- a. Pre-session staff training will be done with all employees. Training will include:
 - i. Disinfecting Frequency, tools and chemicals to be used
 - ii. Physical distancing implementation
 - iii. Symptom screening implementation, including temperature checks

- iv. Use of protective equipment
 - v. Cough and sneeze etiquette/ Hands away from face
 - vi. Frequent handwashing and proper technique
 - vii. Confidentiality around health recording and reporting.
- b. The front office administrator and principal, will be the liaison(s) responsible for responding to COVID-19 concerns.
 - c. Reasonable accommodations will be made for the one teacher on our staff who has a serious pre-existing breathing condition.

10. Communication with Students, Parents, Employees, Public Health Officials and the Community

- a. There are two meetings scheduled prior to the start of school in which the stakeholders of the school can meet with administration regarding implementation plans. At this time the proper use of PPE/EPG equipment, cleanliness and disinfection, transmission prevention, when to keep your child home, and how to report a COVID event will be discussed. The Lodi SDA School Board has already met with administration to develop this plan.
- b. LSDAE Communication Plan is as follows:
 - i. Contact the San Joaquin County Office of Public Health Contact if any student or staff member tests positive for Covid.
 - ii. Contact NCC Representative of the exposure. Review legal responsibilities with them at that time.
 - iii. Notify staff and families immediately of a possible COVID-19 Exposure.
 - iv. Advise the one(s) who have contracted COVID-19, not to return to school until they have met the CDC criteria to discontinue home isolation.
 - v. Consideration of the need to close class(es) during a time of quarantine will include:
 - The number of family members in the school who have been exposed.
 - Recommendations from the NCC
 - Current recommendations by the CDC
 - Input from administration and board

