

SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

SCHOOL INFORMATION

Today's date (mm/dd/yy): 12/14/2020

School name: AchieveKids

School reopening date (mm/dd/yy): 09/28/2020

Indicate school setting: Elementary (TK-6th

☒

Middle (6th-8th grades) ☒

High (9th-12th grades) ☒

grade) School/Program address:
3860 Middlefield Road

District Office/Main Administration address (if applicable):
3860 Middlefield Road

City: Palo Alto

City: Palo Alto

Zip code: 94303

Zip code: 94303

COVID-19 Designee Name: Julie Ngov

Name of person completing form: Julie Ngov

Direct phone for person completing form: 650-494-1200

Direct email for form completer: jngov@achievekids.org

CAMPUS PHYSICAL SPACE

Students:

Staff:

1. Provide the current anticipated number of students/staff on campus daily: 25

27

2. Which grades are/will be open? TK ☐ K ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☒ 6 ☒ 7 ☒ 8 ☒ 9 ☒ 10 ☒ 11 ☒ 12 ☒

3. How many individuals are expected to be on campus at any point in the coming month? 52

4. Provide the planned minimum distance between student desks: 6 feet

VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

Access to break rooms are limited and use of the area is discouraged.

6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

Outdoors tables, chairs, and shade are available. Tents have been ordered and will be available to provide protection from the elements.

7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

Opening operable windows, using high efficiency filters and air purifiers

8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

Our employees have been using County testing sites. We have contracted with an organization to provide routine testing onsite.

9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

We have established an "accordion model" which allows us to scale our in-person instruction in phases according to designated priority groups.

10. Provide link to complete school opening plan:

www.achievekids.org

School Preparedness Plan to Meet County Guidance for COVID-19

Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

VISITORS/VOLUNTEERS

The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.

FACE COVERINGS - We will support students and staff wearing masks by:

providing all students and staff with reusable and disposable face coverings. We will also have signs posted around campus to reinforce the message and requirement. We will provide verbal reminders, as needed.

PHYSICAL DISTANCING - We will support physical distancing by:

limiting the amount of people allowed on campus. We have also rearranged furniture and limited access to certain spaces designated for particular cohort groups. We will also post signs around campus indicating the requirement, and provide verbal reminders, as needed.

CLEANING & MAINTENANCE

We will support cleaning and maintenance of our campus by:

thoroughly and regularly clean any high traffic areas (including seating areas, break rooms, bathrooms, and other common areas) and frequently disinfect any high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, elevator controls, etc.). Cleaning supplies are also readily available around campus.

HYGIENE - We will support routine and frequent handwashing by:

installing a portable hand washing station, and encouraging frequent hand washing and/or use of hand sanitizer. We check frequently to ensure that hand sanitizer and/or soap and water are stocked at all times, and that all hand washing facilities are available and operable at or near the site entrance and at various locations throughout the campus.

ROUTINE TESTING - We will encourage and support staff testing by:

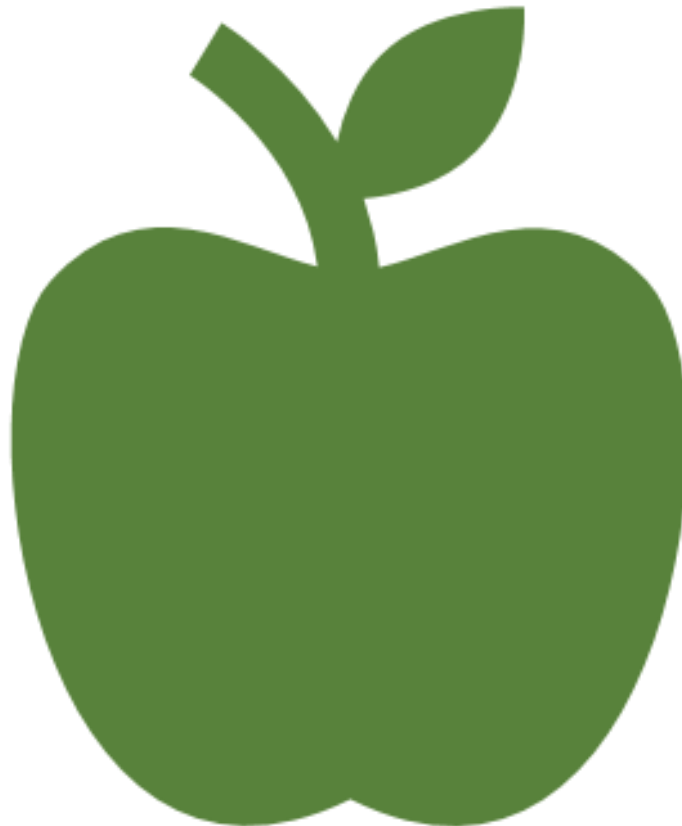
contracting with a organization to provide regular routine on-site testing. We will also encourage employees to use county testing sites by sending out email reminders, announcing verbal reminders, and posting the information on our company's intranet.

- Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**
- For more details, see our complete school opening plan here:**

www.achievekids.org

COVID-19 Prepared School

Initial Plan Date: 12/14/2020 Revised Preparedness Plan Date: 12/14/2020



This school, AchieveKids, has completed a **School COVID-19 Preparedness Plan** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this school's School COVID-19 Preparedness Plan Visitor Information Sheet (required to be posted with this sign). To see this school's complete School COVID-19 Preparedness Plan, go to: www.achievekids.org

Santa Clara County
**PUBLIC
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