



Burbank Campus In-Person Instruction Protocols

General Health & Safety Measures

Personal Health Measures

We must promote behaviors that reduce the spread of COVID-19.

The school will have signage that reminds people of safety messages.



Physical Distancing

All individuals on campus should remain at least 6 feet apart. We will work with students and staff to create conditions that make physical distancing possible.



Face Coverings: will be required inside and outside buildings.



Handwashing and Hand Sanitizing

There will be increased access and regular opportunities for students and staff to wash hands or use hand sanitizer throughout the day. Hand sanitizer is available in the hallways and in each classroom

Every employee and student will be required to complete on-line daily health screening prior to coming to campus.

As each child and employee arrives on campus, school personnel will check that they have completed their health screening and are cleared to be on campus as well as take their temperature using no-contact thermometers. Parents should remain in their vehicle.

Any child or employee with a temperature over the designated threshold will not be permitted to stay on campus.

Should a student develop a fever while at school, he/she/they will be held in isolation in room 19 until a parent/guardian can pick them up.

Arrival and Dismissal Procedures

Drop-off will begin at 8:00 am.

Students will enter through the main gate in their cars.

They will draw through past the LILA tent and line up.

They will be greeted by a non-teaching staff member for the temperature and health screening check. Parents will not exit their vehicle. After the health screening and temperature are checked, students will exit the car and follow a specific route to their allotted zone.

For dismissal, students will walk that same route back to the same pick-up point.

Classroom Protocols

- To ensure required physical distancing, desks will be positioned a minimum of 6 feet apart. Each student will have their own assigned desk.
- Students and teachers will be wearing a mask at all times in the classroom
- Students will not be sharing textbooks, nor school supplies. All items will be clearly marked with their name.
- Teachers will allow students to have regular bathroom and handwashing breaks.
- Each class pod will be assigned a specific supervisor to supervise students in class as needed as well as during recess and lunch breaks.

Recess Protocols

- Except when eating or drinking students will wear their mask during recess.
- Should the need arise, classes will be assigned recess spaces/zone on a rotating basis.
- Balls will not be permitted during recess.

Lunch break Protocols

- Except when eating and drinking students will wear their mask during the lunch hour
- All students are to bring their own lunch, snacks and water bottles as the school will not be offering lunch service.
- Weather permitting, students will be eating lunch outdoors. Additional tables will be added to allow for required physical distancing. Spaced seating for each student will be clearly marked.
- Students will not be allowed to share any food or drink.
- Additional hand washing stations have been installed on campus. Students will wash their hands before and after every recess, snack and meal.

Bathroom Protocols

- A supervisor will monitor and regulate bathroom traffic flow at all times.
- Number of students permitted in the bathroom simultaneously will be limited by the amount of available stalls.
- Students will wash their hands after every bathroom break.
- Bathrooms will be sanitized every two hours.
- Students will use only the bathrooms assigned to their school zone

Zoning

- Please see attached map for details of campus zoning.

Cleaning and health and safety

- All spaces are cleaned and disinfected at the end of each day.

Emergency Drills

All Emergency Drills (i.e. Fire, Earthquake, and Safe Shelter) will be performed as required.

- Fire Drills will require physical distancing on the soccer field; students will line up and stand 6 feet apart.
- Earthquake Drills and Safe Shelter will follow regular “Drop, Cover and Hold On” procedure, with students maintaining 6 feet required distancing under desks.

These protocols center the health of our students and staff at the very core of this school year, while pursuing specialized services. The CDC will continue to closely monitor health conditions, and if community transmission begins to rise across the boroughs, a decision may be made to close all schools and switch to full-time remote learning.

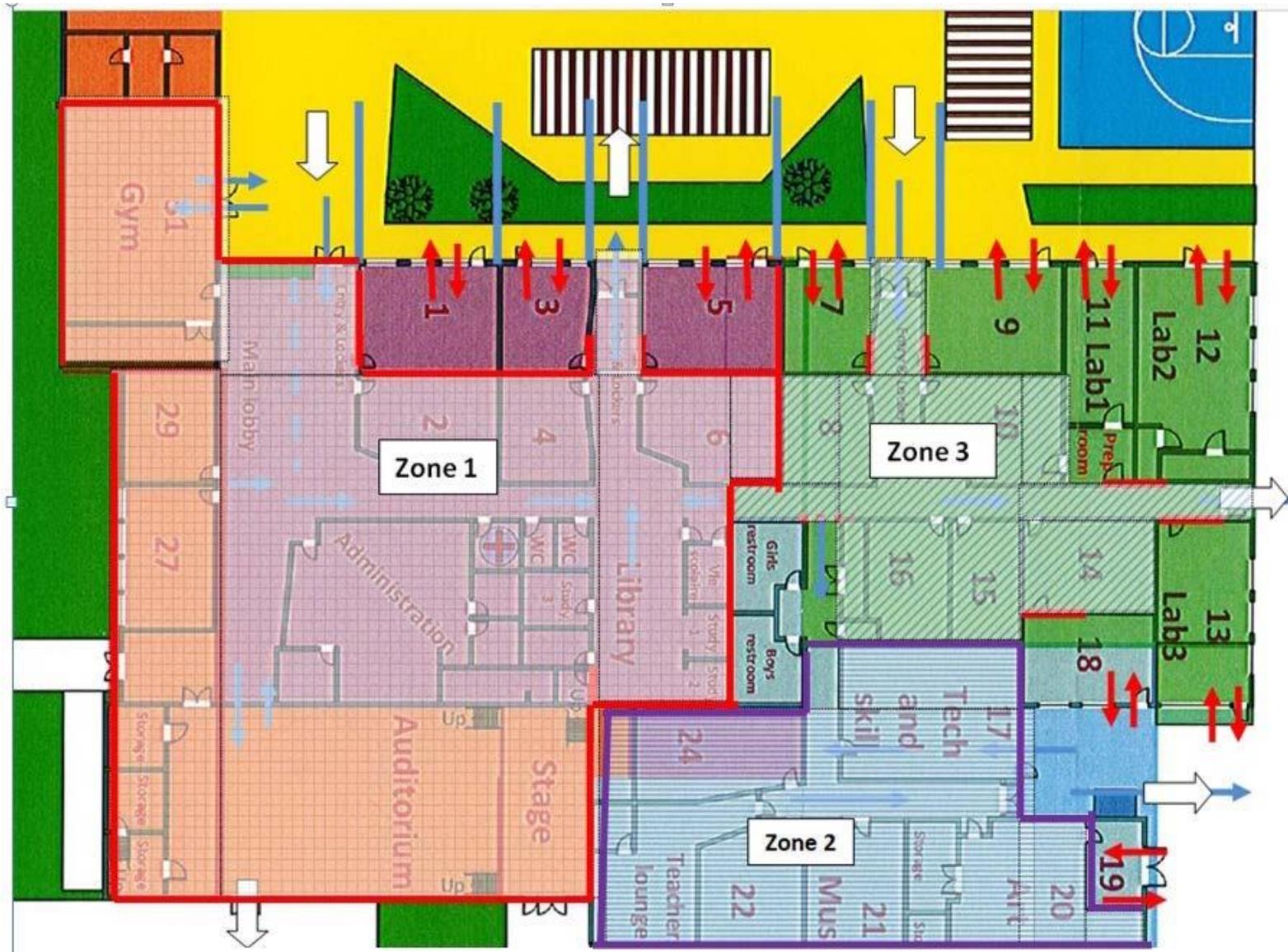


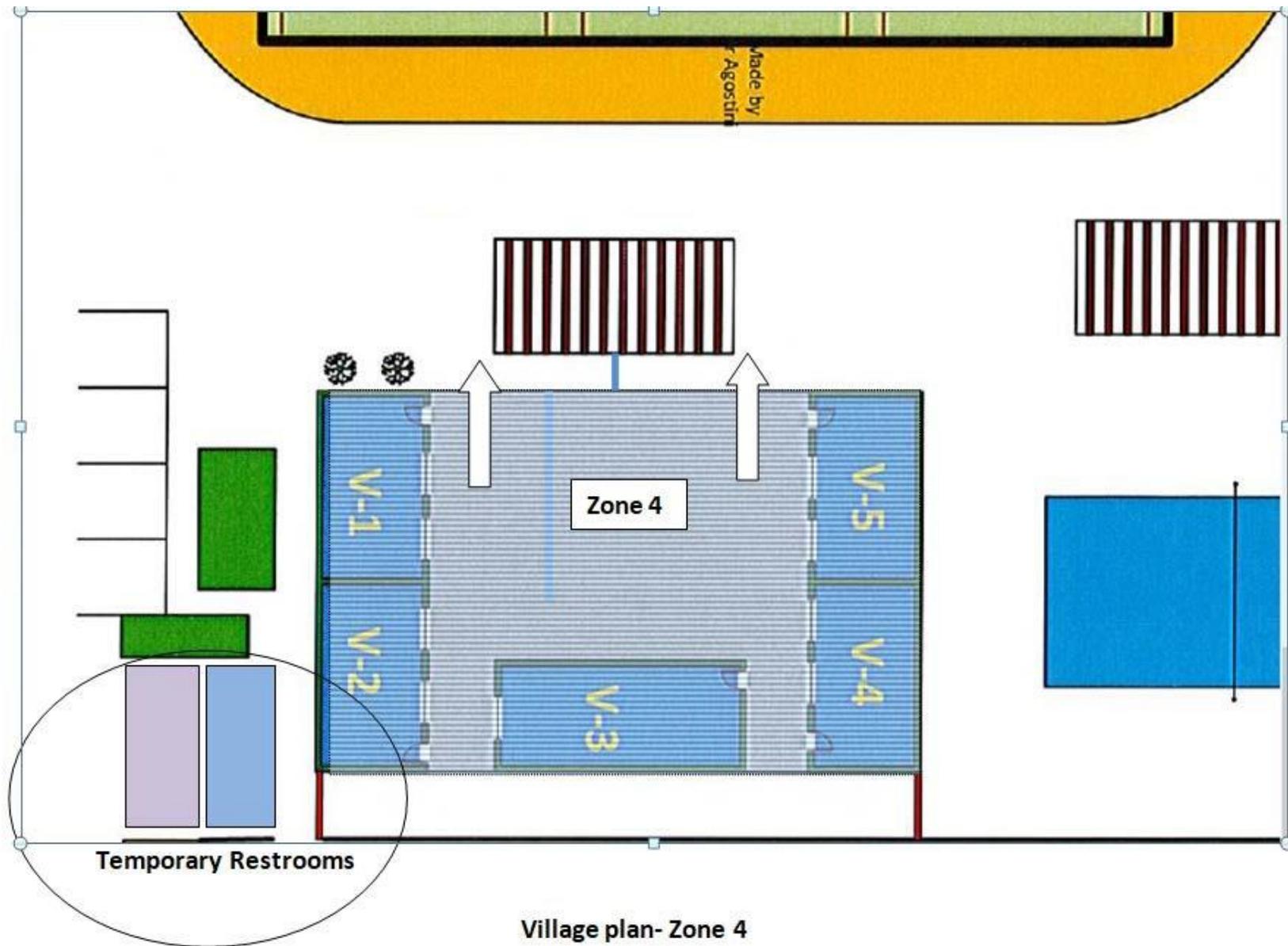
Confirmed COVID cases protocol: For all scenarios outlined below, all post-investigation decisions on classroom quarantines or whether full school closure is required will be dependent on the specific facts of each investigation.

Conclusion of Investigation	During Investigation	Post Investigation
A. 1 confirmed case	Close Classroom	Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.
B. At least 2 cases linked together in school, same classroom	Close Classroom	Classroom remains closed for 14 days; students and staff in close contact with positive cases self-quarantine for 14 days
D. At least 2 cases linked together by circumstances outside of school (i.e., acquired infection by different setting and source)	Close campus	Campus opens post investigation, classrooms remain closed for 14 days

E. At least 2 cases not linked but exposure confirmed for each one outside of campus setting	Close campus	Campus opens post investigation, classrooms remain closed for 14 days
F. Link unable to be determined	Close campus	Close campus for 14 days

Whenever a student is quarantining at home, the expectation is that they continue engaging with learning remotely if they are feeling well enough. If the campus is closed, the Director will communicate by 6pm on the night before about the status of opening the next morning, based on the status of the investigation. We will not reopen a campus building without confirmation from public health experts that it is safe.





Village plan- Zone 4