

**WVUSD SITE COVID-19 COMPLIANCE PLAN: REOPENING SCHOOLS PLAN**

Updated October 26, 2020 *(This Template will be updated regularly and Site COVID Compliance Officer and Nurses will be notified)*

**Required by LACDPH Health Officer's Orders**

**IF YOU NEED TO REPORT A CASE OF COVID-19, PLEASE CONTACT:**

**Frances Weissenberger, Principal; [fweissenberger@WVUSD.org](mailto:fweissenberger@WVUSD.org) or 909-861-3004 ext. 53204**

**Anna Amezcuca, Administrative Assistant; [aamezcua@WVUSD.org](mailto:aamezcua@WVUSD.org) or 909-861-3004 ext. 53201**

Your Site Plan describes your school's comprehensive approach to preventing and containing the spread of COVID-19 on campus and includes:

- A. Workplace policies and practices to protect staff and students health
- B. Measures to ensure physical distancing
- C. Measures to ensure infection control
- D. Communication with employees, students and families of students, and the public
- E. Measures to ensure equitable access to critical services

<b>School Site</b>	<b>Quail Summit Elementary School</b>
<b>Address</b>	<b>23330 Quail Summit Drive, Diamond Bar, CA 91765</b>
<b>Maximum Occupancy, per Fire Code</b>	<b>Existing Buildings total square footage is 48,099 s.f.</b>
<b>Approximate total square footage of space open to faculty and/or students</b>	<p>(15) Classrooms total 14,280 s.f.                  (1) RSP/Counseling Classroom 1,795 s.f.                  Admin total 2,500 s.f.                  MPR total 3618 s.f.                  Media / Library 4,608 s.f.                  Misc. restrooms /storage/ hallways / kitchen 18,798 s.f.</p> <p>Total occupant load for classrooms main building 778 people                  Total occupant load for Admin is 25 people                  Total occupant load for MPR is 180 people                  Total occupant load Media / Library is 92</p> <p>Existing Kinder Portables (3) 4,320 s.f.                  Total occupant load for Kinder portables is 210</p>

	<p>Existing portable Fun Club 1,440 s.f. Occupant load is 72 people</p> <p>Existing portable Classroom 960 s.f. Occupant load is 48 people</p> <p>MOTF reports 54,819 sq.ft.</p>
<p><b>Estimated Number of All Employees that will be returning to support in-person services for students</b></p>	<p>70</p>
<p><b>Estimated number of students that will return by grade level</b></p>	<p>K-40 1st-40 2nd- 44 3rd- 44 4th-44 5th-30</p> <p><i>*Note: This will be 50% on any given day during Hybrid Instruction</i></p> <p><b>Cohort occupancy is 10% of the enrollment:</b></p> <p><b>Enrollment as of 10/13/20 (663 students)</b> <b>10% will be (66 students)</b></p>

<p><b>Site COVID Compliance Officer (Name/Title/Contact Info)</b></p>	<p><b>Frances Weissenberger</b> Principal (909) 861-3004 <a href="mailto:fweissenberger@wvusd.org">fweissenberger@wvusd.org</a></p> <p><b>Anna Amezcua (Lead Compliance Officer)</b> Administrative Assistant by (909) 861-3004 X 53201 <a href="mailto:aamezcua@wvusd.org">aamezcua@wvusd.org</a></p> <p><b>Leann Legind</b> Educational Learning Specialist (909)861-3004 X 53129 <a href="mailto:llegind@wvusd.org">llegind@wvusd.org</a></p>
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<p><b>COVID Compliance Task Force Members/Title</b>  <b>COVID-19 Compliance Team</b>  <i>Suggested Members</i></p> <ul style="list-style-type: none"> <li>● <i>Principal/Admin</i></li> <li>● <i>Office Manager/Admin Assistant</i></li> <li>● <i>Nurse</i></li> <li>● <i>Health Clerk</i></li> <li>● <i>Custodian</i></li> <li>● <i>Counselor</i></li> <li>● <i>Lead Teacher</i></li> </ul>	<p><b>Quail Summit Elementary</b></p> <p>Frances Weissenberger, Principal  Anna Amezcua, Administrative Assistant  Mary Lou Vargas, Custodian  Richard Gonzalez, Custodian  Shenan Flores, Guidance Counselor  Stephanie Gallegos, Nurse  Alice Mai-Chin, Bilingual Aide  Health Clerk, Noni Owens  Leann Legind, ELS</p>
<p><b>24-Hour Contact Line for COVID Cases</b>  <i>Contact phone numbers will be provided to HR. Each Site COVID-Compliance Officer will be provided HR Assistant Sup and Director's Cell Phone</i></p>	<p><b><u>District</u></b>  Diane Perez, HR Assistant Sup 1-909-595-1261 ext. 31304  Seth Bond, HR Director 1-909-595-1261 ext. 31340</p> <p><b><u>Site</u></b>  <b>Frances Weissenberger</b>  <b>Principal</b>  <b>(909) 861-3004</b></p> <p><b>Anna Amezcua</b>  <b>Administrative Assistant (Lead Compliance Officer)</b>  <b>(909) 861-3004</b></p>
<p><b>“Isolation” location</b> <i>for separation of staff/students/visitors who have COVID-related symptoms</i></p> <ul style="list-style-type: none"> <li>● <i>Space separated by divider for testing positive/direct exposure</i></li> </ul>	<p><b>COHORT:</b> An outdoor assessment area will be set up in front of the school to assess possible COVID related symptoms.</p> <p>Health Office will be used for non- COVID related situations.If more than one person on campus needs to be separated use the following spaces;</p> <p>Area H (Health Office) - If need of Isolation/Quarantine, Health office for all other needs will be the Administration Office.</p> <p>Area I (Isolation Room) - Verified Covid case (Located in front of school). Isolation Room #2-Calming Room.</p> <p>Area Q (Quarantine Room) - Verified Covid symptoms</p>

	<p><b>HYBRID:</b> Area H (Health Office) - Used for general first aid, other regular medical needs and after assessment in an isolation room.</p> <p>*If multiple cases of COVID symptoms, students will be placed in MPR, spaced apart with dividers while awaiting pick up.</p> <p>Area I (Isolation Room) - Verified Covid case (someone who has tested positive)</p> <p>Area Q (Quarantine Room) - Assessing symptoms and has symptoms - parent is on the way to pick up the student. (Conference Room Located in front of school, outside of MPR)</p> <p><a href="#">Isolation vs. Quarantine document</a></p>
<p><b>Requested # of COVID Campus Monitors and Number of Hours</b> (WVUSD Requirement)</p>	<p>One certificated sub or COVID campus monitor will be provided to help manage the Cohort. We will reevaluate this number when we return to hybrid or in-person instruction.</p>

**Provide response for each compliance item.**

**Section A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF AND STUDENTS**


*Address all that apply or write N/A and an explanation in the box to the right of the item. Indicate if Compliance item is for Cohort, In-person or both.*

**The school has a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus**

Compliance Item	Response	Cohort	In-Person
<p><b>Decision Pathways for COVID Exposures in School</b></p>	<p><a href="#">Decision Pathways for COVID Exposures in Schools</a> (LACDPH). <i>Decision Pathways is very helpful in determining your step by step procedures should someone test positive or have a “close contact” exposure.</i></p> <p>An ill student will be evaluated and placed in the isolation or quarantine area.</p>	X	X

	<ul style="list-style-type: none"> <li>● Health Clerk or Covid Campus Attendant will determine if the student has COVID symptoms and will contact the parents for pick-up if COVID symptoms exist.</li> <li>● The COVID Compliance Officer will be notified if not already and then gather tracing information to report to the site principal and district nurse.</li> <li>● Principal will send letters home if a COVID positive case is verified.</li> <li>● Home quarantine and home isolation directions will be provided by the district nurses to the parents (<a href="#">Home Isolation</a>) (<a href="#">Home Quarantine</a>)</li> </ul>		
<p><b>Protocol for Testing Positive/COVID Symptoms</b></p> <ol style="list-style-type: none"> <li>1. How will the case be isolated from the school community, if the notification occurs while the case is on campus?</li> <li>2. What fact sheets or informational materials will be given to the case (or case's adult guardian) to describe the requirements of self-isolation and provide links to sites with further information?</li> </ol>	<p><a href="#">WVUSD COVID-19 Protocol for Staff Member (Or Student) Testing Positive or Potential Contact</a></p> <p><a href="#">QUAIL SUMMIT PROTOCOL FOR TESTING POSITIVE OR POTENTIAL CONTACT ON CAMPUS</a></p> <p><a href="#">QUAIL SUMMIT PROTOCOL FOR OFF CAMPUS TESTING POSITIVE OR POTENTIAL CONTACT</a></p> <p><a href="#">LA County Testing Sites</a></p> <p><i>Assurance to Access for testing: Staff are being sent to their medical provider. HR, District Nurses and the Site COVID Site Compliance Officer will maintain an up-to-date list of testing sites for those that do not access District-provided insurance. See <a href="#">COVID-19 Testing Sites</a></i></p> <ul style="list-style-type: none"> <li>● All exposures at site will be reported to the School Nurse and/or the school COVID Compliance Officer. The School Nurse or COVID Compliance Officer will work with site and Risk Management to complete <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a></li> </ul> <p><i>Quail Summit tracing plan will be implemented by the School Nurse and Kina Mattoon from Risk Management.</i></p>	x	x

<p><b>Plan/Protocol to initiate <a href="#">Exposure Management Plan</a></b> consistent with DPH guidance that outlines procedures for:</p> <ul style="list-style-type: none"> <li>● Isolation of case(s)</li> <li>● Identification of person exposed to cases at school</li> <li>● Immediate quarantine of exposed employees and/or students</li> <li>● Assurance to access for testing for exposed individuals within the school as basis for further control measures</li> <li>● Reporting all exposures at site to HR Risk Management and DPH</li> </ul>	<p>See <a href="#">LACDPH Exposure Management Plan</a></p> <p><a href="#">Quail Summit Elementary Screening Chart HERE</a>  <a href="#">Quail Summit Exposure Management Chart Here</a></p> <p><a href="#">Los Angeles County Testing Sites</a></p> <ul style="list-style-type: none"> <li>● Assurance to Access for testing: Staff are being sent to their medical provider. HR, District Nurses and the Site COVID Site Compliance Officer will maintain an up-to-date list of testing sites for those that do not access District-provided insurance. See <a href="#">COVID-19 Testing Sites</a></li> <li>● All exposures at site will be reported to Kina Mattoon in Risk Management. Risk Management will work with site to complete <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a></li> </ul>	<p>X</p>	<p>X</p>
<p><b>Plan to immediately report a cluster of cases (3 or more cases within 14 days) to DPH</b></p>	<p><i>HR Risk Management (Kina Mattoon) will serve as liaison to LACDPH. Unless otherwise directed, HR Risk Management will contact 888-397-3993 or 213-240-7821 or email <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a> (DPH determines whether cluster is outbreak and requires public health response)</i></p>	<p>X</p>	<p>X</p>
<p>Plan to immediately report a <b>cluster of cases (3 or more cases within 14 days)</b> to DPH</p>	<p>HR Risk Management (Kina Mattoon) will serve as liaison to LACDPH. Unless otherwise directed, HR Risk Management will contact 888-397-3993 or 213-240-7821 or <a href="mailto:ACDC-Education@ph.lacounty.gov">emailACDC-Education@ph.lacounty.gov</a> (DPH determines whether cluster is outbreak and requires public health response)</p>	<p>X</p>	<p>X</p>
<p>Contingency plans for <b>full/partial closure</b> of in-person school operations</p>	<p><a href="#">County Explanation of full/partial closure for in-school operations</a>  Cohort groups will not exceed 12 children and 2 supervising adults. In the event that a student or employee in the cohort has a confirmed case of COVID-19 the steps in our management plan will be implemented</p> <p><a href="#">Quail Summit Elementary Screening Chart HERE</a>  <a href="#">Quail Summit Exposure Management Chart Here</a></p>	<p>X</p>	<p>X</p>

Plan for periodic surveillance testing for all school personnel	No surveillance testing at this time. HR has a clearly defined process for potential exposures, direct exposures and for those that have tested positive.	x	x
Vulnerable employees may be assigned work from home, whenever possible, and encouraged to seek medical exclusion if desired	<ul style="list-style-type: none"> <li>• Currently, there are some flexible schedules in place, where feasible.</li> <li>• Those deemed vulnerable by age or their doctor may be provided opportunity to engage in interactive process</li> <li>• Employee may need to use their own accrued time if not covered by one of the leaves</li> </ul>	x	x
<b>Alternate, staggered or shifts schedules</b> instituted to maximize physical distancing, where possible	<ul style="list-style-type: none"> <li>• Staggered shifts are being implemented for teams that are in close contact.</li> <li>• Office cubicles have protective shields and masks are provided to all employees</li> <li>• Hand sanitizer to all staff</li> <li>• Thermometers have been provided to teaching staff</li> <li>• Face Shields for teaching staff</li> </ul>	x	x
<b>All employees informed not to come to work if sick or exposed.</b> Kina Mattoon follows up with leave benefits, including the Families First Coronavirus Response Act	<a href="#">WVUSD Guidelines for Working Safely On-Site During Distance Learning</a>		
<b>Use of school facilities</b> for non-school purposes	Not permitted at this time - school activities only	x	x
Process for <b>employee screenings</b> before entering the workplace <ul style="list-style-type: none"> <li>• Can be done remotely or in person</li> <li>• Temperature checks, if feasible</li> </ul>	<a href="#">WVUSD Daily Staff Health Screening Log</a> <a href="#">Quail Summit Health Screening QR</a> 	x	x
<b>Face Masks:</b> Process to ensure anyone entering school grounds who has contact with others is wearing a cloth face covering, including advanced notification of this requirement	<ul style="list-style-type: none"> <li>• <a href="#">Guidelines For Entering WVUSD Property</a></li> <li>• All Staff will receive five (5) cloth masks</li> <li>• Emergency supply of masks available</li> </ul>	x	x

<ul style="list-style-type: none"> <li>● All required to wear masks</li> <li>● Employees do not need to wear face mask when alone in office or cubicle with solid partition that exceeds height of employee when standing</li> <li>● Process for Use of medical grade masks for employees who care for sick children or child with medical condition that precludes child from wearing mask</li> <li>● Plan for alternative protective strategies for students who cannot use/tolerate face coverings</li> <li>● Employees must be instructed to wash/replace cloth face covering daily</li> </ul>	<ul style="list-style-type: none"> <li>● Employees that cannot wear a face mask can use shield with drape, if authorized through an Accommodations Meeting</li> <li>● Masks with one-way valves should not be used</li> <li>● Process for use of medical grade masks: Medical grade masks will be available for employees designated to care for sick students or employees working with students who cannot wear masks.</li> <li>● Masks are located in the front office. Any person on campus without a mask will be provided one for wear. Masks will be enforced and correct wear will be enforced (covering nose and mouth) Face shields have been provided to all employees.</li> <li>● Face masks hygiene has been reviewed by site administration to all employees</li> <li>● Students who cannot tolerate a face mask will be provided with a face shield</li> <li>● Alternative strategies: District has ordered face shields with “bibs” and isolation gowns</li> <li>● Washing/Replacing of Face Coverings:<a href="#">Reopening of Schools - Safety Guidelines</a></li> <li>● World Health Organization Video <a href="#">“How to Wear a Fabric Mask Safely”</a></li> </ul>		
<p><b>Social Distancing of Office/Classrooms:</b></p> <ul style="list-style-type: none"> <li>● 6 feet separation between workspace/stations</li> <li>● Classroom furniture arrange to ensure 6 feet distance between teacher and nearest student(s)</li> </ul>	<ul style="list-style-type: none"> <li>● Risk Management and MOTF have assessed and modified workspaces to ensure social distancing. Reassessment will be done, upon request. Employees requesting reassessment shall contact the Site COVID Compliance Officer or site administrator.</li> </ul>	x	x
<p><b>Employee Breaks</b> staggered to ensure physical distancing</p>	<ul style="list-style-type: none"> <li>● Employees will take staggered breaks. Common areas have been closed to ensure social distancing</li> <li>● Restroom locations have been assigned to staff to limit the number of people using the facility.</li> </ul>	x	x



<p><b>Notice to On-Site Contractors, Vendors and Delivery Personnel</b> related to social distancing and required use of face coverings</p>	<ul style="list-style-type: none"> <li>All On-Site Contracts, Vendors and Delivery Personnel will be provided information ahead of time on social distancing and face covering requirements.</li> <li>If coming on campus, they must be signed in by an authorized employee using our Visitor Health Screening Log. For Contractors, MOTF (Jack Corcuera) will meet all contractors at site and utilize <a href="#">WVUSD VISITOR/STUDENT Health Screening</a></li> <li>In the event of exposure or close contact, vendors and site contractors who were on campus will be notified within one business day.</li> </ul>	X	X
<p><b>Disinfection:</b> Staff Lounge, Restrooms, classrooms, and common areas used or visited by staff are disinfected frequently, on the following schedule:</p>	<ul style="list-style-type: none"> <li>Staff Lounge is cleaned twice daily and includes sanitizing the handles of appliances. The staff room is currently closed for operation and cleaning is precautionary</li> <li>Restrooms are sanitized every two hours. Sanitizing spray is in all bathrooms for personal use.</li> <li>Classroom door handles and high traffic areas are cleaned three times daily and includes the sanitization of door handles</li> <li>Classrooms in use are vacuumed at minimum weekly, table tops are sprayed daily. Table tops cleaned based on use of the day. If used they will be wiped down and sanitized.</li> </ul>	X	X
<p><b>Staff Lounge Cleaning Schedule</b></p>	<ul style="list-style-type: none"> <li>Staff Lounge is cleaned twice daily and includes sanitizing the handles of appliances. The staff room is currently closed for operation and cleaning is precautionary</li> </ul>	X	X
<p><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>Restrooms are sanitized every two hours. Sanitizing spray is in all bathrooms for use</li> <li>Doors will be left open when not in use.</li> </ul>	X	X
<p><b>Classrooms Labs</b></p>	<ul style="list-style-type: none"> <li>Classrooms in use are vacuumed at minimum weekly, table tops are wiped down and sanitized after each use.</li> </ul>	?	?

<p style="text-align: center;"><b>Nurse's Office Isolation Room/Area</b></p>	<ul style="list-style-type: none"> <li>● Nurse's Office/Isolation Room is for the cohorts will be the conference room.</li> <li>● When students return to campus, the Nurse's Office is in the Health Room.</li> <li>● Should students return to campus in any capacity, the room will be cleaned hourly in addition to immediate clean up of any bodily fluids.</li> <li>● Divider between beds</li>   <li>● <b>Area H: Health Area</b> - The Health Area will be used for health-related issues clearly not related to COVID-19, such as falls, Diabetic students, students needing regular medication, and other health conditions. This may or may not be the normal Health Office.</li> <li>● <b>Area I: Isolation Area (I)</b>: The Isolation Area is for students or staff who are known to have tested positive for COVID-19 or have been directly exposed. Area I is a partitioned area of Area I and can be supervised by the same employee who is supervising Area Q. Students or adults in Area I will be awaiting immediate transport home. All students in Area I will need a follow up call by the Health Clerk/Nurse (students) or Kina Mattoon (staff) to begin tracing and provide clear direction for re-entry to school or work. Students (and parents/guardians) re-entering school from a positive COVID-19 test will meet with Health Clerk for re-entry meeting as there could be lingering side effects.</li> <li>● <b>Area Q: Quarantine Area (Q)</b>: The Quarantine Area will be used for students or adults that are presenting or experiencing signs of COVID-19. Area Q will be staffed by a WVUSD regular employee or COVID Campus Monitor. This Area will be under the supervision of the District Nurse via the Health Clerk. Students or adults in Area Q will be awaiting immediate transport home. All students in Area Q will need a follow up call by the Health Clerk/Nurse (students) or Kina Mattoon (staff) to determine next steps and if tracing should commence.</li> <li>● <a href="#">Difference between Isolation and Quarantine</a></li> </ul>	<p style="text-align: center;">x</p>	<p style="text-align: center;">x</p>
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<p><b>Counseling/Student Support Areas</b></p>	<ul style="list-style-type: none"> <li>● Counseling/Student Support areas are currently closed</li> <li>● Should students return to campus in any capacity, the room will be cleaned hourly</li> <li>● Chairs are spaced six or more feet apart</li> <li>● The “Calming Room” if used will be sanitized after each use and communal resources will be removed.</li> <li>● No more than two students will participate in group sessions and maintain social distancing during sessions</li> </ul>	<p>x</p>	<p>x</p>
<p><b>Front Office Other Offices</b></p>	<ul style="list-style-type: none"> <li>● Only one person will be permitted in the foyer</li> <li>● Social distancing signs have been posted in the office and outside the door to show appropriate distance to be maintained</li> <li>● Office counter has protective shield</li> <li>● Signs requiring masks are posted in waiting areas and throughout campus</li> <li>● Public bathrooms are closed</li> <li>● QR Code health screening is posted throughout campus and sent to parents in online communication</li> <li>● Requirements for visiting campus is sent home continuously and is posted throughout campus</li> <li>● Countertops are sanitized after each visitor</li> <li>● All offices will be sanitized after students visit</li> </ul>	<p>x</p>	<p>x</p>
<p><b>MPR, Library, Theater Etc</b></p>	<ul style="list-style-type: none"> <li>● All common areas are closed to groups</li> <li>● Should the use of the MPR be necessary, chairs will be spaced at least six feet apart. There will be no in-person group gatherings anywhere on campus</li> <li>● The option of library books being borrowed will be available, but not available for in person use.</li> </ul>	<p>x</p>	<p>x</p>
<p><b>Disinfection of high touch areas:</b> Replace coffee pots, dishes &amp; other items with single use items or thoroughly clean after use</p>	<ul style="list-style-type: none"> <li>● Common appliances are not permitted for use at this time</li> <li>● As a precaution, the lounge and shared appliances, to include, but not limited to, vending machines, are sanitized three times daily</li> </ul>	<p>x</p>	<p>x</p>

	<ul style="list-style-type: none"> <li>Workroom with copy machines are sanitized hourly and after breaks with high traffic. Employees are directed to wipe keypads between use</li> </ul>		
<b>Location of Disinfectant and related supplies available to employees</b>	<ul style="list-style-type: none"> <li>All bathrooms have disinfectant spray and related supplies</li> <li>All offices are equipped with disinfectant spray and sanitizer</li> <li>All classrooms have been provided with hand sanitizers</li> </ul>	x	x
<b>Location of Hand Sanitizer</b> <ul style="list-style-type: none"> <li>Building entrances/exits</li> <li>Admin Building</li> <li>Classrooms</li> <li>Staff Lounge</li> <li>Other (list)</li> </ul>	<ul style="list-style-type: none"> <li>Building entrances/exits</li> <li>Admin Building</li> <li>Classrooms</li> <li>Staff Lounge</li> <li>Offices</li> </ul>	x	x
<b>Location of Soap/Water for Employees</b> <ul style="list-style-type: none"> <li>How are employees offered frequent opportunities for hand washing?</li> </ul>	<ul style="list-style-type: none"> <li>All classrooms are equipped with sinks for handwashing to take place as often as the employee chooses to do so</li> <li>Staff lounge, bathroom, workroom</li> <li>Office area is equipped with hand sanitizer and disinfectant spray</li> </ul>	x	x
<b>Other</b>			
<b>Distribute copy of this protocol to all staff (Workplace Policies &amp; Practices)</b>	<ul style="list-style-type: none"> <li>Copy of protocol will be distributed to all staff and community as appropriate</li> <li>Information will be reviewed during virtual meetings</li> </ul>	x	x

**Section B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS**

Address all that apply or write N/A and an explanation in the box to the right of the item. Indicate if Compliance item is for Cohort, In-person or both.

Compliance Item	Response	Cohort	In-Person
Maximum number of employees permitted in facility to maximize physical distancing of 6 feet or with use of physical barriers	70	x	x

<p>Maximum number of students permitted in facility to ensure no more than <b>10% of the total student body at any one time</b> and to maximize physical distancing of 6 feet or with use of physical barriers</p>	<p>K-40 1-40 2- 44 3- 44 4-44 5-30</p> <p>All recess and lunch times will be staggered with designated, marked spaces for students</p>	<p>x</p>	<p>X</p>
<p>Describe measures to ensure physical distancing on <b>school buses, i.e. maximum of one child per bus seat, use of alternative rows, isolation area</b></p>	<p>Will comply with LACDPH Health Officer's Reopening Protocols. Current guidelines revision 10/16/2020</p> <ul style="list-style-type: none"> <li>● A maximum of one child per bus seat.</li> <li>● Face coverings required at all times.</li> <li>● Use of alternating rows (strongly recommended but not required)</li> <li>● Open windows(if air quality and rider safety concerns allow, especially if alternating rows is not implemented).</li> </ul>		
<p>Describe measures your site will take to ensure physical distancing as students, parents or visitors <b>arrive at entry</b> to school, i.e. staggered start times, new drop off procedures, use of alternative methods to get to school</p>	<ul style="list-style-type: none"> <li>● AM-PM model implemented to decrease number of students on campus at one time</li> <li>● Recesses and meal times staggered to allow for social distancing and marked places for students to use</li> <li>● Students will arrive and wait in line outside classroom door on marked spots to provide social distancing</li> <li>● Markers placed outside office to indicate placement for social distancing</li> <li>● School visitors are by appointment only</li> <li>● Parent meetings are held virtually to decrease traffic on campus</li> <li>● Parent volunteers are not permitted</li> <li>● One person permitted in foyer at a time with exit and entrance separated to stop cross traffic</li> <li>● Use of four front gates for dismissal time to spread out students as they exit campus</li> </ul>	<p>x</p>	<p>x</p>
<p>Describe <b>student symptoms check process at entry</b></p>	<p>Resource: <a href="#"><i>Decision Pathways for COVID Exposures in Schools</i></a>  <i>Decision Pathways is very helpful in determining your step by step procedures should someone test positive or have a "close contact" exposure. (LACDPH)</i></p> <p>Staff at entry point to check for completed up to date health screenings and masks</p> <ul style="list-style-type: none"> <li>● An employee will be at one of three entry points with the health screening responses readily available</li> <li>● The student will approach the employee and provide his or her pre-assigned lunch number</li> </ul>	<p>x</p>	<p>x</p>

	<ul style="list-style-type: none"> <li>• The employee will enter the number into the form</li> <li>• If the student has completed the health screening that day and he or she is clear to enter campus, the name will turn green and they will enter campus and go directly to class</li> <li>• If the student health screening has <b>NOT</b> been completed or it is from a previous day, the name will turn yellow. The student will be seated off campus in a waiting area with a shield and socially distanced chairs outdoors while the parent is contacted. The student will <b>NOT</b> enter campus until a current screening is completed</li> <li>• If the student does not pass the health screening the name will turn red. The student will be moved to the isolation area and parent pick-up will be arranged</li> </ul>		
<p>Describe measures your site will take to ensure physical distancing as students, parents or visitors <b>enter and move through</b> the school building</p> <ul style="list-style-type: none"> <li>• Schedules adjusted to allow one cohort to move through common spaces at any given time</li> <li>• Employees in hallways to assure physical distancing</li> <li>• Elevator monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Schedules adjusted to allow one cohort to move through common spaces at any given time</li> <li>• Employees in hallways to assure physical distancing</li> <li>• Flow of traffic will be marked on high traffic areas</li> <li>• Assigned times in workroom for employees to allow for social distancing</li> <li>• 6 ft signs will be posted where lines may form in high traffic areas</li> </ul>	x	x
<p><b>Stairways</b></p> <ul style="list-style-type: none"> <li>• Designation of up and down stairways</li> <li>• Staggering of classes/breaks</li> <li>• Monitoring of stairways</li> </ul>	<ul style="list-style-type: none"> <li>• Designation of up and down stairways</li> <li>• Staggering of classes/breaks</li> <li>• Monitoring of stairways</li> </ul>	x	x
<p>Describe measures your site will take to ensure physical distancing within <b>classrooms</b> and, if necessary, in <b>alternative spaces</b> being used for assessment or teaching</p> <ul style="list-style-type: none"> <li>• <b>Cohorting Approach</b> (no more than 12 students and 2 adults)</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease class size by half</li> <li>• Desk spaces will be between students</li> <li>• Students will remain in their designated spot and there will be no carpet gathering or students coming to table for small group instruction</li> <li>• AM and PM supervisors will assist in sanitizing common areas</li> </ul>	x	x

	<ul style="list-style-type: none"> <li>• Flexible seating will be adjusted to ensure social distancing</li> <li>• Additional furniture will be removed from classroom spaces as needed</li> </ul>		
Classroom furniture 6 feet between students (floor markings used physical barriers, removal of furniture)	<ul style="list-style-type: none"> <li>• Desk spaces will be between students</li> <li>• Students will remain in their designated spot and there will be no carpet gathering or students coming to table for small group instruction</li> <li>• Flexible seating will be adjusted to ensure social distancing</li> <li>• Additional furniture will be removed from classroom spaces</li> </ul>	x	x
Teaching methods modified to avoid close contact	<ul style="list-style-type: none"> <li>• Students will remain at individual desk for instruction</li> <li>• Physical barriers will be in place to include unused desks between students</li> <li>• Markings on ground to show appropriate spacing while waiting in line</li> <li>• Small group will be limited to less than 3 students and dividers will be used</li> </ul>	x	x
PE activities that ensure social distancing are offered outdoors; contact sports not permitted Enforce social distancing in locker room (is there an alternative or supervision)	<ul style="list-style-type: none"> <li>• Social distancing will be enforced</li> <li>• No team sports or contact sports</li> <li>• Locker room -NA</li> </ul>	x	x
Describe measures your site will take to ensure physical distancing during <b>school meals, i.e. cohorting, staggering, 6 foot markings, barriers on tables</b>	<ul style="list-style-type: none"> <li>• Markers placed on ground to provide designated wait areas with social distancing</li> <li>• EZ Ups allowing lunch tables to be spread apart in well ventilated space</li> <li>• Tables marked off to allow for six feet between students</li> <li>• Use of amphitheater to expand space</li> <li>• If needed use of classrooms</li> <li>• If needed, lunch tables will be spread out to ensure social distancing.</li> </ul>	x	x
Food preparation and distribution configuration to ensure social distancing	<ul style="list-style-type: none"> <li>• Markers placed on ground to provide designated wait areas with social distancing</li> <li>• Lunch attendee to enter student numbers and use QR code tags so that students do not have to use punch pad</li> <li>• Staggered lunch times</li> </ul>	x	x

Describe measures your site will take to ensure physical distancing in <b>school areas used for student support services, i.e. virtual offerings, 6 feet markings, avoiding sharing of equipment and supplies</b>	<ul style="list-style-type: none"> <li>● Intervention provided though synchronous teaching</li> <li>● Intervention classes will allot for small groups spaced out in classroom with each student at his or her own table</li> <li>● All student supplies will be individually distributed and housed. Communal supplies will not be permitted</li> </ul>	x	x
Describe measures your site will take to ensure physical distancing in <b>administrative areas, i.e., signage, markings to ensure 6' feet radius, barrier, workstations rearranged</b>	<ul style="list-style-type: none"> <li>● Signage throughout campus and main office</li> <li>● Posted markings on ground to show appropriate proximity for social distancing</li> <li>● Scheduled times for workroom usage</li> <li>● Sanitization of copy machine and paper cutters after each use</li> <li>● Cubicles in office surrounded with plexi-glass shields on all sides</li> <li>● Designated work space for all classified employees (AM and PM Supervisors)</li> </ul>	x	x

**Section C. MEASURES TO ENSURE INFECTION CONTROL**

Indicate Yes or N/A in the box to the right of the item. Indicate if Compliance item is for Cohort, In-person or both

**Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. A temperature check with a no-touch thermometer is included in the symptom check at entry, if feasible.**

Compliance Item	Response: Yes or N/A	Cohort	In-Person
Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by orders of the Health Officer.	Yes	X	X
Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a isolation area where they can remain while arrangements are made for their return home	Yes	X	X
The COVID-19 Compliance Team is informed of any positive screening result and initiates	Yes	X	X



the School Exposure Management Plan Consistent with DPH directives.			
Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine	Yes	X	X
Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to the preselected quarantine space where they remain until arrangements are made for return home. The space must be different for the one set aside for symptomatic students. It may be in the same room set apart by a barrier.  Once home, they are instructed to self-quarantine until determined the individual screening is negative for quarantine.	<a href="#">The site will follow Public Health Home Quarantine Guidelines</a>		

***Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told they have tested positive for COVID-19.***

Compliance Item	Response: Yes or N/A	Cohort	In-Person
Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.	Yes	x	x
Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while	Yes	x	x

arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.			
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**Measures are in place to limit risk of infection due to visits by individuals other than staff and students.**

Compliance Item	Response: Yes or N/A	Cohort	In-Person
Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible	Yes	x	x
Visitors to the school site other than parents of enrolled students are limited to those who are essential to the school's operation. Visitors are by appointment only and are pre-registered in Visitor Health Screening log. They are instructed to come alone when necessary. If a visitor must be accompanied, then their information is registered in the log as well.	Yes	x	x
Visitors arriving at the school with non-enrolled children must ensure that these children stay next to an adult, avoid touching any other person or any items that do not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.	Yes	x	x
Movement of visitors within the school is limited to designated areas such as reception or lobby areas, offices, conference rooms, and public restrooms, to the extent feasible. Visitors may not interact with any cohorts.	Yes	x	x
All approved visitors wear face masks, excluding children under 2 and those with medical orders. Face masks are available for visitors.	Yes	x	x

***Measures are in place to promote optimal ventilation in the school.***

Item	Response: Yes or N/A	Cohort	In-Person
At least 50% of classroom learning, meals, and activities have been moved to outdoors space whenever feasible and weather permitting	Yes	x	x
The school HVAC system is in good, working order.	Yes	x	x
HVAC systems are set up to maximize indoor/outdoor air exchange unless outdoor conditions make this inappropriate.	Yes	x	x
Portable, high efficiency air cleaners have been installed if feasible.	NA	x	x
Doors and windows are kept open during the school day, if feasible	Yes	x	x
Air filters have been upgraded to the highest efficiency possible	Yes	x	x
Other			

***Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout school.***

Compliance Item	Response: Yes or N/A	Cohort	In-Person
Cleaning schedule established to avoid under and over use of cleaning products	Yes	x	x
<b>Buses</b> are thoroughly cleaned/disinfected daily and after transporting anyone exhibiting signs of COVID-10	YES Will comply with LACDPH Health Officer's Reopening Protocols.	No busing	X

	Current guidelines revision 10/16/2020 Buses are thoroughly cleaned and disinfected daily after transporting any individuals who are exhibiting symptoms of COVID-19.	for cohorts	
<b>Buses:</b> Drivers equipped with disinfectant wipes and disposable gloves to disinfect surfaces, as needed, during a run. Frequently touched surfaces are disinfected after every completed bus route.	YES Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every complete bus route.	No busing for cohorts	X
Common areas and frequently touched objects in those areas (tables, doorknobs, touchscreens, printers/copiers, grab bars, and handrails) are disinfected at least once daily, and more if resources allow	Yes	x	x
Use of shared objects eliminated, whenever possible, i.e. <b>water fountains closed down and high touch playground equipment</b>	Yes	x	x
<b>Where equipment must be used by multiple students,</b> i.e., lab and art rooms, objects and surfaces are cleaned and disinfected between each user	Yes	x	x
<b>Cleaning Products effective against COVID-19 (on list “N”) are used</b> according to product instructions. Products that reduce asthma risk are used, and products containing peracetic, bleach, or quaternary ammonium compounds are avoided.	Yes	x	x
<b>Custodians and other staff are trained on manufacturer’s directions, Cal OSHA requirements for safe use, and as required by Health Schools Act.</b>	Yes	x	x
<b>Custodians and other staff have appropriate PPE,</b> including gloves, eye protection, respiratory protection and other PPE as required by product	Respiratory protection will be provided, consistent with product manufacturer’s instructions. Eye protection is being ordered for custodians, nurses and those employees determined to need eye protection for specific tasks.		

<b>All products kept out of reach of children and stored in space with restricted access</b>	Yes	X	X
<b>Ventilation maximized during cleaning and disinfecting</b> , when feasible. Air conditioning should be in “fresh air” mode. Air filters and filtration systems are checked and replaced for optimal air quality.	Yes	X	X
<b>Enhanced cleaning of school premises is done</b> when students are not a school with adequate time to let space air out before the start of school day	Yes	X	X
<b>Water systems and sinks are safe to use after prolonged facility shutdown to minimize risk of water-related diseases.</b>	Yes	X	X
<b>Proposed Schedule for Disinfectant of common areas</b>	6:00 Common areas & Front Office 7:30 Staff bathrooms 8:00 Staff Work Room 8:30 Student bathrooms 9:15 All handles 10:00 Staff bathrooms 10:30 Student bathrooms 11:15-1:15 Lunch tables and student bathrooms 1:15 Staff bathrooms 1:45 All handles and banisters 2:30 Evening custodian begins deep cleaning of all classrooms and work room  *AM and PM Supervisors sanitize student bathrooms throughout day	X	X
<b>Restrooms - Provide Daily Schedule</b>	7:30 Staff bathrooms 8:30 Student bathrooms 10:00 Staff bathrooms 10:30 Student bathrooms 11:15-1:15 Lunch tables and student bathrooms 1:15 Staff bathrooms 2:30 Evening custodian deep cleans all common areas  *AM and PM Supervisors sanitize student bathrooms	X	X

	throughout day **Sanitizing spray left in staff bathrooms to be used after each occupant		
<b>Lobbies/Entry Area - Provide Daily Schedule</b>	6:00-7:00 Deep clean of Main office *Sanitizing after each visitor at counter and door handles	X	X
<b>Teacher/Staff Break Rooms - Provide Daily Schedule</b>	*Closed Handles on shared appliances will be sanitized after each use by user	X	X
<b>Classroom - Provide Schedule</b>	2:30-10:00 15 minutes per room to wipe handles, wipe desks, sanitize desks and sink area, vacuum and empty trash	X	X
<b>Cafeteria - Provide Schedule</b>	2:00-2:30 sanitize and mop	X	X
<b>Front Office - Provide Schedule</b>	6:00-7:00 Deep clean of Main office *Sanitizing after each visitor at counter and door handles	X	X
<b>Other offices (List) - Provide Schedule</b>	Psychologist Office- During 1st grade classroom cleaning Community Club Room-During 1st grade classroom cleaning		
<b>Other areas (List) - Provide Schedule</b>	*MPR will not be in use Lactation Room will be cleaned once per day and sanitized after each use by occupant	X	X

***Measures are in place to ensure use of appropriate face coverings by all staff, students, and visitors at all times.***

<b>Item</b>	<b>Response: Yes or N/A</b>	<b>Cohort</b>	<b>In-Person</b>
Staff, parents, and students are <b>informed of cloth face coverings</b> prior to the start of school and on regular basis throughout school year	<a href="#">Guidelines For Entering WVUSD Property</a> <a href="#">Reopening of Schools - Safety Guidelines</a> WHO Video <a href="#">“How to Wear a Fabric Mask Safely”</a>	X	X

<b>All students over age of 2 are required to wear face cloth coverings at all times except</b> while eating/drinking, carrying out activities that preclude use of mask, alone in office, in walled cubicle, or other enclosed space	Yes	x	x
<b>Where students need to see employee's face/mouth for learning, staff member may opt to use face shield with tucked-in drape below the chin</b>	Yes	x	x
<b>IEPs/054s:</b> Alternative protective strategies may be implemented to accommodate students on IEP or 504s	Yes	x	x
Information is provided on proper use, regular washing of face mask and need to have clean mask daily	Yes	x	x
<b>Signage (Written and graphics):</b> Signage at entry to school, school office and throughout entire school reinforces mask requirements and provides depiction of use of face cloths	Yes	x	x
Parents and students are provided information on ensuring students come to school with a clean, cloth face mask on daily basis. Emergency supply of face masks available for students who forget.	Yes	x	x
Staff deployed in hallway and school entry reinforce social distancing and use of masks	All classified staff (per <a href="#">Addendum to Classified JD</a> ) will be utilized, as available and feasible, to support reinforcement of social distancing and use of masks in hallways and school entry. Additionally, <a href="#">COVID Campus Attendants</a> will be hired, as needed, to support in-person instruction model. All management staff will also be utilized, as needed.	x	x
Parents of younger children encouraged to provide second cloth face mask in case lost or soiled	Yes	x	x
Employees engaged in activities with students, which may not permit social distancing, are provided with appropriate PPE.	Yes	x	x

Staff taking care of sick students are provided medical grade mask for self and student (if student can tolerate); mask worn until student exits site	Yes	x	x
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**Measures are in place to ensure use of appropriate frequent hand washing by staff, students, and visitors**

Item	Response: Yes or N/A	Cohort	In-Person
Students and staff are given frequent opportunities to wash hands (20 seconds with soap and paper towels) and dry thoroughly.	Yes	x	x
Eah cohort is required to use designated bathroom; should more than one cohort be assigned to same bathroom, a color-coded system is used to minimize different cohorts from interacting.	Yes	x	x
Younger students scheduled for frequent, mandatory handwashing breaks, i.e. before/after eating, toileting, outdoor play, and before/after any group activity	Yes	x	x
Staff model, teach, and monitor frequent and appropriate handwashing, particularly in lower grades	Yes <a href="#">VIDEO HERE</a>	x	x
Ethyl alcohol-based hand sanitizer is made available to students and staff at strategic locations where no access to sink	Yes	x	x
Staff have been made aware of risk of ingesting hand sanitizer. Should student ingest hand sanitizer, staff know to call Poison Control at 800-222-1222. No use of hand sanitizer than contains isopropyl alcohol.	Yes	x	x
Hand sanitizer, soap and water, tissues, and trash cans are available at/near entrance to school, reception area and anywhere where people tend to have direct interactions	Yes	x	x



**Measures are in place to ensure infection control in the cafeteria or other location where food is served/picked up.**

Item	Response: Yes or N/A	Cohort	In-Person
No buffet or family style meals.	Yes	x	x
Food options are limited to prepackaged meals, hot meals served by Nutrition Services staff and/or food brought from home	Yes	x	x
Physical barriers in place to limit contact with between Nutrition Services staff and students	Yes	x	x
Describe other measures	<p>District leadership provides updated information and guidance from state agencies on COVID-19 related items. This ensures that Nutrition Services is complying with the most up-to-date protocols. The District provides the following items for use in Nutrition Services: face shields, cloth face masks, infrared thermometers, acrylic barriers, hand sanitizer, disinfecting solutions, gloves, scanners, carts, signage, pop-up tents, etc. The acrylic barriers are installed at every point of sale and service point where there is an exchange between students and staff during the meal period. Floor decals placed 6' apart along with signage requiring use of face masks and 6' social distancing will be installed. Sheds, speed lines and carts provide multiple serving areas to limit congregating and expedite the lines. Scanners are installed to allow students to scan their IDs, limit contact surfaces and expedite transactions. Cashless system will be encouraged to prevent exposure to contaminated coin and currency. Staggered meal periods are highly encouraged at all levels. Additional seating throughout the eating area will be available. Disinfection of high touch areas and restrooms is continuous. Restrooms in the kitchens are disinfected after each use. Employee</p>		

	workstations are socially distanced using the floor decals. Health screenings are required prior to entering the site. Disposable masks are available if staff or students forget to bring one. There are wellness stations in each kitchen stocked with hand sanitizer, disposable masks, and gloves. An online meal application option is provided to our households.		
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**Section D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC**

Address all that apply or write N/A and an explanation in the box to the right of the item. Indicate if Item is for Cohort, In-person or both.

**Information was sent to parents/guardian and student prior to the start of in-person instruction concerning school policies**

Item	Response: Yes, N/A or Narrative	Cohort	In-Person
Isolation and quarantine policies as they apply to student who have symptoms or may have been exposed to COVID-19	<a href="#">Resource: Decision Pathway for Screening</a> <a href="#">Quail Summit COVID-9 Screening Chart</a>		
Options for COVID-19 testing if student or family member has symptoms or has been exposed to COVID-19	<a href="#">COVID-19 Testing Sites</a>		
Site Contact (Name/Number) if student has been exposed	<b>Frances Weissenberger</b> <b>Principal</b> <b>(909) 861-3004</b>  <b>Anna Amezcua</b> <b>Administrative Assistant</b> <b>(909) 861-3004</b>	X	X
How to conduct symptom check prior to student(s) leaving home	<a href="#">Symptoms of COVID</a>  After completing the symptoms check, the parents of each student will need to complete the Quail Summit student Health Screening. <b>Quail Summit Health Screening QR</b>	X	X




***Student Health Screening QR***



Required use of cloth face covering, including proper use and daily clean cloth face covering	Yes	X	X
Importance of student compliance with physical distancing and infection control policies	Yes	X	X
Changes in academic and extracurricular programming to avert risk	Yes	X	X
Changes in school meals to avert risk	Yes	X	X
School policies concerning parent visits to school and recommendation to contact school remotely	Yes	X	X

Ensure school has up-to-date emergency contact information, including multiple parent/other contact options	Yes	X	X
Other:	Designated markers and change of policies for dismissal to allow for social distancing		

**Site Communication via postings and communication**

Compliance Item	Response:	Cohort	In-Person
Copy of Protocol is posted at all public entrances to school	<p>This protocol will be posted on the school website, a hard copy will be available in the front office of the school, and a QR Code will be posted on the front door.</p> 		
Signage posted throughout school reminding staff and students to social distance, use face coverings and importance of handwashing	Yes	X	X
Signage is posted at each public entrance of the school informing visitors not to enter school if they have any COVID-related symptoms	Yes	X	X
Communication Plan for full or partial closure due to COVID-19 has been developed and circulated	Yes	X	X
Schools' website and social media provide clean, current information about building hours, visitation policies,	Yes	X	X

changes in academic and extracurricular programming, and requirements for face masks, social distancing and hand washing			
Schools website and social media instruct students, parents and teachers how to contact the school in case of infection or exposure	Yes Information is provided on the Website on how to contact the Site COVID Compliance Officer to report infection or exposure. The District will post general directions on the COVID Link on the District webpage page which directs students, staff and parents back to their site.	X	X

**Section E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

*Address all that apply or write N/A and an explanation in the box to the right of the item. Indicate if Compliance item is for Cohort, In-person or both.*

**Plan for updating IEPs AND 504 Plans have been developed to ensure education can continue without undue risk to the student**

Compliance Item	Response	Cohort	In-Person
Proactive school contact with parents at beginning of school year to assure that issues related to child's education and safety are being addressed	Formal letters were sent at the start of the school year. Addendum meetings were held as needed. The Specialized Academic Instruction teacher reached out to each parent to keep communications lines open and review what IEP support would look like during Distance Learning and as we return to campus	X	X
Modification to IEPs and 504s may include distance learning, modifications to the classroom to accommodate, school attendance in a separate area with a few students, or hybrid model of instruction	Addendum meetings were held as needed to ensure the needs of students are being met	X	X
Steps taken to modify IEPs and 504s to ensure student safety comply with relevant provisions of state and federal law	All meetings have been held on time. The case carriers provide ongoing communication and partner with parents and students to ensure student need are being met	X	X

**Administrative services or operations that can be offered remotely, e.g., class registration, form submission, have been moved to on-l**

Compliance Item	Response	Cohort	In-Person
Services now offered remotely	All administrative services are offered remotely using online platforms	X	X

Any additional measures not included above should be listed on separate pages, which the site should attach to this document.

You may contact the following person with any questions or concerns:

**Contact Name** Frances Weissenberger  
**Phone Number** (909)861-3004  
**Date submitted to HR** October 12, 2020  
**Date signed/approved by HR** October 26, 2020 *Diane Perez and Seth Bond*  
**Date Last Revised** October 26, 2020