

**Site Visit Date:** October 28, 2020

**School:** Options for Youth – Duarte (Lancaster)

**Point of Contact:** Norma Carlos, Principal

**Recommendations by:** Patrick Chamanadjian, Health Educator

### School Site Visit Checklist

#### A. Workplace Policies and Practices to Protect Staff

**1. K-12 Protocols Posted: Criteria For Recommendation**

The K-12 Protocol is posted in the main office. **Recommendation:** It is recommended to post [K-12 Protocols](#) in all public entrances, which would be before the main office per [Measure D](#): *A copy of this protocol is posted at all public entrances to the school.*

**2. Signage is posted at entrance of school informing visitors they should not enter if they are symptomatic for COVID-19: Criteria Met.**

This signage was observed in the front gate.

**3. Screening of students, staff, visitors is conducted before entering school: Criteria Met.**

Screening is conducted at the main entrance before students, staff and visitors enter the school site. The screening process includes check in concerning symptoms, questions about close contact, and a non-touch temperature check. **Recommendation:** It is recommended to always conduct screening outdoors before any individuals enter the school doors, per [Measure C](#): *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. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. Screening should also include a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.*

**4. Workplace policies and practices are available for STAT to review. Criteria Met.**

A customized written plan exists and is detailed in a binder, as provided by the school principal to share among staff. This plan is also updated on school [website](#).

**5. Compliance Team Established: Criteria Met.**

Compliance Team is comprised of four individuals.

**6. School has a Plan for a Positive Test: Criteria Met.**

This plan is outlined in the binder provided for review and on school website.

**7. School has Exposure Management Plan: Criteria Met.**

This plan is outlined in the binder provided for review.

- 8. Exposure Management Planning covers all the appropriate elements (Isolation of Cases, Identification of Persons Exposed at School, Quarantine of Exposed Employees and Students, Access to Testing, and Reporting to DPH):** **Criteria Met.**

This plan is outlined in the binder provided for review.

- 9. Parent Information Packet discusses COVID-19 Symptoms:** **Criteria Met.**

This information is included in the Parent Information Packet and on school website.

- 10. Parent Information Packet Discusses Infection Control, including face covering and handwashing:** **Criteria Met.**

This information is included in the Parent Information Packet and on school website.

- 11. Parent Information Packet discusses procedures to avert risk of exposure at school:** **Criteria Met.**

This information is included in the Parent Information Packet and on school website.

- 12. School has appropriate policies for specific, rare exemptions for face coverings for students with IEPs or 504s:** **Criteria Met**

This point was discussed during school meeting based on observation. School has developed a clearly, communicated policy among school staff who work with children regarding specific, rare exemptions for face coverings for students with IEPs or 504s. Students with those exemptions are provided face shields with drapes. Students who cannot tolerate any may not be cohorted.

- 13. School has policies to enforce face covering compliance for students without IEPs and 504s:** **Criteria Met**

This point was discussed during school meeting based on observation. School has developed a clearly, communicated policy among school staff who work with children to enforce face covering compliance for students without IEPs and 504s.

- 14. Maximum number of students on campus at any one time does not exceed those allowed by protocols (10% for schools >100 students, 25% for schools <100 students that primarily serve students with specialized needs):** **Criteria Met**

This point was discussed during school meeting and was confirmed based on observation. School primarily conducts 1:1 instruction and meets students through appointments to not exceed maximum number of students on campus at any one time.

- 15. Cohorts are maintained with the maximum appropriate size:** **Criteria Met**

There is currently 1 cohort on campus. The cohort is comprised of 9 students and up to 2 instructors. Schools come to campus based on appointments.

## B. Physical Distancing Measures In Place

**16. Staff are practicing physical distancing while in common areas: Criteria Met.**

All staff were observed to stand at least 6 feet apart.

**17. Staff work areas are at least 6 feet apart or have physical barriers: Criteria Met.**

All staff have their own workspace and work at well over 6 feet apart at their desk and have plexiglass around their space for additional protection.

**18. Students are practicing physical distancing: Criteria Met.**

All students were observed to stand at least 6 feet apart. There was only 1 student on campus during my site visit.

**19. Student desks are 6 feet apart or are separated with appropriate physical barriers: Criteria Met.**

All students have their own workspace and work at least 6 feet apart and have plexiglass available for additional protection.

**20. Common areas (hallways, bathrooms, lunch, etc.) allow for appropriate physical distancing: Criteria Met.**

The school is essentially one large room with a few offices. There are no designated common areas like lounge areas or hallways, therefore numerous measures are not expected. Most areas allow for appropriate physical distancing enforced by constant supervision and ample signage in the main room.

**21. School has physical distancing plans to ensure safe movement of students and staff during entry and exit of school, e.g. pickup and drop off: Criteria Met.**

School has a clear, guided entrance and exit plan for visitors, staff, and students with supervision and floor markers to prevent crowding

**22. Specialized Individualized Assessment locations allow for as much physical distancing as possible: Criteria Met.**

The assessment location is a large room with plenty of room for physical distancing. The room also has PPE available inside and a barrier between student and assessor for added protection.

**23. Measures in place to maintain physical distancing during school meals: Criteria Met.**

Students do not eat on campus

**24. Signage is posted reinforcing physical distancing: Criteria Met.**

There are about 20 signs in a relatively small space, therefore there is ample signage.

**Recommendation:** enlarge a few signs around the campus to reinforce proper physical distancing and infection control

### C. Infection Control Measures in Place

**25. School has a place to isolate symptomatic persons, or individual who reports close contact with an infected or symptomatic person: Criteria Met.**

School has identified an 2 isolation rooms (One room for an individual with suspected symptoms and another for an individual who has had close contact). It is worth noting that these areas are very close to the exit of the school for easy pick-up. These areas also have large windows for ideal supervision of isolated individuals. **Recommendation:** designate one of the staff restrooms as an isolated individual bathroom if an isolated individual needs to use the restroom. Prepare a sign to post on the bathroom door after use by an isolated individual that clearly expresses that the bathroom has been used by an isolated individual and shall not be used until heightened cleaning of the bathroom has been completed.

**26. School has medical-grade surgical mask available for symptomatic persons, or individual who reports close contact with an infected or symptomatic person, in isolation and for individuals monitoring them: Criteria For Recommendation.**

There was no surgical grade mask inside the isolation rooms during the site visit, however, it is worth noting that the school does indeed have medical grade masks and are prepared to place a few inside the isolation rooms. **Recommendation:** To complete preparation of isolation room and have available medical-grade surgical mask as necessary, per Measure C: *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 pre-selected isolation space where they can remain while arrangements are made for their return home.*

**27. All staff, students, and visitors are correctly wearing face coverings over their nose and mouth at all times: Criteria Met.**

All students, staff, and visitors were correctly wearing face coverings at all times.

**28. Optimum ventilation measures are in place (door/windows open): Criteria Met.**

Doors remained open in all office spaces and assessments conducted.

**29. HVAC System is maintained and in good working order: Criteria Met.**

HVAC system has been cleaned with optimum filter, and a calendar is used to maintain cleaning. Air conditioning continues to run throughout the day for circulation.

**30. School has a cleaning and disinfecting schedule: Criteria Met.**

Custodian is responsible to clean daily and throughout the day in a regular schedule, including shared spaces such as the restrooms.

**31. Appropriate cleaning and disinfecting is taking place (according to school schedule on plan): Criteria Met.**

Appropriate and thorough cleaning was observed during site visit.

- 32. Student Restrooms are clean: Criteria Met**  
Student restrooms were observed and are clean.
- 33. Student Restrooms have sufficient supplies: Criteria Met.**  
Student restrooms were observed and have sufficient supplies.
- 34. Staff Restrooms are clean: Criteria Met.**  
Staff restrooms were observed and are clean.
- 35. Staff Restrooms have sufficient supplies: Criteria Met.**  
Staff restrooms were observed and have sufficient supplies.
- 36. Shared water fountains are closed. Criteria Met.**  
The school does not have any water fountains.
- 37. Students and staff have access to frequent hand sanitation (handwashing stations, hand sanitizer, etc.): Criteria Met.**  
Sanitizers are placed throughout the school to allow for frequent handwashing, including staff room and testing room. Restrooms were observed to have working soap and water in every sink and sanitizing stations in entrance.
- 38. Signage is posted throughout school showing proper use of face coverings: Criteria Met.**  
Signage is posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- 39. Signage is posted throughout school showing proper handwashing. Criteria For Recommendation.**  
Signage exists inside bathrooms but was not observed around common areas.  
**Recommendation:** It is recommended to have signage around common areas on campus, per Measure D: Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- 40. School is aware of application of DPH protocols to other aspects of campus: Criteria Met.**  
School has confirmed they are aware of application of DPH protocols to other aspects of campus. **Recommendation:** To ensure school is aware, it is included in this document to also oversee other DPH protocols, such as [Appendix I for cafeteria facilities inspected by Environmental Health](#).

**Additional comments/recommendations:**