

Caliber: Beta Academy COVID-19 Prevention Plan¹ & Campus Protocol 2020-2021

Version 1.0 - published 8/14/2020

As of the date of this version of the plan, Caliber: Beta Academy is operating in a Distance Learning mode and few to no students will be on campus. The COVID-19 prevention measures below are focused on actions that will be taken to protect the health of staff and visitors during this time. The plan will be updated prior to admitting a significant number of students to campus in the future.

HOURS OF OPERATION

In an effort to remain safe and healthy, we need you to partner with us in complying with the following procedures at Beta Academy.

7:15 AM - 5:00 PM MONDAY - FRIDAY ONLY

Staff will be expected to leave campus to ensure cleanliness and disinfectant of campus.

CLOSED WEEKENDS (no exceptions)

CONTACT INFORMATION

Health Advocate: Frances Lizarde: (510) 932 - 2022 or flizarde@caliberbetaacademy.org
Operations Inquiries & All Emergencies

Lower Campus Leader - Andy Grossman: (510) 778 - 5440 or
agrossman@caliberbetaacademy.org

Upper Campus Leader - Tim Pruitt: (510) 210 - 7632 or tpruitt@caliberbetaacademy.org

IT Inquiries - Amr Alnasafi: (510) 954 - 4438 or aalnasafi@caliberbetaacademy.org

Front Office Support

- Patsy Jimenez: (510) 850 - 4658
- Mireya Sanchez: (510) 680 - 0254

¹ The CDPH's [COVID-19 Industry Guidance for Schools and School Based Programs](#), requires that each school establish a worksite-specific COVID-19 prevention plan, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each school to implement the plan. This document, in conjunction with Caliber's network-wide COVID-19 Operations Plan (see latest version [here](#)) is intended to fulfill this requirement and will serve as Beta Academy's COVID-19 prevention plan. Frances Lizarde is designated as the individual responsible for ensuring the plan's implementation.

PARKING

- Use parking lot or street parking on Berk Ave. this helps us know who is on campus
- Be sure to fill out the [Vehicle Information Survey](#)
- Do not use the back parking lot (between KHS and CBA)

PRIOR TO ARRIVING TO CAMPUS

- Fill out the [Emergency Contact Information](#) survey (needs to be done once)
- Daily Health Screening - All staff, staff member's children, contractors, vendors and pre-approved visitors (including students receiving support services) must take survey prior to arriving on campus (needs to be done **DAILY**)
 - [Employee Health Screening link](#)
 - [Visitor Health Screening link](#)
- Take your temperature - must be done daily as a part of the screening process
- Any visitors (non CBA staff or CBA students) must be pre-approved to be on campus 24 hours in advanced by the Health Advocate (Frances Lizarde)
- All staff, contractors, and vendors who will be on campus must fill out [agreement](#) prior to arriving on campus.

WHILE ON CAMPUS

ACCESS TO FACILITIES AND GROUNDS

Checking In

- Must wear mask before arriving to front door
- Staff will only be allowed to arrive between **7:15-9:00 a.m.** each day, please be sure to plan ahead for transition time in case there is a line
- Enter through main gate entrance/exit only; all other gates should be closed/locked
 - Make sure to close all gate doors behind you when entering campus
- All staff members will need to come into the main office/room 12, use hand sanitizer and sign in on iPad/Who'sOnLocation or use the touchless Who'sOnLocation feature
- Front office staff will verify that all staff members or visitors have completed a health screen. If they have not, they will be screened in the front office.
- [Campus Map](#) for reference

- Should you need custodial support, please contact Frances Lizarde via cell if it is urgent. For non-urgent custodial support, fill out an [infrastructure request](#).

- All staff members will be given a key for the day that must be turned in daily

While In Your Space (classroom or office)

- Staff members should stay confined to the space they indicated when signing into iPad/Who'sOnLocation
 - Should you need to collaborate with a staff member on campus, please do it virtually and NOT in person (in order to avoid cross-contamination)
- Please be sure to keep your doors and windows open for better ventilation

Checking Out

- All staff members will need to come back to the main office / room 12, use hand sanitizer and sign out on the iPad/Who'sOnLocation **BY 5 P.M.**
- Key issued out for the day must be turned in
- Exit through main gate entrance/exit
 - Make sure to close all gate doors behind you when exiting campus

SECURITY

- Assigned staff will disable and set the alarm at assigned times
- Currently all staff members are being asked to turn in their keys
- The front entrance and all other gates will be closed and locked at all times
Parent/Guardian/Vendors/Visitors/Staff will use the intercom to enter campus
- Ensure ALL doors are completely closed and locked before leaving for the day

RESTROOMS

- Restrooms between 2nd/3rd grade classroom are the only ones available for staff use
- 1 staff member at a time
- Maintain physical distancing while waiting to use the restroom
- Custodian will clean the restroom twice a day between 11AM-12PM and 3-4PM each day
- Be sure to wash your hands before exiting the restroom
 - Thorough 20 seconds of washing hands
 - Alcohol-based Hand Sanitizer:
 - Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.
 - Put enough sanitizer on your hands to cover all surfaces.
 - Rub your hands together until they feel dry (this should take around 20 seconds).
 - Do NOT rinse or wipe off the hand sanitizer before it's dry; it may not work well against germs.

OTHER

- Staff lounges are closed until further notice
- There is no access to a communal refrigerator or microwave
 - Please be sure to bring a lunch that does not require refrigeration and does not need to be heated up
 - Maintain 6 ft social distance from others if you are eating lunch together. Do not share food.
- Food deliveries will be allowed, but you will need to meet delivery personnel at the gate. They will not be allowed on campus.
- Water dispensers will be accessible to staff in room 2, please be sure to bring your own water bottle
- Copy machines will not be available for staff to use. Should you need to print something, please send it to the front office staff to print. You can then pick-up from the front office staff between 8am-2:30pm only.

HEALTH & SAFETY

HEALTH ADVOCATE,² COORDINATOR(S), AND CONSULTANT(S)

- Health Advocate Role: **Frances Lizarde (Tuesday, Wednesday & Friday)**
 - Caliber employee
 - Responsible for overall implementation of the COVID-19 prevention plan on campus, for addressing any health-related questions from staff or families, and for coordinating the school's response to any COVID-19 incidents or issues that affect the school
- Health Coordinator Role: **Andy Grossman (Monday) + Tim Pruitt (Thursday)**
 - Caliber employee(s)
 - Act(s) as a back-up when the Health Advocate is not on campus
 - Trained by the Health Advocate to cover their duties in their absence
- Health Consultant Role: **K-12 Health**
 - Medical professional
 - Typically not on-site (at least not full time)
 - Available for consultation to the Health Advocate
 - Handles escalations of issues beyond the Health Advocate's knowledge

² The Health Advocate is responsible for implementation of the COVID-19 prevention plan on campus, for addressing any health-related questions from staff or families, and for coordinating the school's response to any COVID-19 incidents or issues that affect the school. At any time that the Health Advocate is not on campus while the facility is open, a Health Coordinator will be identified to act in her place. The identity of the Health Advocate or Health Coordinator that is on duty at any given time will be communicated to staff and be prominently displayed in the front office at all times.

COMMUNICATION

- Ensure Caliber community members remain safe and healthy by following best practices
- If a staff member is sick, please report to your school leader **AND** Frances via cell phone/text

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All staff members, other than those who are medically exempted, must wear a mask or face shield while on campus (contact Frances if you are in need of one or if you believe you are exempted from wearing one)
- PPE is available in the main office / room 12 if needed
 - Masks &/or face shields
 - Hand Sanitizer (dispensers are also located in every classroom)
 - Gloves
- Hand washing (located in bathrooms)
- Thermometers

SOCIAL DISTANCING

- FROM CDC:
 - Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).
 - Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.
 - To practice social or physical distancing stay at least 6 feet (about 2 arms’ length) from other people at all times.