

Leroy Greene Academy

COVID Safety
Procedures Guideline

Table of Contents

Site Specific Programs and Information	2
Social Distancing Plan	2
Afterschool/mentoring programs	2
Attendance	2
Administrative Office	2
Breakfast Service	3
Classroom/Buildings	3
Entering and exiting campus	6
Family/Guest Engagement and Campus Visits	6
Lunch Service	7
Passing Periods	7
PE and Locker Rooms	8
These areas will not be used during social distancing, lockers will not be in use and students will not “dress out”.	8
Rainy Day Procedures	8
Restrooms	8
Student Drop-off and Pick-up	8
Recess/Break	9
Transportation	9
Students arriving via NUSD Transportation	9
Student departing via NUSD Transportation	9
Staff Collaboration Time and Staff Meetings Plan	9

Site Specific Programs and Information

Social Distancing Plan

Leroy Greene Academy has developed a social distancing plan that will be used to maintain 6-feet between students and limit student exposure to the extent possible

Afterschool/mentoring programs

The Friday Night Live Mentoring program, run by the Prevention and Early Intervention Department of the Sacramento County Office of Education (SCOE) will continue program services at Leroy Greene Academy in a virtual format for the 2020-2021 school year. Sessions will be hosted weekly on the Zoom Platform, will be 60 minutes in duration, and run from October to March. Project Alert, a research-based curriculum with lessons on relationship building, goal setting and ATOD (Alcohol, tobacco and other drugs) Prevention will be led by both program staff and trained high school mentors.

Attendance

NUSD has developed written procedures for tiered reengagement strategies for all students who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week. Students who are not in attendance will be monitored, with tier intervention support provided:

- Tier 1 Support: For all Students
- Tier 2 Support: For students missing 3 out of 5 school days
- Tier 3 Support/Intervention: For student who continue to miss 60% of the school week

Action: Follow District Attendance Plan

Administrative Office

[LGA COVID Tour Admin Office](#)

All persons entering into the administrative office will be required to:

- Log into the log book provided in the front office
- Take thermal scanner temperature at the provided station and have their results recorded
- Use provided hand sanitizer upon entering and exiting the administrative office
- PPEs such as masks and gloves will be provided, if not available to people on site.
- Follow one way traffic and exit/entrance signs within the administrative office to ensure social distancing among others in the office.

Staff

- Staff will call or email the office to request envelopes or office supplies and the secretary will place items in staff mailboxes.
- All staff will wear a mask or shield and not socialize in the office when picking up mail or making copies.
- Copiers have been distanced six feet apart, and teachers will be asked to follow directional guidelines as indicated by floor markers and stanchions when moving around the staff room.

- Copy machines will be wiped down after every use with provided sanitation wipes.
- Use of phones, keyboards, and desks will be used by office personnel ONLY.
- Staff will use social distancing when accessing cumulative records in office.
- Staff will follow guidelines for one way entry and exit procedures for the front office building. When using the staff lounge, staff will enter through the rear door following walking/directional guidelines.
- Staff will be asked to exit from one of the two exit only doors as indicated by floor markers, at the doors of the health office or the end of the administrative hallway.

Students

- All students will wear a mask or shield and know to not socialize in the office when picking up materials, taking medication, or checking in or out of school.
- Students will follow guidelines for one way entry and exit procedures for the front office building.
- Students will not be permitted to pick up copy material for teachers during class time.
- Students will only enter through the front main door and use the side doors for exit only, as indicated by floor directional guides.
 - When arriving from a classroom: students will go through the front gates, stanchions will be set up, leading students through the front door, and follow floor guidelines upon entering.

Breakfast Service

- Students will follow directional guidelines to line up outside of the MPR, maintaining social distance protocols within the stanchions leading them into the labeled entrance of the lunch room.
- Students will maintain a six foot distance while in line to obtain their meals, while wearing a mask.
- Students will be provided eating utensils, and will not grab from a communal area
- After students receive their food, they will go to designated seats furthest from the serving line (supervision will assist in directing students).
- Students eating breakfast in the cafeteria will maintain six feet of distance between students at all times.
- To achieve this:
 - Students will sit on one side of the cafeteria table so that students are not facing each other.
 - Staff will monitor serving lines and lunch disposal to ensure students are maintaining six feet of distance.
 - Students will not be permitted to share food at any time.

Classroom/Buildings

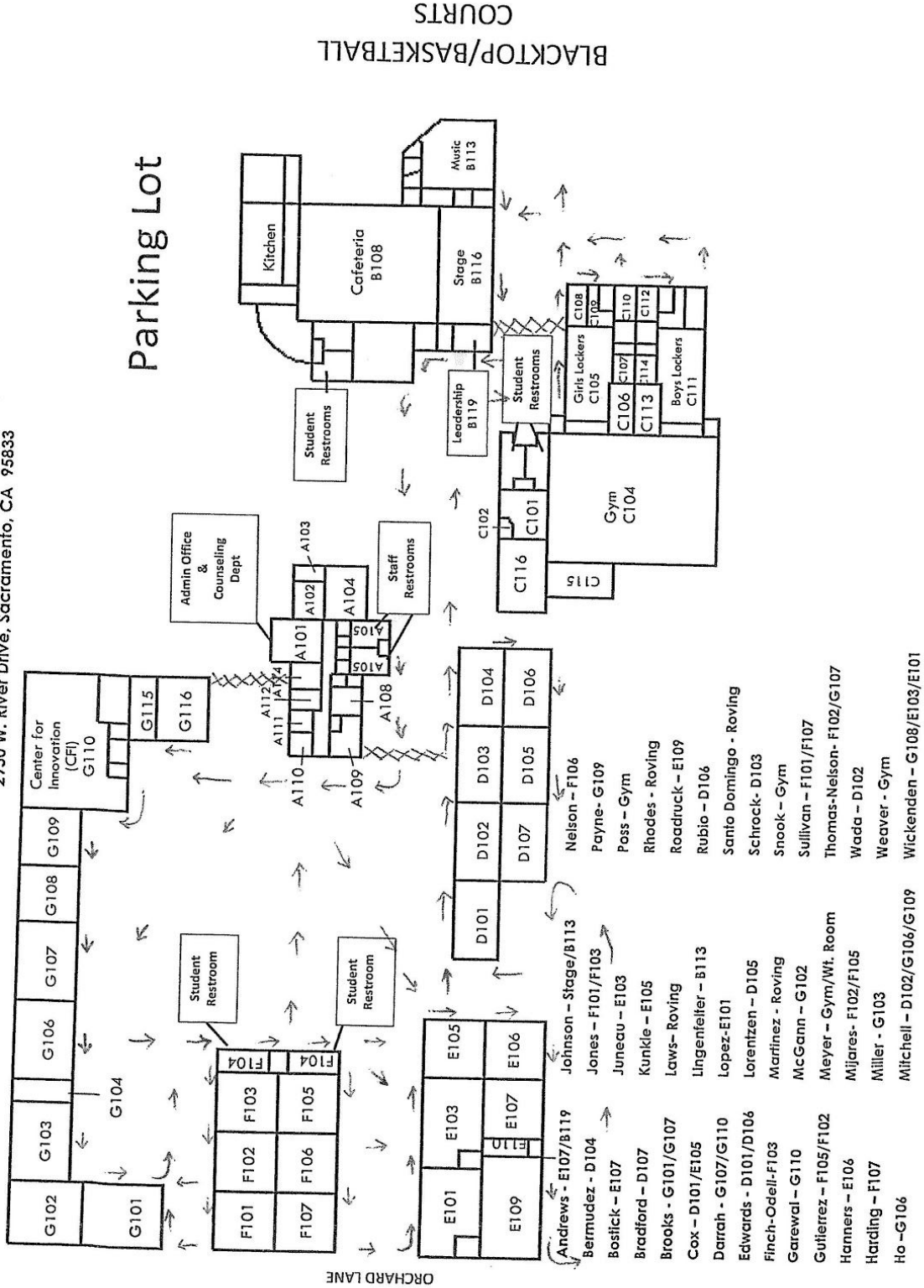
Movement of students to/from classes between each period

1. Students will travel in counter-clockwise direction when traveling to or from classes
2. Students will follow directional arrows, placed on the floor, to move around campus in a one way direction.

3. Line markers will be placed outside each classroom in the event that students are waiting outside the classrooms. Students will line up against the wall to provide central space for other student movement and maintain social distance with masks on.
 - a. Classroom Doors Open during passing period
 - b. Teachers do a visual check that students are wearing facial covering upon entry
 - c. Students lined up 6' apart
 - d. Students go directly to their seat / desk
 4. Staff will monitor flow of student traffic.
 5. Student's not permitted to "hang out" or "linger" in hallways.
- Sample travel pattern for campus

Leroy Greene Academy Site Map

2950 W. River Drive, Sacramento, CA 95833



Entering and exiting campus

- Campus Safety Specialist will be located at all entry points to campus 20 minutes prior to the start of school and ensure students are wearing masks or provided one.
- Students will have access to the building 20 minutes prior to school.
- Students will line up on markers outside entry gates in preparation of entering the building.
- Students enter the building at the access gates nearest their 1st period class.
- Any student(s) exhibiting possible medical concerns will be sent to the health office for further review.



- Admin Monitored Entry Point w/ Disposable Masks
- Hand Washing Station
- Hand Sanitizer Station

Family/Guest Engagement and Campus Visits

All non-essential visitors on campus will be limited

- Visitors: All approved visitors will engage in an active screening prior to entering the campus.
 - If the visitor refuses the Active Screen the visitor will be denied access to the site and will offered a virtual meeting
- All visitors must maintain social distancing requirements
- All visitors are required to wear a face covering at all times while on campus
- Site visitors are allowed on site by appointment only and for a set amount of time.
- The number of visitors permitted is limited by the requirement to maintain social distancing
- All visitors are expected to follow hygiene expectations (hand washing, hand sanitizer, etc)
- Volunteers: No volunteers are allowed at this time
- All parent committees, conferences, meetings, etc. may be virtual if social distancing is not possible
- Sharing outside food with other students is not allowed
 - No outside food for birthdays or any other celebration. This includes outside food

vendors and food delivery services

Lunch Service

- Students will follow directional guidelines to line up outside of the MPR, maintaining social distance protocols within the stanchions leading them into the labeled entrance of the lunch room.
- Students will line up on floor markers indicating a six foot distance from their peers.
- Students will follow a one way traffic flow in and out of the MPR.
- Students will maintain a six foot distance while in line to obtain their meals, while wearing a mask.
- Students will be provided eating utensils, and will not grab from a communal area
- After students receive their lunch, they will go to designated seats furthest from the serving line (supervision will assist in directing students).
- Students eating lunch in the cafeteria will maintain six feet of distance between students at all times.
- Students must remain seated until completing their lunch and will be able to leave their seat to dispose of their waste before following a one way walk way to exit the MPR.
- To achieve this:
 - Students will sit on one side of the cafeteria table so that students are not facing each other.
 - Staff will monitor serving lines and lunch disposal to ensure students are maintaining six feet of distance.
 - Students will not be permitted to share food at any time.



Passing Periods

- Staff and Students to follow directional arrows and 6' spacing and will wear masks at all times.
- Teachers are asked to stay at their doors during the passing period to ensure that students are walking directly from one class to the next with little to no social interaction with peers.
- Students will obtain hand sanitizer upon entry of every new class provided by the staff member at the door.

PE and Locker Rooms

- These areas will not be used during social distancing, lockers will not be in use and students will not “dress out”.

Rainy Day Procedures

- Students will be allowed to remain inside the building during rainy days
- PE to make adjustments to activity schedule
- For lunch period, carts will move to the inside of the building and be located in the same wing as outside. Markers on the floor will promote social distancing (minimum 6 feet) while students wait for their lunch
- Students will be allowed to return to classrooms for lunch period and eat lunch in class. Students will need to have at least one empty desk between them while in the classroom.

Restrooms

- Social distancing protocols (markers on the floor) in place outside restrooms.
- Students will maintain a minimum distance of 6 feet apart while waiting to use the restroom. Students will also wear mask/face covering while waiting.
- Maximum number of occupants for each restroom. This is dependent on the specific bathroom. For boy’s restrooms, students will wait for an open stall or separate themselves while using a urinal (one empty between students).
- Potential restriction of some facilities to ensure distancing inside restrooms
- Staff will provide guidance and reinforcement of social distancing outside of restrooms as part of their routine monitoring of the campus.
- During class, maximum of one students per time from each class to use restroom

Student Drop-off and Pick-up

- Drop off/pick up in designated areas. Parents/Families must remain in their vehicle. Designated staff will assist the students in getting from the car to class and class to car.
- Students will exit their car in the designated drop off zone and proceed to their 1st period wing entryway.
- Tardy Plan:
 - Campus Safety Specialists will stay at their entry way until 8:30 to assist with tardy students. If a student is more than 30 minutes late to their first period class, the student must go directly to the Front Office to sign in and receive their tardy pass. Students who arrive late to school must have a written note explaining the lateness. Students will follow established travel paths to their classes.
- Early Pick-up Plan
 - If a student needs to be picked up early, please follow these procedures:
 - Only listed parents or guardians are allowed to pick up students, UNLESS a parent/guardian has notified the school of other arrangements. Emergency contacts ARE NOT allowed to pick up students without notification from a listed parent/guardian. All parents or guardians picking up students will remain in their

car and call the office for student departure. Students will stop at the front office then proceed out of the front entrance to the school and to the parking lot.

- **Appointments:** To leave the school during class time or between classes, a student should bring a note from the parent/guardian, prior to the beginning of the school day, stating the reason for leaving and the time to be dismissed from school and the school staff must be able to reach the parent/guardian by phone in order to secure permission to leave school.

Recess/Break

- Passing periods: students follow travel paths for movement between classes
- Diagonal travel paths across the main quad to provide additional space for students as they move from one side of the campus to the other.
- Students will be able to walk along the sides of the grass quad or across the middle.
- Markers on the floor to dictate travel directions.
- Floor markings for student who arrive to class and door is locked
- Students travel directly to class and enter with a teacher present.

Transportation

All students who take school transportation must be screened, wear face coverings and adhere to social distancing guidelines established by Transportation Services. Please refer to the NUSD Implementation Plan, Section 1 for more information.

Students arriving via NUSD Transportation

Upon arriving on campus, students will be provided hand sanitizer or asked to wash their hands by campus safety who will supervise the transportation area. Students are to maintain a 6 foot social distance while exiting the bus and while walking to class.

Student departing via NUSD Transportation

Upon waiting for the bus to arrive, students will be socially distanced along the black top near the boys locker room area, while being supervised by campus safety who will ensure students will follow safety protocols.

Students will be monitored by campus safety and asked to continually wear masks and maintain a 6 foot distance from one another.

Staff Collaboration Time and Staff Meetings Plan

- In-person/On-site staff meetings may occur if all staff members in attendance can be spaced out in the meeting location 6ft apart. All staff members are required to wear facial coverings.
 - Staff will be asked to meet within the Multi-Purpose Room (MPR) and will have name cards for assigned seated spaces socially distanced within the room. Staff will be asked to use hand sanitizer upon entering the MPR, when leaving the room, and after bathroom use. Masks will be required to be worn throughout the duration of the meeting.
 - Technology will be used for collaborative documentation, limiting the use of sharing of writing utensils or documents.

- Professional Collaboration occurs on a weekly basis on Wednesday from 1:30-2:30pm.
- Staff may continue to meet virtually if space does not allow for social distancing.
 - When available/possible due to safety, all collaboration meetings will occur virtually through zoom meetings or if space is unavailable for socially distancing purposes.
 - Professional collaboration will occur on a weekly basis on Wednesdays from 1:30-2:30pm.
 - Staff are asked to sign on via the zoom link provided by the LGA administrative team, and participate in collaboration, break out rooms and synchronous work aligned to the mission and vision of the school site.