



Manteca Adult School

Plan for Implementation of CDC Guidelines

2020-2021

Social Distance Plan Arrival	Social Distance Plan Dismissal	Campus Modifications	Protocol for sick student	Visitors in Office
<ul style="list-style-type: none"> *Entrance/Exit points clearly marked *Arrows on the ground indicating which way to proceed *Staff assisting, prompting, reminding students to keep moving & maintain social distance *Student required to complete COVID-19 verbal screening and temperature 	<ul style="list-style-type: none"> *Students will be advised to leave campus upon being dismissed *Gates unlocked and access allowed to increase exit points 	<ul style="list-style-type: none"> *Signs up to remind students not to congregate *Signs and staff to remind students to wear masks, and maintain social distance *Directional signage to advise students which way to move *Chairs minimum 4ft apart 	<ul style="list-style-type: none"> *Student immediately sent home *Teacher to follow up with any student who is sent home sick *Student must have a signed Doctors note stating they are not COVID-19 positive to return to class *Health services advised of any reported positive COVID cases *WIP protocol to be followed 	<ul style="list-style-type: none"> *All visitors to the campus check in at front office *Student required to complete COVID-19 screening form and temperature *Visitors required to wear a mask at all times on campus and comply with social distance protocols
Pre-Return Modifications	Signs/Stickers for Social Distancing	Fire Drills / Lock Down procedures	Restroom procedures for students	Sanitation of classroom between periods
<ul style="list-style-type: none"> *Reduce class size to accommodate social distancing *Identify sanitized (green) and dirty (red) workstations with laminated flip cards *Open windows and door to create a cross breeze *Sanitizing station in each classroom as well as every door/exit in common areas 	<ul style="list-style-type: none"> *Signs around campus reminding students and staff of social distance protocol, mask requirements *Signs/arrows on campus to indicate entry and exit points *Signs to indicate handwashing stations 	<ul style="list-style-type: none"> *Adhere to social distance protocol when conducting fire drill *Masks required *Student safety in the event of eminent danger is top priority 	<ul style="list-style-type: none"> *All student restrooms open and available at all times during the school day *All restrooms sanitized by staff daily *All teachers required to keep a restroom log indicating in and out time *WIP protocol to be followed as well 	<ul style="list-style-type: none"> *Each teacher/classroom will have a bottle of Virex and towel *Students will be highly encouraged to assist in the sanitization of their personal workspace using disposable wipes. *Students advised to turn indicator card to red (dirty) immediately upon sitting at a workstation *Once station is sanitized indicator card is sanitized and turned to green

Social Distancing for Faculty in common areas	Social Distancing for Faculty during PLC/Staff meetings	Casas Testing/Remediation Testing/Independent Study Testing/HiSet Testing/Typing Tests	Wearing Masks for Faculty	Wearing Masks for Students
<ul style="list-style-type: none"> *Signs requiring masks to enter and exit the building *Signs encouraging social distance protocol 	<ul style="list-style-type: none"> *All meetings can be held both in person and via Teams * Must have a device in the room in the event that there is a staff member who would like to join via Teams *Staff will be reminded to follow social distance protocols when meeting in person *Use of meeting tub to follow In-Person Meeting Protocol 	<ul style="list-style-type: none"> *Appointments required *Limited class sizes to allow for social distancing *Masks required *Sanitation indicator cards at each workstation *One person/computer per desk *All windows/doors open *COVID-19 screening form and temperature required 	<ul style="list-style-type: none"> *All faculty required to wear masks at all times unless exempt. If exempt face shield with drape. *Faculty to be provided with masks *District protocols to be followed at all times *Routine contact requires 3-ply surgical mask. 	<ul style="list-style-type: none"> *Students will be required to wear masks at all times unless exempt. *Masks provided to students *MUSD protocol will be followed at all times. *Mask will be worn in classroom setting.
Protocol for Independent Study Meetings	Admin Mitigation for walk thru / classroom visits	Mitigation for Custodians	Mitigation for Office Staff	
<ul style="list-style-type: none"> *Meetings scheduled electronically *1:1 meetings in person with PPE/masks, social distancing *Appointment required with sanitation after each meeting with Green/Red indicator cards 	<ul style="list-style-type: none"> *Administrators will visit both on Teams or in person *Social distancing protocols will be followed 	<ul style="list-style-type: none"> *Required to wear masks, use gloves, PPE etc. All Materials provided 	<ul style="list-style-type: none"> *Provided with masks, plexiglass barriers, sanitizing wipes, gloves as needed *Social distancing required with seating/desk placement 	