

COVID-19 Safe Practices Walkthrough Form



Date:	Wednesday, February 24, 2021	
District:	State Authorized Charter School	
School:	Horizon Academy West	
District / Charter Contact Name	Fatima Mendoza/Head Administrator	District/Charter Signature: <i>Mina Mendoza</i>
Fire Marshal/ PED Staff Name	Melissa Sanchez/PED Staff	PED Staff Signature: <i>Melissa Sanchez</i>
Current Status Yes or No	Safe Practice	Notes/ Checklist
YES	Multi-ply cloth masks available and utilized by all staff and students, over the nose and mouth, secure under the chin, snug on face with no gaps.	Extra cloth masks for staff? Yes, gave out 300 initially (total of 52 staff members) with 219 on hand Extra cloth masks for students? Yes, 3,100 for students Extra disposable masks? Yes. Staff = 67, Students = 1,740
YES	Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	Are desks marked for A/B cohorts? In most classrooms, where feasible Are desks/ students facing one direction? Yes, ALL desks face the front of the classroom Marks on floors? Floors marked in hallways, entrances to school are marked, directional plans in place in cafeteria Plexiglass barriers/Shields? Front desk has a plexiglass barrier. Classrooms have 3 sided plastic barriers on student desks.
YES	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	Facing same direction? Yes, tables have seats facing one direction and marked for seating. Students will enter the cafeteria from the playground after recess, walk the perimeter of the room to wash hands then pick up meal. Students will sit in pre-assigned seats.
YES	Hand sanitizer that contains at least 60% alcohol is available across the school and ample cleaning supplies in place. Soap and supplies in bathrooms are ample with reliable running water.	Location of sanitizer and cleaning supplies? Hand sanitizer stations available throughout the school, at entryways/exits, and every classroom has hand sanitizer touchless dispensers. Classrooms have ample supply of sanitizer, disinfectant wipes, paper towels and face shields kept in portable, plastic bins. Most lower grade classrooms are equip with sinks. <u>Bathrooms have sinks, soap and paper towels.</u>
YES	Sanitization protocols in place that address daily cleaning and disinfection with particular attention to <u>frequently touched surfaces</u> (doors, doorknobs, globes, tetherballs, etc) including building, <u>playground</u> and <u>buses</u> .	What are the sanitization protocols? Day crew wipe common surfaces throughout the day, 1.5 staff members during the day. Evening crew deep clean M-TH. Daily completed logs are kept in a binder in the office, in progress logs on the cleaning cart. Any special equipment to note? Each classroom has biotabs and spray bottles, towels, clorox wipes and hand sanitizer. Sanitization logs accessible and posted across the school site? Completed logs kept in the office, in progress logs kept on the cleaning cart Lockers? No lockers
YES	School doors and windows are operable and other air filtration measures in place. • Fans in place - where? • Dampers open to increase airflow? • Open doors and windows? • Air filters in place?	Windows do not open. HEPA filters come equip with built in fans.
YES	School ventilation systems are functional and meet standard.	HEPA Filters Units in each classroom
YES	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Arrival to school - staggered drop off in the morning. Describe building evacuations due to fire (Consider offsite evacuations also) classes can evacuate to the fenced in turf field. Each class/teacher has a sturdy, colorful rope with knots every six (6) feet. Field is large enough to accomodate all classes to maintain social distancing
YES	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses (<u>report directly to isolation room</u>) in place.	Isolation room to the immediate right when entering the school, was previously a conference room. Nurses office is next door to the isolation room.
YES	Protocols and signage in place for entrance into the building including temperature and other symptoms check.	Signage in place on all doors. Upon sign in, the desk attendant takes temperatures. Signage in English, families and staff all read and understand English
YES	Signage across the school site that includes expectations for prevention practices: frequently washing hands, avoiding touching eyes, nose, and mouth, wearing masks, staying 6 feet apart and direction of traffic.	Signage throughout the school touting social distancing, frequent hand washing, maintaining social distancing, wearing a mask.
General Notes (add a brief description of the hybrid model used and target reopening date) Grades Served? K-5 Total student population? 431 Number expected to remain remote? 156 Target start date for hybrid in-person learning: 3/8/2021 Briefly describe the hybrid model (cohort groups; days; etc): Four day a week school. A Cohort - M & T, B Cohort W & TH. School day begins at 7:40, dismiss 1:30. Remote thereafter Bathroom passes, 3 students maximum. Must have a hall pass, passes are kept on hook outside the bathroom so the capacity is known. Water fountain covered up. Touchless bottle fill up uncovered.		