

# SCHOOL SITE-SPECIFIC COVID-19 PREPAREDNESS PLAN SUMMARY

## SCHOOL INFORMATION

Today's date (mm/dd/yy): 12/3/2020

School name: Toyon Elementary School

School reopening date (mm/dd/yy): 12/07/2020

Indicate school setting: Elementary (TK-6th

Middle (6th-8th grades)

High (9th-12th grades)

grade) School/Program address:  
955 Bard St.

District Office/Main Administration address (if applicable):  
1376 Piedmont Rd

City: San Jose

City: San Jose

Zip code: 95132

Zip code: 95132

COVID-19 Designee Name: Darrien Johnson

Name of person completing form: Kevin Franklin

Direct phone for person completing form: 408-923-1860

Direct email for form completer: kfranklin@busd.net

## CAMPUS PHYSICAL SPACE

Students:

Staff:

1. Provide the current anticipated number of students/staff on campus daily: 25

25

20

2. Which grades are/will be open? TK  K  1  2  3  4  5  6  7  8  9  10  11  12

3. How many individuals are expected to be on campus at any point in the coming month? 45

4. Provide the planned minimum distance between student desks: 6 feet

## VOLUNTARY IMPLEMENTATION OF PRIORITY RECOMMENDATIONS

5. Describe site plans to minimize COVID-19 transmission in staff breakrooms:

Break Rooms are closed for eating and congregating.

6. Describe any plans to assess potential outdoor learning spaces (e.g., outdoor seating and shade/protection from elements) and/or to move instruction outdoors:

BUSD ED Services Department is currently reviewing all options for utilizing outdoor instructional spaces.

7. Describe any site plans to optimize indoor ventilation (e.g., opening operable windows, using high efficiency filters, etc.):

BUSD has installed MERV 13 HVAC filters at all of our sites. windows and doors are open when weather permits.

8. Describe any plans to facilitate routine testing of teachers and staff (e.g., by healthcare providers or at County testing sites):

weekly staff wellness emails are sent out to provide the latest testing sites and encourage staff to get routine testing.

9. Describe any plans to resume in-person instruction in phases (e.g., elementary in month 1, middle school in month 2, etc.):

BUSD has a phased in approach with a timeline still being determined.

10. Provide link to complete school opening plan:

<https://sites.google.com/busd.net/busdreopening/home>

# School Preparedness Plan to Meet County Guidance for COVID-19

## Visitor Information

(POST ON WEBSITE AND AT ALL SCHOOL ENTRANCES)

### VISITORS/VOLUNTEERS

**The school allows only necessary visitors and volunteers on the campus and will limit the number of students and staff who come into contact with them.**

### FACE COVERINGS - We will support students and staff wearing masks by:

BUSD will provide a face covering if students or staff do not have their own. BUSD will also provide the County Health Department guidance on how to wear a face covering correctly.

### PHYSICAL DISTANCING - We will support physical distancing by:

BUSD supports physical distancing by installing floor decals and signage in all high traffic areas. BUSD also sends out staff wellness reminder emails detailing the requirement of physical distancing.

### CLEANING & MAINTENANCE

#### We will support cleaning and maintenance of our campus by:

BUSD supports the cleaning and maintenance of our campus by posting a custodial check-off sheet of the enhanced cleaning measures completed daily.

#### HYGIENE - We will support routine and frequent handwashing by:

BUSD supports routine and frequent handwashing by posting signage at all sinks giving detailed instruction on handwashing. BUSD has also installed hand sanitizers stations in all front offices and classrooms that do not have soap and water.

#### ROUTINE TESTING - We will encourage and support staff testing by:

BUSD encourages and supports staff testing by continuing to send out weekly staff wellness email reminders that encourage routine testing. BUSD also utilizes social media platforms as another option for getting this information out to staff.

- **Families are required to report known cases of COVID-19 in their household to the school immediately. The school will report all known COVID-19 cases to Santa Clara Public Health.**
- **For more details, see our complete school opening plan here:** <https://sites.google.com/busd.net/busdreopening/home>

# COVID-19 Prepared School

Initial Plan Date: 10/05/2020 Revised Preparedness Plan Date: 12/03/2020



This school, Toyon Elementary School, has completed a **School COVID-19 Preparedness Plan** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this school's School COVID-19 Preparedness Plan Visitor Information Sheet (required to be posted with this sign). To see this school's complete School COVID-19 Preparedness Plan, go to: <https://sites.google.com/busd.net/busdreopening/home>

Santa Clara County  
**PUBLIC HEALTH**

