



# I. Site Specific Planning Form

This document is to be completed by each site and posted at all LA Unified schools, along with the pre-filled versions of the Los Angeles County Department of Public Health COVID-19 Reopening Protocols for K-12 Schools: Appendices T1 and T2 documents. Measures that apply at all District school sites are reflected in the pre-filled T1/T2 documents and those that vary by site are listed in the responses below.

School Name: \_\_\_\_\_

Date Last Revised: \_\_\_\_\_

School Address: \_\_\_\_\_

Location Code: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

### Campus Density

- Approximate Square Footage open: \_\_\_\_\_
- Maximum Student Capacity: \_\_\_\_\_
- Maximum Number of Staff with physical distancing: \_\_\_\_\_
- Total Number of Students Enrolled: \_\_\_\_\_
- 25% of Total Number of Students Enrolled: \_\_\_\_\_
- In-person class size is limited to: 12
- The **maximum** number of students & staff permitted on campus at any one time to ensure no more than 25% of total student body and to maximize physical distancing is:

Specialized Services for defined subgroups of children (T1)			
Enter the estimated total number of students that will return per grade (if none, enter 0)			
TK:	3:	5:	9:
K:	4:	6:	10:
1:	5:	7:	11:
2:	6:	8:	12:
Estimated total number of administrators, teachers, and other employees on campus supporting resumption of all permitted in-person services for students: _____			

### Services

The [Grab & Go Food Center](#) located closest to this school is at:

- School Name: \_\_\_\_\_ Address: \_\_\_\_\_

The [COVID-19 Test Center](#) located closest to this school is at:

- School Name: \_\_\_\_\_ Address: \_\_\_\_\_



**School COVID-19 Compliance Task Force** – Suggested job titles are listed in the table below. The Task Force for each school should be led by the principal, with a diverse group of key staff as team members, including the school nurse, plant manager and representatives from the various labor unions, which must include an offer of representation to United Teachers Los Angeles (UTLA) and Service Employees International Union (SEIU).

Role	Job Title	Name	Union Affiliation
Leader			
COVID-19 Compliance Officer			
Attendance Monitor			
Cleaning/Disinfecting Operations			
Exposure Management Advisor			
Health Office Manager			
Data Collection Manager			

**Health Office Set-up and Staff**

Type of Health Office	Indoor vs. Outdoor	Location	Staff Person(s)	Alternate	Runner
General Health Office (Non-COVID)					
Isolation Area (Recommended Outdoors)					
Quarantine Area					

**School Communications**

Information that was sent to parents/students prior to the start of in-person services: (Check all that apply)	
<input type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input type="checkbox"/> Changes in school meals to avert risk	<input type="checkbox"/> Required use of face coverings
<input type="checkbox"/> How to conduct a symptom check before students leave home for school	<input type="checkbox"/> Changes in academic and extracurricular programs to avert risk
<input type="checkbox"/> Importance of student compliance with physical distancing and infection control policies	<input type="checkbox"/> Who to contact at the school if students have symptoms or may have been exposed
<input type="checkbox"/> School policies concerning parent visits to school and advisability of contact the school remotely	<input type="checkbox"/> Importance of providing up-to-date emergency contact information, including multiple parent contact options

\*Updates to this form are available at [www.achieve.lausd.net/covid19](http://www.achieve.lausd.net/covid19).