

Masada Charter School
 Mitigation Plan for Prevention of COVID-19 Spread
 Referencing Guidelines from CDC

Action	Responsible Person	Frequency	Proof of Implementation
Administration will engage the services of K&C Cleaning to conduct a thorough and complete deep cleaning of both school campuses.	LeAnne Timpson	July 2020	Contracts
Administration will engage the services of K&C Cleaning to conduct a thorough wipe down of all high-touch services both during the school day and in the evening.	LeAnne Timpson	July 2020	Contracts
We will cancel Morning Salute and move the morning meeting to the classroom to support social distancing. Every day will begin with a moment of silence and pledge in the classroom with any additional messages for the day.	LeAnne Timpson	Ongoing as needed	Daily Schedule
We will cancel award competitions or ceremonies and will inform parents of these cancellations in order to support the students who may experience a need for absences and possible extended absences.	Administrative Team	July 2020	Public Announcements
Class recesses will follow a staggered schedule so that students are released in a way that prevents large numbers of students on the playgrounds together.	LeAnne Timpson/Classroom Teachers	August 2020 and ongoing	Recess Schedules
All teachers will be provided with a toolkit in their classrooms that contains all the necessary tools and supplies needed for sanitation, containment, and prevention.	Administrative Team	August 2020	Classroom Toolkits
Attendance policies will be revised to allow for students to stay home when they are ill.	Administrative Team	July 2020	Public Announcements
Grading policies will be revised to accommodate sick students and support the needs of a student to recover without excessive makeup work and/or stress about grades.	Administrative Team	July 2020	Opening Staff Meeting/Public Announcements
Students who get ill while they are at school will be sent to the office and arrangements will be made for them to go home immediately. Areas they touched will then be sanitized.	Classroom Teachers	Classroom Teachers & Office Staff	Student Sign-out Logs
Staff will be trained on their sick leave benefits available to them for the COVID-19 illness.	Administration	August 10, 2020	Sign-in Logs

Masada Charter School
Mitigation Plan for Prevention of COVID-19 Spread

Action	Responsible Person	Frequency	Proof of Implementation
If a student or staff member tests positive for COVID, a thorough analysis of the situation will be conducted by the administrative team to determine the measures needed for the safety of all. Masada will notify the Health Department and work closely with them. These situations will be dealt with on a case-by-case basis as the Health Department recommends.	Administrative Team	Ongoing as needed	Incident Logs
Appropriate signage will be posted throughout the school to remind teachers and students of the appropriate and necessary safety measures.	Administrative Staff	August 2020	Signs Posted
The Administration will train all staff on the policies and procedures of the mitigation plan.	Administrative Team	August 2020	Training Logs
The Administration will design and disseminate information, training, updates, expectations, etc. to all parents regularly and as needed.	Administrative Team	Ongoing as Needed	Public Announcements
The Administration will create procedures for student classrooms, walk-ways, fire drills, school activities, etc. to support social distancing.	Administrative Team	August 2020	Observation
All students and staff will wear face coverings (as specified in the school policy) when they cannot be socially distanced from others. All students will be given breaks from wearing these face coverings and shall have time to breathe freely. They will not be required to wear them outside or on the playground. Teachers will enforce the policy within their classrooms.	Administration/Teachers	Ongoing	Observation
All rooms will be supplied with purifiers/diffusers and germ fighting oils for teachers to set-up daily. These oils work to eliminate virus/bacteria aerosols in the air.	Administration/Teachers	Daily	Observation
Masada will provide every teacher and instructional support paraprofessional with a laptop to be used to develop Digital classrooms and support students remotely.	Administration/Technology Department	In Summer	Invoices
Masada will provide every student with a device, a laptop for 3 rd through 9 th grade students and a tablet for K through 2 nd grade students, to be used to access the digital classroom remotely.	Administration/Technology Department	In Summer	Invoices

Masada Charter School
Mitigation Plan for Prevention of COVID-19 Spread

Action	Responsible Person	Frequency	Proof of Implementation
Masada will contract with a local technology support company (JTech) to assist with the device setup and the network capacity enlargement necessary to support the streaming and internet access for all the additional devices.	Administration/Technology Department	In Summer	Invoices
Masada will engage the services of LifeLong Learning & Associates to provide training for all Teachers and staff around the best practices of distance learning and how to create digital classrooms and engage students remotely.	Administration	Summer	Contract and Invoices
Masada will purchase a SLMS Module (Synergy) to add to the gradebook software. This module will provide a platform for teachers to create digital classrooms and design content, and for students to engage in online learning and submit assignments electronically.	Administration	Summer	Contract and Invoices
Masada will provide training (Synergy & LLLearning) for all teachers around the effective use and development of a digital classroom and the use of class webpages.	Administration	Summer	Contract, Invoices, & Sign-in Logs
Masada will contract with Custom Installation to purchase and install a PA system within the JH building to support emergency announcements.	Administration	August 2020	Contract and Invoices