

Appendix

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: Magnolia Science Academy-5

Date Last Revised: _____

School Address: 18230 Kittridge Street, Reseda, CA 91335

Location Code: 8012

School Phone Number: (818) 705-5676

Campus Density

- Approximate Square Footage open: 24,874.07
- Maximum Student Capacity: _____
- Maximum Number of Staff with physical distancing: 25
- Total Number of Students Enrolled: 291
- 25% of Total Number of Students Enrolled: 73
- 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: 79

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: 11
K:	4:	6: 13	10: 11
1:	5:	7: 18	11: 0
2:	6:	8: 19	12: 15
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: Reseda Charter High School
- Address 18230 Kittridge Street, Reseda, CA 91335

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

- School Name: Reseda Charter High School
- Address: 18230 Kittridge Street, Reseda, CA 91335

School COVID-19 Compliance Task Force

Name	Job Title	Role
Brad Plonka	(Principal)	Leader
Ali Kaplan	(Assistant Principal)	COVID-19 Compliance Officer
Susan Khweiss	(School Administrative Assistant)	Attendance Monitor
Diego Serrano	(Plant Manager)	Cleaning/Disinfecting Operations
Maritza Barragan	(School Nurse)	Exposure Management Advisor
Fatima Mendez	(Office Clerk)	Health Office Manager
Marilyn Anaya	(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)	Indoor	Main Office	Fatima Mendez	Marilyn Anaya	Admin
Isolation Area (Recommended Outdoors)	Indoor	D2	Maritza Barragan	Susan Khweiss	Admin
Quarantine Area	Indoor	D1	Maritza Barragan	Ali Kaplan	Admin

School Communications

The following information was sent to parents/students prior to the start of in-person services: (check all that apply)

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