

# ANGELES INSTITUTE

## COVID-19 POLICY AND PROCEDURE

Prior to opening:

1. Temperature station to be set-up:
  - a. Temperature taking device at station
  - b. Back-up temperature device available
  - c. Back-up batteries available
2. All front desk surfaces are disinfected
3. All signage is posted

At opening:

1. A staff member must be present to do screening and temperature monitoring of any person coming into the campus.
2. A back up staff member must be available if needed.
3. Social distancing and masks must be observed by all staff and visitors to the campus
4. No more than 6 people may be in the lobby at any one time. If another person arrives to the lobby the staff member will get their number and then will call the person when the lobby is open.
5. COVID-19, CDC, and Angeles Institute policies must be followed.

### **Classroom and Labs prior to opening**

1. All desk surfaces must be disinfected, all lab equipment must be clean and disinfected.
2. All signage must be posted
3. Masks must be worn by all staff if coming in contact with students/visitors closer than 6 feet.
4. All school campus areas must be cleaned and disinfected prior to opening.
5. Campus hand sanitizer's stations must be checked prior to opening
6. COVID-19, CDC, and Angeles Institute policies must be followed.

**After Lunch and prior to students returning**

1. All desk surfaces must be disinfected, all lab equipment must be clean and disinfected.
2. All signage must be posted
3. Masks must be worn by all staff if coming in contact with students/visitors closer than 6 feet.
4. All school campus areas must be cleaned and disinfected prior to opening.
5. Campus hand sanitizer's stations must be checked prior to opening
6. COVID-19, CDC, and Angeles Institute policies must be followed.

**After class day is complete:**

1. All desk surfaces must be disinfected, all lab equipment must be clean and disinfected.
2. All signage must be posted
3. Masks must be worn by all staff if coming in contact with students/visitors closer than 6 feet.
4. All school campus areas must be cleaned and disinfected prior to opening the next day.
5. Campus hand sanitizer's stations must be checked prior to opening the next day
6. Any contaminated equipment that cannot be cleaned must be pulled and given to the  
CAMPUS DIRECTOR and/or SENIOR MANAGEMENT PERSON

**Night Cleaning**

1. All school campus areas must be cleaned and disinfected
2. All floors must be cleaned and disinfected
3. Cleaning crew must follow all building guidelines for cleaning and disinfecting offices, classrooms and campus areas.
4. Staff restrooms must be cleaned and disinfected as well as stocked with hand washing materials.
5. COVID-19, CDC, and Angeles Institute policies must be followed.

 5/30/20

Signature/date