

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

CDPH COVID-19 Guidance Checklist
Santa Catalina School
February 1, 2021

Attached as documentation for the COVID-19 School Guidance Checklist for Santa Catalina School.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health Department:

Stable group structures (where applicable):

How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

- Grades K - 5 opened under the school waiver, they have two cohorts each, with two staff members for each cohort. The cohort size for students ranges from 8 / cohort to 12 / cohort.
- Grade 6 and Grade 9 are participating in the small cohort model for targeted instruction. Those cohorts range from 8 / cohort to 12 / cohort with two teachers.
- Upper School students are participating in outdoor, co-curricular cohorts with stable cohorts under the youth sports guidance of no more than 14 students and two adults.

If you have departmentalized classes, how will you organize staff and students in stable groups?

- Departmentalized classes begin in Grade 6. All classes are conducted in distance-learning with Zoom and other technological tools.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

- Elective classes are all conducted in distance-learning using Zoom and other technological tools. Students in K - 5 "attend" elective classes from their desks or using the large screen Zoom board.

☑ **Entrance, Egress, and Movement Within the School:**

How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Morning drop-off and afternoon pickup times are staggered and the locations are distanced to separate students and families from each other. Parents are not allowed to get out of their cars.
- All staff and students on-campus are trained to follow the visual reminders along walkways for the correct direction to travel. Staff remind students to keep distant from each other as they travel.
- All families and staff are trained in the rationale for preventing close contacts and potential mixing of cohorts through online information sessions and specialized training.

☑ **Face Coverings and Other Essential Protective Gear:**

How CDPH's face covering requirements will be satisfied and enforced for staff and students.

- All staff and students are required to wear face coverings that meet the CDPH guidance all day except when eating or otherwise allowed. Staff help remind students to wear their masks to cover the nose and mouth by playing the "Nose Check" game regularly.

☑ **Health Screenings for Students and Staff:**

How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

- All staff and parents of students complete a daily health attestation form before entering campus. The form requests information about the person's general health, any temperature spikes or onset of COVID-related symptoms, and confirmation of the community expectations about mutual responsibility.
- Students are visually screened before exiting their car, and they have their temperature taken.

- We have a nurse on staff (LVN) during the school day. If a student or staff member becomes ill, they are sent to the Health Center for separation, and then sent home immediately.

☑ **Healthy Hygiene Practices:**

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

- In addition to well-appointed bathrooms, we have installed touchless hand washing stations at each classroom door (at least two), and we have installed hand sanitizing stations in locations where necessary. We have installed a large outdoor touchless hand washing station for use when passing. We have installed touchless soap and paper towel dispensers to help promote hand hygiene.
- Student schedules are set up with adequate time to incorporate hand washing breaks in their day.

☑ **Identification and Tracing of Contacts:**

Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

- Please see our [Scenarios and Actions document](#) at this link for the actions we take if there is a confirmed case. The school's nurse takes the lead with contact tracing and submitting all pertinent information to the Monterey County Health Department. Division administrators contact all families of exposed persons.

☑ **Physical Distancing:**

How space and routines will be arranged to allow for physical distancing of students and staff.

- Please provide the planned maximum and minimum distance between students in classrooms.
- Maximum: **8.5 feet**
- Minimum: **6 feet**. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet. **N/A**

☑ **Staff Training and Family Education:**

How staff will be trained and families will be educated on the application and enforcement of the plan.

- All families are required to attend an online meeting about their responsibility to follow the plan as outlined by the school.
- All families are required to review and sign a Return to Campus Agreement to signify understanding of their responsibility to follow the safety instructions included in this plan.
- Staff are trained in person about elements of the plan. The first training took place in October 2020, and the most recent took place in January 2021.

☑ Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

- Students with symptoms of COVID-19 at school will be sent to a secure location near the Health Center while awaiting to be picked up by their parents. Parents will be told to get a PCR test as soon as possible and the student will remain at home until the results are received. Our protocol requires a student with a negative COVID test to remain at home until 3 days after any symptoms resolve or per their medical provider's recommendation. If a student receives a positive COVID test, they will remain home 10 days from the onset of symptoms or from the specimen collection. In the case of a positive result, the student's cohort will be closed for 10 days from the last time the student was on campus.
- Staff with symptoms of COVID-19 will be excluded from school immediately and required to get a PCR test as soon as possible. We have similar protocols as with students regarding negative results of the PCR test, i.e., stay at home until 3 days after the symptoms resolve or per their medical provider's instructions. For positive test results, we will exclude the staff member from school for 10 days from symptom onset or from specimen collection.
- In both cases, our nurse will begin contact tracing and we will inform any close contacts of potential exposure, ask them to stay at home for 10 days if there is a positive test result, and we will recommend that they get a PCR test themselves 5 to 7 days after their last contact with the infected person.
- We will periodically test all students and staff with a PCR anterior nasal swab or with a PCR cheek swab test each week until Monterey County's adjusted case rate falls below 14 per 100,000 in the purple tier. If the case rate improves, we will move to asymptomatic testing every two weeks through the Purple Tier and the Red Tier.

- ☑ Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

- Please see the responses above.
- We will periodically test all students and staff with a PCR anterior nasal swab or with a PCR cheek swab test each week until Monterey County's adjusted case rate falls below 14 per 100,000 in the purple tier. If the case rate improves, we will move to asymptomatic testing every two weeks through the Purple Tier and the Red Tier.

- ☑ Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

- Consistent with the Reporting Requirements document, our school nurse will collect and report all information with the Monterey County Health Department within 24 hours by telephone and with follow up per the requirements.

- ☑ Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

- For cases involving students in one of the stable cohorts, the Head of School and the Division Heads will communicate in the following ways:
 - Telephone calls to each family in the affected school cohort,
 - Email message to parents with students in other cohorts in the division containing the positive case explaining that the case was discovered but not revealing name, age, gender or other identifying characteristics of the person,
 - Email message to all employees outlining the particulars and sharing the email to parents, and telling employees that we are undergoing contact tracing protocols and if anyone is found to be a close contact, they will be notified, and
 - Offer of additional PCR testing, beyond the regular cadence, for employees, if they so desire.

Consultation: (For schools not previously open)

- Not applicable