

COVID-19 School Guidance Checklist

January 14, 2021

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Date: March 11, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Marlborough School

Number of schools: 1

Enrollment: 560

Superintendent (or equivalent) Name:

Dr. Priscilla Sands, Head of School

Address: 250 So. Rossmore Avenue

Phone Number: (323) 935-1147

Los Angeles, CA 90004

Email:

nick.hernandez@marlborough.org

Date of proposed reopening:

Monday, April 12, 2021

County: Los Angeles

Grade Level (check all that apply)

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: Private School

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, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

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, Nick Hernandez, 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?)

Approximately 275 students and 50 faculty in each stable group; two (2) stable groups in all. Only one (1) stable group will be on campus per day, and each stable group will have a 2-day rotating schedule, i.e., 2 days on campus followed by 2 days remote learning from home, with a flex day in between. For example, stable group A will be on campus Monday and Tuesday while stable group B remains home these two days for online instruction. Wednesday is a flex day where some students (cohort) will be on campus for extracurricular activities. The groups then rotate so that stable group B is on campus for two days (Thursday and Friday) while stable group A remains home for online instruction. The schedule repeats.

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

Students and faculty will be organized according to class schedule and subject matter. Staff will be in a separate stable group and will rotate on and off-campus according to job duties and business necessity.

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

By aligning student schedules as much as possible according to the stable group format.

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: 6-8 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.

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:

All employees will be PCR tested every week, until further notice.

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:

All students will be PCR tested every week, until further notice.

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 (N/A – see below)

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: Parents' Association *

Date: Week of August 10, 2020, 10/20/2020, 11/17/2020, 1/11/2021, 3/16/2021

*a few parents have also consulted throughout the year as part of a COVID Medical Task Force.

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

Employees were consulted and informed over numerous employee meetings throughout the school year. Employees have also been actively involved with several task forces that were established early in the school year to address issues relating to stable groups, scheduling, technology support, social/emotional learning, testing, transportation, food services, and health and safety protocols.

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](#)