

# COVID-19 School Guidance Checklist

February 22, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: March 2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: **Gilroy Unified School District**

Number of schools: 14

Enrollment 10,821

Superintendent

Dr. Deborah Flores

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Date of proposed reopening:

PreK- 5: April 15 and April 19, 2021

Secondary: N/A

Grade Level (check all that apply)

TK  2nd  5th  8th  11th

K  3rd  6th  9th  12th

Current Tier: Orange

1st  4th  7th  10th

Type of LEA: Unified school district

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**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](mailto: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 Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

I, Alvaro Meza, 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.

All schools will implement modified schedules with reduced class sizes.

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?)

### **Pre-K - 5th grades**

When it is determined, based on conditions, that it is feasible to re-open classrooms for in-person instruction in TK-5th grades, schools will implement a hybrid model of instruction that includes modified schedules and reduced class sizes. Staff will instruct students in stable cohorts. The District will follow CDC/CPDH-recommended physical distancing guidelines when establishing cohort size. Student cohorts may have staggered start and end times to allow for physical

distancing during drop-off and pick-up times. Cohorts of students may attend up to 165 minutes per day, up to four days per week, with additional synchronous learning one day a week. Asynchronous independent learning (i.e., learning activities via SeeSaw, Google Classroom, or a continuation of in-person assignments) will be assigned for an additional 30-90 minutes daily, depending upon grade level.

The needs of students with disabilities at all grade levels will be addressed in accordance with their IEPs.

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

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

**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.

### **Prior to Re-Opening**

Before re-opening, the GUSD will identify multiple sites for entrance and exit at each school in order to minimize crowding and promote social distancing. Each school will designate cohorts cohorts of students to particular sites for entrance and exit and notify the families of their assigned location. Directional signs and markers will be placed to encourage easy compliance with social distancing.

Each site will be equipped with stations for handwashing and/or hand sanitizing. A supply of unused face coverings will be maintained for students who may have inadvertently failed to bring one.

Site administrators will develop a plan that will allow students to enter the campus in a manner that recognizes the unique features of each site and student population. This will include a system to communicate with parents/guardians regarding the required screening process. This system will include using district-wide web-based communication tools, paper charts, mobile apps, or other methods.

## Daily routine:

Parents will conduct a health screening daily before leaving home and departing for school. If a student answers “yes” to any of the following questions (based on current CDC guidelines), the individual should stay home and not go to school. The questions may be revised at any time as indicated by the governing health agency.

1. Have you been diagnosed with or tested positive for COVID-19 in the past 10 days?
2. Have you experienced any of the following symptoms in the past 48 hours?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea/vomiting or diarrhea
3. Within the past 10 days, have you had close contact with someone who has been in isolation for COVID-19 or had a test confirming they had the virus? (Close contact is defined as less than 6 feet apart for 15 or more minutes (cumulative).

## Arrival and Departure

As they arrive at school, students (with no parent or guardian) will enter the campus through their assigned entry point. (During the first week of return, younger students may have one parent/guardian accompany them to their designated entry point while keeping six feet of distance from other students or families).

Site Monitors will be at each entrance to ensure that students are practicing social distancing, wearing face coverings, and performing hand hygiene. Monitors will also observe for any signs and symptoms of illness. Late students will report directly to a check-in station outside the front office.

Designated health staff will be available for students who arrive and may need additional screening. Students who have symptoms consistent COVID-19 will be placed in a supervised isolation area until a parent or emergency contact arrives.

Students will depart at the same site of entrance. Students will perform hand hygiene as they exit. Site monitors will be available to ensure social distancing, hand hygiene, and face coverings.

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

## **Staff**

Teachers and staff are required to wear appropriate face coverings and will be instructed on the types of face coverings that are allowed by CDPH guidelines. CDPH recommends the use of disposable 3-ply surgical masks.

Each school shall maintain a supply of 3-ply surgical masks, N-95 masks, and other PPE for use by school staff, health staff, custodians, or others who may come into contact with people suspected of having COVID-19. Face coverings will be provided for staff who lose or forget to bring a mask, whose mask becomes soiled, or are found to be wearing an inappropriate face covering.

The GUSD recognizes that some students, for pedagogical, communication, or developmental reasons, may need to see the face of the teacher and/or therapist. In these instances, a face shield with a drape may be used in place of an opaque face covering. The teacher shall maintain a physical distance while working with these students and return to the standard face coverings upon leaving the classroom.

Teachers and staff who are unable to wear a face covering for verified medical reasons shall be reassigned to duties that do not require close contact with students or other staff.

### **Students**

Students in all grade levels are required to wear a face covering at all times while at school. The CDPH guidelines recognizes that there are some students who will be exempt from the guidelines, but that these exceptions are very rare. Students who are exempted from the face covering requirement due to a medical condition, as confirmed by the school district health team and therapists, may wear a non-restrictive alternative if their condition permits it.

The school shall maintain a supply of face coverings in pediatric and adult sizes to provide to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Students who are not exempt from wearing a face covering and refuse to wear one provided by the school will be excluded should administrative intervention not be successful in adherence to face-covering compliance. School administrators will work with parents to provide alternative educational opportunities for those students who are excluded.

**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.

If a student becomes ill at school, the student's teacher (or other staff member) will notify the health office, ensure that the student has a clean mask, and send or escort the student to the designated triage area. Health office staff will don the appropriate PPE and meet the student for assessment. Students with signs and symptoms consistent with COVID-19 will be placed in a supervised isolation area.

A parent or guardian will be notified and is expected to pick up the student in a timely manner (less than 30 minutes). After the student leaves, the custodial staff will be notified. The custodian will don the appropriate PPE and disinfect the isolation area.

School health staff will follow up with the parent to determine if the student should receive a COVID-19 test, and determine if and when the student may return to school. This decision will be made according to the guidelines set forth in "What to do if there is a Confirmed or Suspected Case of COVID-19 in a School" from the California Department of Public Health or superseding guidelines.

Staff who become ill while on campus should contact the office and report to the triage area. If necessary, the school administrator will arrange immediate classroom coverage. Health office staff will assess for symptoms. If medically safe, staff members may transport themselves home. If it is not medically safe, they will remain in the isolation room until a designated contact arrives. Administrator will notify Human Resources for follow up.

Emergency Medical Services (911) will be called for any person with emergency symptoms or respiratory distress.

**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.

The GUSD has placed portable hand washing stations and hand sanitizing stations throughout each campus. Students will be required to perform hand hygiene upon arrival and departure, before and after eating, after coughing or sneezing, after recess, and before and after using the restroom.

Teachers will teach and reinforce proper hand washing and hand sanitizing technique; avoiding contact with the eyes, nose, and mouth; and covering coughs and sneezes.

**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.

Our goal is to ensure that we have effective two-way communication with our employees in a form they can readily understand.

Confirmed cases shall be reported by medical staff or site administration to the District COVID-19 designee. Investigations to identify potential close contacts for tracing purposes will be conducted by the District COVID-19 designee and appropriate site personnel, including but not limited to site administration, medical personnel or District staff. All positive cases will be reported to the Santa Clara County Office of Public Health Education Portal. For positive cases involving staff, all Cal/OSHA requirements will be adhered to as defined in the District's COVID-19 Prevention Program which aligns to the Cal/OSHA Emergency Regulations. Any required notices or communications to parents or staff regarding exposure will be disseminated to relevant parties by the District COVID-19 designee in coordination with site administration.

**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 feet (subject to change per CDC/CPDH guidance)

Minimum 3 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet (subject to change per CDC/CPDH guidance).

Classroom furniture and seating arrangements will be arranged in such a way to comply with CDC/CPDH-recommended physical distancing guidelines. Teacher desks and teaching stations will be arranged at least six feet from student desks.

Teachers will indicate the "teacher zone" and will provide physical guidance such as tape on the floor or signs to delineate areas where students should not enter.

Staff will develop student-friendly and developmentally appropriate instructions for maximizing spacing and for minimizing movement in indoor spaces.

Short term exposure outside of physical distancing recommendations is permitted (i.e., teacher assisting an individual student), but the duration will be minimal and masks will be worn.

Weather permitting, classes may be conducted outdoors for a portion of the instructional period.

Large gatherings such as assemblies will not be held.

## **Outdoor activities:(elementary)**

Students will be provided breaks such as recess. Students will be encouraged to remain physically distanced during outdoor activities, and student groups (cohorts) will remain physically distanced from one another. To the extent possible, equipment will be shared only between students in the same cohort, and when objects can be cleaned between each use.

Physical education activities are encouraged and can continue under health and safety guidelines.

Students will perform hand hygiene before and after outdoor play.

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

All staff members will receive training on health and safety procedures.

All staff have been provided training through our Keenan Safe School Training platform (e.g. Coronavirus Awareness) and CDC Informational Pamphlets (e.g. CDC Face Covering FAQ; CDC Prevention Strategies FAQ).

The district and school sites will provide information to families about health and safety procedures. School sites will conduct information sessions prior to the return to school. Procedures for safe distancing and healthy hygiene will be taught to students and reinforced at all times while on campus.

School nurses will provide additional staff education. Teachers will be instructed on how and when to send students to the health office for symptoms of infectious disease. Health support staff will receive education on how to treat minor symptoms and when to call emergency medical services. School nurses will also provide COVID-19 training to health support staff and others who will be involved in contact tracing and case investigation, including privacy concerns as outlined by HIPAA and FERPA.

**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.

Employees who have potential COVID-19 exposure in our workplace will be offered COVID-19 testing at no cost during their working hours. The District will provide release time for the employee to receive testing at a free local facility operated by the Santa Clara County Office of Public Health.

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

The District will abide by state/county guidelines on asymptomatic testing requirements. Asymptomatic testing in Red-Yellow tiers are not required by the District as defined in the most recent state/county requirements.

**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.

Each school will have a COVID Response Team that consists of the site administrator, the school nurse, designated health support staff, and office support staff. Any student who is reported to have tested positive for COVID-19 or is a household member or other close contact of a person who has tested positive for COVID-19 will be reported to the site administrator and the school nurse. The school nurse or her designee will immediately follow up with the parent or guardian to provide information about how to get a COVID-19 test.

The school nurse shall maintain a list of all students who are in isolation or quarantine. A member of the COVID response team shall contact the student's family frequently throughout the isolation period to track symptoms, changes in health status, test results, etc.

Students returning to school after isolation or quarantine require clearance from the COVID response team. A member of the COVID response team will contact the family the day before the end of the quarantine period to obtain COVID-19 test results or information about symptoms. Students who have completed the quarantine as described by the CDPH will receive clearance to return to school, and this shall be communicated to the site administrator. Quarantine will be extended for students who were previously asymptomatic but received a positive COVID-19 test result or have become symptomatic.

At this time, there is no plan for planned asymptomatic testing.

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](#).

All reporting requirements, including reporting of positive cases to the Santa Clara County Office of Public Health Education Portal and OSHA reporting/recording requirements, will be adhered to.

**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.

Any required notices or communications to parents or staff regarding exposure will be disseminated to relevant parties by the District COVID-19 designee in coordination with site administration. Specifically, the District will use Santa Clara County Office of Public Health templates which provide clear directions for students, staff and employees regarding positive and suspected cases among stakeholders. These templates adhere to FERPA and HIPAA guidelines to protect student and staff privacy to the greatest extent possible. The larger outbreaks or unusual circumstances, mass communication could be used to report larger or unusual outbreaks. All positive cases will be reported in the Education Portal provided by the Santa Clara County Office of Public Health.

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

Labor Organization

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

Gilroy Teachers Association 3/12/2021

Classified School Employees Association, Local Chapter #69 3/12/2021

Gilroy Federation of Paraeducators 3/12/2021

Parent and Community Organizations

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

Superintendent's Parent Advisory Committee 3/8/2021

District English Learner Advisory Committee 3/16/2021

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

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:** N/A

**Date of Submission to Local Health Department: N/A**

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

**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.