

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Alum Rock Union Elementary School District

Number of schools:

24

Enrollment:

8875

Superintendent (or equivalent) Name:

Carlos Moran, Assistant Superintendent, HR-

Address:

2930 Gay Ave.

Phone Number:

408-928-6800

City

San Jose

Email:

carlos.moran@arusd.org

Date of proposed reopening:

April 15, 2021

County:

Santa Clara

Current Tier:

Orange

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

School District

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 nd	<input checked="" type="checkbox"/> 5 th	<input checked="" type="checkbox"/> 8 th	<input type="checkbox"/> 11 th
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 rd	<input checked="" type="checkbox"/> 6 th	<input checked="" type="checkbox"/> 9 th	<input checked="" type="checkbox"/> 12 th
<input checked="" type="checkbox"/> 1 st	<input checked="" type="checkbox"/> 4 th	<input checked="" type="checkbox"/> 7 th	<input checked="" type="checkbox"/> 10 th	

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, 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:

- X I, Carlos Moran, 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:

Santa Clara County Public Health Department

- X **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.

We plan to keep students in small stable cohorts as much as possible, following state guidance from the California Department of Public Health.

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?)

We plan to have 10-12 students per room, depending on the size of the classroom and necessary spacing between teachers and students as well as space between students.

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

At this time, students will be kept in stable groups as much as possible, with exceptions for meeting student IEP requirements.

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

Electives will not be offered at this time.

- X **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.

Each school site will determine the specific details for entrance, egress and movement within their individual school sites to maximize distancing once we reopen. Each site will create a map to detail the movement of staff and students within their school site.

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

All employees and students will be required to wear face coverings. If someone needs a face covering, it will be provided. Face shields, gloves and sneeze guards are provided as needed. Exceptions for face coverings will be made following current guidance by the California Department of Public Health.

- x **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.

Employees will be required to self screen for symptoms daily before entering their work location. The self screening questions will be accessed through mobile phones using the Parent Square App. Parents will also self screen their children for symptoms prior to dropping them off at school using the self screening questions on their Parent Square App. Staff or students showing symptoms of COVID-19 will be separated from others by being placed in a designated isolation room or outdoor space with supervision. Parents of students showing symptoms will be called immediately to pick up their child(ren). Staff members will be placed in the designated isolation room and monitored to see if they need a family member to pick them up or they may drive themselves home if they are able to do so.

- x **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.

All staff and students are reminded to wash hands frequently for at least 20 seconds, and/or use hand sanitizer to maintain healthy hygiene practices. When necessary, gloves can be worn as well.

- x **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.

Identification and tracing of contacts is done per the guidance provided by Santa Clara County Public Health Department as well as Cal/OSHA guidelines, where applicable. At this time, all support for contact tracing and notification is done by the Director of Human Resources and District Nurse. The District Nurse is the designated staff person who informs the local health department whenever there is a positive COVID-19 case.

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

Work spaces have been assessed and a minimum of six feet of distance is between each persons' desk/workspace. Some employees may work in different work spaces to lessen the number of people in specific offices and/or departments. Some employees work remotely to lessen the number of people in an office, department or school site at one time. In classrooms, a teachers work space or desk will be separated from students by 6 feet. Students' desks/ chairs will be a minimum of 3 feet apart from each other.

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

Maximum: 6 feet

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.

New CDPH guidance now allows for 3 feet of distance between students in classrooms.

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

Staff working in person were trained or received training information regarding how to stay safe and what procedures to follow to lessen the chance of contracting COVID-19. Training information and updates are sent via email, through monthly HR newsletters and to supervisors during monthly safety meetings. Supervisors are expected to share new information at their site or department staff meetings. The most current California Department of Public Health guidance will be shared with parents before we return to in-person instruction. Additional staff and family education training will be provided prior to reopening in April 2021.

- X **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.

If any staff is a close contact to a case, has symptoms related to COVID-19, or chooses to routinely test on their own, they are directed to go through their health care provider. If they do not have insurance, they are directed to www.sccfreetest.org to schedule a free COVID-19 test through the County.

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

We are recommending that employees schedule regular testing once a month.

- X **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.

Students who show COVID-19 symptoms, need to get tested by their health care provider or schedule a free COVID-19 test through www.sccfreetest.org. We are currently in the Orange tier and there isn't a requirement for routine/rapid student testing of asymptomatic students.

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

We are recommending that students schedule regular testing once a month.

- X **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 of positive COVID-19 cases are in compliance with the Santa Clara County Public Health Department. Staff works in conjunction with Public Health to track and follow up on all cases.

- X **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.

All notifications regarding positive COVID-19 cases, close contacts and site notices are in compliance with requirements of the Santa Clara County Public Health Department and Cal/OSHA.

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

The Reopening Committee consists of a representative from each bargaining unit (AREA, CSEA and Teamsters), several site principals (Elementary and Middle School) and District Administration (Superintendent, Assistant Superintendents, Directors and Coordinators).

Labor Organization

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

Name: AREA, CSEA and Teamsters

Date: Reopening meetings

Parent and Community Organizations

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

Name: District Advisory Committee (DAC) and District English

Date: March 22, 2021

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) Plan, cases Santa Clara. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Not required since Santa Clara County is now in the Orange Tier.

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.