

COVID-19 School Guidance Checklist

January 14, 2021



Date: 3-29-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Ventura Unified School District

Number of schools: 27

Enrollment: 15,000

Superintendent (or equivalent) Name: Dr. Roger Rice

Address: 255 W. Stanley Ave.

Phone Number: 805-641-5000

Ventura, CA 93001

Email: eric.reynolds@venturausd.org

Date of proposed reopening:
December 1, 2020

County: Ventura

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: Unified School District

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, Eric Reynolds, Director, R.M., post to the website of the local educational agency 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**, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). VUSD has already re-opened while in the Purple Tier, the reopening plan and waiver were 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):

Elementary Schools

TK-5 hybrid students are in A/B cohort groups that stay together for in person instruction and recess two days a week and minimize contact with other groups/individuals. The A group attends Monday/Tuesday and the B group attends Thursday/Friday. On Wednesdays and alternating days they learn remotely. A/B cohort sizes are based on the size of the classroom to conform to social distancing guidelines. Students have staggered recess times.

☒Entrance, Egress, and Movement Within the School:

All schools have staggered arrival and dismissal times using available entrances to reduce congestion and allow for physical distancing. When possible, hallways are designated as one way.

☒Face Coverings and Other Essential Protective Gear:

All students and staff are required to wear face coverings at all times while at school unless exempted. Face coverings may be temporarily removed for eating and drinking during snack/lunch time. The Ventura Unified School District will provide face coverings to students who do not bring one to school to prevent unnecessary exclusions.

Students will be excluded from campus if they are not exempt https://vcportal.ventura.org/covid19/docs/11-11-2020_Mask_Exemptions_for_Students.pdf from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Distance learning will be provided for these students.

The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.

Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

☒Health Screenings for Students and Staff:

Health screening of employees is addressed in the Covid-19 Prevention Plan, section 6.c. Additionally, students will be screened by:

Taking temperatures prior to leaving home and completing a wellness check prior to arrival at school. Parents will certify on self-screen forms that their child(ren) have not had or done any of the following:

- Fever (99.5) in the past 24 hours;
- Cough or other respiratory symptoms;
- Other symptoms related to COVID-19,
- COVID-19 Exposure,
 - being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the exposure period.

Parent screening of their child(ren) via smartphone application, ParentSquare.

Upon arrival at school they will have temperature taken by school personnel with non-contact thermometers. Face coverings will be used during screening by both screeners and students.

For students who are on campus, if a temperature other COVID symptoms are seen while at school, the student's condition will be documented by on-site by health services. If the student's temperature remains elevated, and/or the student has possible COVID symptoms the student will be sent to an alternative health site (CARE Area) established on campus until the parent/guardian can pick up the student. Information will be given to the parent/guardian about requirements for returning.

At each school, a CARE Area (COVID Appraisal, Response, & Evaluation Room) will be equipped with appropriate personal protective equipment (PPE). All sick persons with potential COVID-19 symptoms will be evaluated in this room. The teacher will send students who are exhibiting symptoms of COVID-19 to the CARE Area. Students and staff that present to the school health staff with a fever of 99.5 Fahrenheit or above, a cough and/or shortness of breath and/or gastrointestinal illness will be considered a suspect COVID-19 case and referred for testing. For those students that do not have a usual source of health care, the school health staff will coordinate with the Ventura County Public Health (VCPH) to arrange for testing. Only a small percentage of students and staff who have COVID-19 infection will fit the above description. School nurses and health technicians will identify any additional suspect cases to refer for testing. Students on home quarantine will be provided with distance learning options to continue their education.

VCPH, VUSD staff, and our families will be notified of a positive case of COVID-19 while maintaining confidentiality as required by State and Federal laws. In consultation with VCPH, areas used by a person suspected of being infected with the virus will be evacuated, cleaned, and disinfected in accordance with standard disinfection procedures. A District liaison will contact VCPH to determine if class/school closure (partial or full) is required. Furthermore, it will be determined if the office or area where the person was based will be closed until disinfection can be completed and the occupants of those areas quarantined for 14 days. School district liaisons will work with VCPH on contact tracing for confirmed COVID-19 students, teachers, or staff members in VUSD. Staff who have direct contact with students will be tested every two months unless this guidance changes. Families will be notified by the school, through ParentSquare, if a student or the teacher in the classroom has tested positive for COVID-19. That communication will include further details on next steps.

☒ Healthy Hygiene Practices:

Healthy Hygiene Practices of employees is addressed in the Covid-19 Prevention Plan,

section 12.b.9).

All students and staff are encouraged to wash hands prior to arrival at school.

A sink and/or hand sanitizer will be available in each classroom.

Students will be instructed by teachers and support staff daily and through posted signage to wash their hands.

Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one's elbow and to wash their hands or use sanitizer immediately after.

Students will be encouraged to wash their hands before and after playing outside and/or eating. Students will be reminded to wash hands before and after using the restroom.

☒ Identification and Tracing of Contacts:

The District will adhere to the following California Department of Public Health guidance in regards to the handling of suspected and reported cases of COVID-19:

	Student or Staff With:	Action	Communication
1.	COVID-19 Symptoms: (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening- Per CA School Sector Specific Guidelines	<ul style="list-style-type: none">• Send home• Recommend testing (if positive see #3, if negative see #4)• School/classroom remain open	No action needed.
2.	Close contact with (†) with a confirmed COVID-19 case	<ul style="list-style-type: none">• Send home• Quarantine for 10 days from last exposure• Recommend testing (but will not shorten 10-day quarantine)• School/classroom remain open	Consider school community notification of a known contact

3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date. • Identify contacts (†), quarantine, and exclude exposed contacts (likely entire cohort (††)) for 10 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine) • Disinfect and cleaning of classroom and primary spaces where case spent significant time • School remains open 	School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • Must isolate at home until 24 hours after the fever is resolved without use of fever reducing medication and all symptoms are improved. • School/classroom remains open 	Consider school community notification if had prior awareness of testing

(†) A close contact is defined as a person who is <6 feet from a case for >15 minutes in a 24 hour period. In some school situations, it may be difficult to determine whether individuals have met this criterion, and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Notification of employees is addressed in the Covid-19 Prevention Plan, section 5.d.

Ventura County Public Health Department (VCPH) liaisons:

Eric Reynolds
Name

Director, Risk Management
Title

Ann Marie Bidlingmaier, R.N.
Name

Coordinator, HS and PP
Title

These employees assist regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.

Identify absenteeism among those in affected classes or stable groups, and coordinate with the VCPH to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.

Coordinate with the VCPH to share a line list of cases and contacts with dates present at or absent from school.

Work with the site and Facilities Department to arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.

Coordinate with the VCPH on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.

Coordinate with the VCPH on whether and when the school should be closed and reopened.

Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community, and repeat recommendations for prevention and control measures.

Implement online/distance teaching and learning during school closure.

Work with the Facilities Department to arrange for cleaning and disinfection of entire school before reopening in the case of closure.

☒ Physical Distancing:

Minimum 3 feet inside classrooms. If this is less than 3 feet, please explain why it is not possible to maintain a minimum of at least 3 feet.

Physical distancing of employees is addressed in the Covid-19 Prevention Plan, section 10.

School sites will adhere to the following strategies to maintain physical distancing as much as possible:

- The on-campus student body will be divided into hybrid groups (A) and (B) to reduce class size and allow for physical distancing.
- The use of multiple entry points will be used as practical.
- Physical distancing will be maintained when students line up to enter a bus or the campus.
- School entrances will be staffed to enforce physical distancing during student arrival and departure.
- Student groups will be kept as consistent as possible.
- Floor markers will direct students and staff to maintain a six-foot distance coming in and out of campus.
- Staff will assist in keeping students apart and socially distanced.
- School sites will designate routes on campus to maintain one-way flow of foot traffic as practical.
- Screens and other partitions have been installed, as practical, where a 3 to 6-foot distance cannot be achieved such as front offices. The use of partitions will not negate the need to wear a mask.
- Nonessential visitors will be excluded from campus to lessen any negative impact on physical distancing, including classroom and school volunteers.
- Each campus will have a CARE (COVID Appraisal, Response & Evaluation) Area to hold staff or students who show COVID-19 symptoms while at school. This room is separate from the regular nurses' office that handles things like skinned knees, bee stings, etc.

☒ Staff Training and Family Education:

There have been multiple communications sent home to families from the District and the school sites. A VUSD 2020-21 In-Person Learning & Safety Plan in English, <https://www.venturausd.org/Portals/0/VUSD%20District-wide%202020%20School%20In-Person%20Learning%20%26%20Safety%20Plan%20FINAL%2012-1-20.pdf> and in Spanish, <https://www.venturausd.org/Portals/0/VUSD%202020%20School%20In-Person%20Learning%20%26%20Safety%20Plan%20FINAL%20Spanish%2012-1-20%20draft.pdf> have been sent out to families on multiple occasions.

VUSD has also produced and have shared a VUSD Elementary In-Person Learning and Safety Video in English, <https://www.youtube.com/watch?v=MYvBTgdcgHQ&feature=youtu.be> and in Spanish, <https://www.youtube.com/watch?v=RrWx8V6uzn8&feature=youtu.be> that featured our families, mascots, and schools providing them with a visual of what to expect upon their return. This video has been sent out on numerous occasions to our families.

On Nov. 4, 2020 we provided an Elementary Staff webinar on the reopening of schools and what to expect.

TRAIN ALL STAFF AND EDUCATE FAMILIES

Train all staff and provide educational materials to families in the following safety actions:

- Staff have been trained in the following protocols before returning to work after remote work.
- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptoms screening practices.
- COVID-19 specific symptom identification.
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to school when they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- COVID-19 specific symptom identification and when to seek medical attention.
- Employer's plan and procedures to follow when staff or students become sick at school.
- Employer's plan and procedures to protect staff from COVID19 illness.
- Family Education has been accomplished through notification emails, push notifications through our ParentSquare system and information found on our website in the VUSD In-Person Learning & Safety Plan document and video (English and Spanish) addressing the following topics:

- Use of face coverings.
- Physical distancing guidelines and their importance.
- Symptoms screening practices, prior to coming to school and once at the school site.
- COVID-19 specific symptom identification.
- Enhanced sanitation practices being practiced at the school.
- The importance of students not coming to school when they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- The plan and procedures to follow when staff or students become sick at school.

☒ 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:

Staff who have contact with student is currently being testing every two months. Testing of employees is also addressed in the Covid-19 Prevention Plan, sections 7.b, 16.b. and 17.b.

☒ 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 tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Exposed students or students who develop COVID-19 symptoms during the school day at school

- Students will be encouraged to go to a testing site
- Students will be instructed to isolate at home until test results are communicated to the parent(s) or guardian(s).
- the parent(s) or guardian(s) will be instructed to communicate the test results with the designated person at the school.
- Instructions will be given regarding returning to school.
- all information received in connection with testing and reporting shall be kept confidential except for reports to VCPH as required.

Other students will be directed to VCPH testing sites.

☒ 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](#).

Staff and Employees

Identification and reporting of staff and employee cases is addressed in the COVID-19 Prevention Plan sections 7 and 13.

Students

The Ventura Unified School District will notify Ventura County Public Health Department of any known case of COVID-19 among any student or employee who was present a district office, facility, or school campus within the 14 days preceding a positive test for COVID-19. Specifically, the Ventura Unified School District shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 14 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

This information shall be reported via School Portal for Outbreak Tracking (SPOT), <https://cdph.force.com/SPOT/s/login/?ec=302&startURL=%2FSPOT%2Fs%2F>, and school liaisons will communicate to the VCPH through covidschools@ventura.org, within 24 hours from the time an individual within the local educational agency or private school is first made aware of a new case.

In addition, we maintain a District COVID-19 dashboard to provide transparency on the number of cases in our community, <https://www.venturausd.org/coviddashboard.aspx>.

☒ Communication Plans:

Employees and Staff

Identification and reporting of employee cases is addressed in the COVID-19 Prevention Plan section 5.

All communications will be modeled after the CPP guidance and AB 685.

Students

Any potentially exposed students and members of the school community, will be notified of the following:

- Date the case was last on school premises,
- All school areas where the case spent time will be cleaned and disinfected before they are in use again,
- VCPH contact tracing,
- A reminder to use face coverings, stay at least 3 to 6 feet from other people, and

wash hands often with soap and water for at least 20 seconds,

- Ventura Unified School District COVID-19 contact information.

Initial contact will be general in nature via electronic letter, emails, and/or push notifications through our ParentSquare system, with information regarding timelines for potential exposure.

For close contacts of exposed cases, additional instructions such as classroom closures, testing as necessary and quarantining will be conveyed to those individuals.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.

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

Local Health Officer Approval: The Local Health Officer, for Ventura County: Dr. Robert Levin

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)