

Date: 1/27/21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Seiad Elementary School District

Number of schools:

1

Enrollment:

10

Superintendent (or equivalent) Name:

Valerie Conley McIntyre

Address:

44539 State Hwy 96

Phone Number:

5304963308

City

Seiad Valley

Email:

vconley@seiad.k12.ca.us

Date of proposed reopening:

1/20/21

County:

Siskiyou

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

K-8th grades

Grade Level (check all that apply)

<input 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 type="checkbox"/> 9 th	<input type="checkbox"/> 12 th
<input checked="" type="checkbox"/> 1 st	<input checked="" type="checkbox"/> 4 th	<input checked="" type="checkbox"/> 7 th	<input 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.

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, Valerie Conley McIntyre, 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.

Seiad Elementary have two stable groups during our hybrid platform: Primary grades attend school, in person in the morning and the upper grades attend school, in person, in the afternoon and complete Distance Learning requirements while home at their respective times.

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 have two stable groups: 2 primary students and staff. In our upper grade stable group we have 8 students and 2 classroom staff members. In our after-school program, the upper grade students interact with a third staff member.

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

In our primary stable group, we have two students and two staff members who meet in the morning from 8:30-11:50. As we have one teacher and one full-time aide in our single district school, the teacher interacts with both groups and the classroom aide interacts with the students for recess duty only from 10:30-10:50 outside or in the multi-purpose room and first, from the kitchen counter delivering the morning snack. For our upper grade stable group, the teacher and classroom aide interacts with the students from 12:15-3:00. A third staff member assists in our after-school program, S.A.F.E., from 3:00-5:00.

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.

Specific entrances will be for entering or exiting the building. The front door nearest the office will be for all staff, students and visitors to enter the building. For exiting the building to the parking lot or playground, the doors nearest the students and staff present will be the exit doors due to our low number of students and staff, coupled with the staggered arrival and departure of staff times.

While all students, staff and visitors enter through the school's front door, at different times during our current hybrid program, the primary grades exit via the door nearest the wheelchair accessible door, nearest the kindergarten classroom, while the school's front door is the upper grade exit door as it is nearest their classroom.

For entrance and exit to the playground from inside the building, those students in the Kindergarten/Music room will exit that door and enter via the Multi-purpose door.

*Students who are in the Primary or adjoining main classroom will exit via that respective classroom door and enter via the upper grade, main classroom door.

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

Face coverings and gloves are provided and available for all staff, students and visitors. Cloth and disposable face masks are provided and required for all students and staff. Staff may also wear a face shield with draping.

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.

The routine for entering Seiad Elementary School or van for students, employees and visitors will be to sanitize hands, agree to a daily, no-contact temperature test and answer a passive Covid-19 health questionnaire. The questions address how you are feeling, have you a sore throat, runny nose or cough not due to allergies, loss of sense of smell, or traveled out of the country. Masks or face shields are available for staff, students and visitors. Signs, floor stickers and other social distancing methods will be visible reminders of each person's physical expectations as well.

*Intake staff are required by the state and county public health departments to detain and restrict access to Seiad Elementary School if one exhibits a symptom, has a temperature of 100.4 or above, answers "yes" to the health screening questionnaire, exhibits a combination of symptoms or otherwise expresses or gives a reasonable safety concern. Both that student and their sibling(s) will be isolated and sent home.

If a student who does not have immediate transport, entrance to the library, our isolation room will be granted and the family will be notified that there is an immediate pick up is required. If no one is at home, the school may transport to an emergency contact. Exiting the library will be via the door closest to the playground. Sanitation of the library's surfaces and doorknobs will be completed prior to others' entrance; with a red sign on the door that states, "Cleaning is Necessary before Entrance."

If a staff or visitor is denied entrance due to the above-listed requirements and has personal, immediate transport, they must leave the premises. One may not return to Seiad Elementary without one of these requirements:

- being symptom free for 72 hours
- have a negative Covid-19 test
- the concerning reasons need to be remedied or have a doctor's note.

During this time, distance learning materials and meals will be provided via the school's delivery system, our van route each morning, or the family may arrange for an alternate arrangement for daily pick up of the items.

In the event that the teacher is ill and a substitute teacher is unavailable, Plan C (Distance Learning) will be implemented.

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.

Hand sanitization or washing stations will be available at each front door entrance, exit and in each classroom. Students and the school community will see signs promoting the appropriate methods of hand washing as well as student instruction and the implementation of daily routines via entrance and exit of the classroom, playground and school as well as restroom use and prior to eating during the 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.

The school's COVID-19 Liaison, Marsha Jackson, will document reported incidents of possible exposure and may serve a coordinating role to ensure prompt and responsible notification. In the event of positive exposure, Seiad Elementary will notify local health officials, staff and families immediately via email, in person and/or phone conversations while maintaining confidentiality as required under FERPA and state law related to privacy of educational records. After a positive case is determined, the school liaison, in consultation with the county public health department, may coordinate and/or conduct contact tracing. Staff will receive information regarding disability insurance, labor laws, and the Paid Family Leave and Unemployment Insurance.

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

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:
Teleworking when applicable and staggering the schedule for employees who need to work on site during distance learning.
Reducing the number of persons in an area at one time, including visitors.
Visual cues such as signs and floor markings to indicate where staff and students should be located or their direction and path of travel, such as entrance/exit doors only.
Staggered arrival, departure, work, and break times.
Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

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.

In most rooms, we are able to meet the 6 feet requirement with our few student desks. For some of our tables where students or other individuals may meet together, they are less than six feet apart. We have applied plastic free-standing partitions and in some instances, attached other tables or desks to maintain the six feet of distance.

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

A re-opening school community event was recorded and held outside, in person and via an online platform, Zoom, in August. Staff training occurs during staff meetings and communication with the school community occurs regularly via email, phone and in person conversations. The plan is posted on our website as well.

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.

The Karuk Health Clinic in Happy Camp will rapidly test Seiad Elementary students and staff if exposed to someone with COVID-19 or are having symptoms with completed paperwork. Staff and students may choose to seek testing at another local clinic.

While waiting for the test results, one may not return to Seiad Elementary without being symptom free for 72 hours or without a negative COVID-19 test and that person will need to self-isolate at home for 14 days after the close contact. A close contact is defined as a person who is less than 6 feet from a person positive with Covid-19 for greater than 15 minutes. Plan C, Distance Learning will be implemented for that student and staff member.

Staff will be tested onsite by the Karuk Health Clinic or staff may go to the Karuk Health Clinic in Happy Camp or to another local health provider for planned periodic asymptomatic testing. Testing of all staff over a two month period or four staff members each month or two staff members every two weeks per recommended frequency when in the red and purple tiers.

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

Staff asymptomatic testing every two weeks is applicable when in red and purple tiers.

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.

The Karuk Health Clinic in Happy Camp will rapidly test Seiad Elementary students if exposed to someone with COVID-19 or are having symptoms, with completed paperwork. Families may choose to seek testing at another local clinic.

While waiting for the test results, one may not return to Seiad Elementary without being symptom free for 72 hours or without a negative COVID-19 test and that person will need to self-isolate at home for 14 days after the close contact. A close contact is defined as a person who is less than 6 feet from a person positive with Covid-19 for greater than 15 minutes. Plan C, Distance Learning will be implemented for that student.

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

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.

In the event a student or staff tests positive and had exposed others at school, in consultation with the county public health department, the school will determine if there needs to be a school closure. If so, Plan C, distance learning, will be implemented. A school closure would be necessary for 14 days under state health guidelines and as determined by the local public health officer. Under Cal/OSHA regulations, if three or more employees

contract the virus, the school/worksites must also close for 14 days. Plan C, distance learning will be implemented.

That person will need to self-isolate at home for 14 days after the close contact. A close contact is defined as a person who is less than 6 feet from a person positive with COVID-19 for greater than 15 minutes. The classroom, office and other affected areas would need to close temporarily to be cleaned and sanitized. The school's COVID-19 Liaison, Marsha Jackson, will document and report confirmed positive and suspected cases of exposure in students, staff and employees to the Siskiyou County Public Health official and may serve a coordinating role to ensure prompt and responsible notification. The reporting of new cases to the county health official must be within 24 hours of the school district being made aware of the positive test and the individual's attendance within the 10 days preceding the positive test for COVID-19.

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.

In the event of positive exposure, Seiad Elementary School's superintendent and/or liaison will notify local health officials, staff and families immediately via email, in person and/or phone conversations while maintaining confidentiality as required under FERPA, HIPAA and state law related to privacy of educational records. After a positive case is determined, the school liaison, in consultation with the county public health department, may coordinate and/or conduct contact tracing. Staff will receive information regarding disability insurance, labor laws, and the Paid Family Leave and Unemployment Insurance.

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:

The administration consults with the staff via staff meetings, phone calls, email and in-person conversations as needed.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Siskiyou. 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.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub