

Date: 1/13/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Sequoia Union Elementary Charter School

Number of schools:

1

Enrollment:

332

Superintendent (or equivalent) Name:

Ken Horn

Address:

23958 Avenue 324

Phone Number:

559-564-2106

City

Lemon Cove

Email:

kenhorn@sequoiaunion.org

Date of proposed reopening:

October 26, 2020

County:

Tulare

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Charter Elementary School

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

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, Ken Horn, 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:

I confirm.

- 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.

Students are kept separate in the classroom by physically distancing them. They are kept 3 feet away from their teachers desk. Students go to recess in a classroom area outside that is separate from any other classroom. When they eat lunch, they eat with their own classroom students in a separate designated area. When they come to school, they stay in an area with only their own classroom students. When they leave campus, they stay in an area with just their own classroom students until their name is called and they leave campus to enter their parents vehicle. This will be updated as the CDPH updates their guidelines.

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 on-campus student learning in Tk-6th grade and have been open for on-campus learning since October 26th, 2020 with an approved waiver. We also have Distance Learning for students whose parents want to keep their students on Distance Learning. Our teachers have different amounts of students, depending on the grade level, but each student is three feet apart from any other student, and three feet apart from the teacher during on-campus learning. The maximum number of students per one teacher is 20 in a classroom, and those students can be physically distanced to three feet. The minimum number of students in any particular classroom is 10 students with a teacher, and those students can be physically distanced to three feet. We offer 7th and 8th grade Cohorts for students who are of special need; english learner students; or students that are struggling online. The 7th and 8th grade Cohort students return to school from Distance Learning to On-Campus learning on February 1, 2021. The separation of students into stable groups will be updated to follow new guidelines by the CDPH.

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

We only offer departmentalized classes in 6th and 7th grade. The 6th and 7th grade teachers moves from one classroom to the other classroom in departments, and the students do not leave their student classroom group. The separation of students into stable groups will be updated to follow new guidelines by the CDPH.

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

We only offer electives in 6th and 7th grades, and they are done with the homeroom and the students, no students move from a classroom during electives. The separation of students into stable groups will be updated to follow new guidelines by the CDPH.

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.

Entry Points and Class Entry

The bus riders will enter by the bus entry area. Bus drivers do a pre-screener and take a temperature check as students prepare to enter the bus.

We have a drive up area for students who do not ride the bus. We have employees do a pre-screener and a temperature check before students exit the vehicle.

K-2 students will enter the campus through the east doors and gates and all K-2 students will sit by classroom in the gym separated by 3 feet between each student and separated from any other class.

Grades 3-6 students will enter campus through the east doors and gates and head to their classroom line-up area. 3rd-6th grade students will line up at their designated classroom lineup area outside, separated by class and separated by a marker that is 3 feet between students.

We have one 7th and one 8th grade Cohort of 14 students each and they enter the campus via the gym through the east doors and head to their classroom line up area.

We will have staff placed strategically to help observe all students to keep them safe and separated from each other and from any other class during the lineup time prior to the beginning of the school day.

When the bell rings students will head directly into the classroom (students will get hand sanitizer as they enter).

Health checks will be conducted when students arrive on campus or as they arrive at the bus. Extra masks will be on hand for those that need them.

Health screening will be conducted periodically throughout each day.

Egress:

Classes will dismiss in a staggered release beginning with Kinder at 1:45 pm. By 2:00 pm, all students will have been dismissed from class.

At the end of each school session, bus riders will be dismissed and go directly to the bus loading area. Students must wear a face mask while in line for the bus and on the bus.

School staff will monitor students who ride the bus to keep them 3 feet apart on their markers and separated from other classes prior to loading the bus.

For students who do not ride the bus, they will enter the exit staging area and K-2 students will sit by classrooms at tables that have chairs that are 3 feet apart or stand by classroom 3 feet from any other students on their marker until the students name is called and they exit the exit staging area to enter their vehicle in the drive up area.

3-6 grade students will stand 3 feet apart from each other on a marker and separated by classes from each other until the students name is called and they exit the exit staging area to enter their vehicle in the drive up area.

The 7th and 8th grade Cohort students will stand 3 feet apart from each other on a marker and separated by classes from each other until the students name is called and they exit the exit staging area to enter their vehicle in the drive up area.

All students must wear a mask until they enter their vehicle.

Parents/guardians will stay in their car and wait for their students in a cooperative and collaborative manner. Parents/guardians with students in multiple grade cohorts should review the above dismissal staggered release in order to determine when to arrive.

Movement within the School:

Recess: With grade level appropriate cohorts, there is a separate play area for each classroom within a grade level cohort. A staff member observes each separate play area. At the end of recess, the students line up on markers that are 3 feet apart from each student and separated from any other classroom. Teachers walk the students from their classroom lineup area and back to class. Students use hand sanitizer upon reentry to the classroom. After each cohort has their recess, the Custodial staff members will spray down the equipment with

a dry sanitization for use for the next group of students. Teachers leave their classroom equipment back outside and the Custodial staff spray down the equipment so it is sanitized and ready for the next time it is used. Custodial staff will also constantly sanitize the restrooms throughout the day.

Lunch: With grade level appropriate cohorts, students sit at classroom tables that are 3 feet apart from other tables and students sit in chairs that are 3 feet apart from any other student. Classroom tables are separated from any other classroom tables. Students wear their face mask until they sit at the table and are allowed to remove their face mask while eating.

Restrooms:

Campus staff will monitor how many students go into the restrooms at one time and keep the number of students in the bathroom limited to no more than two, as feasible.

During class time, teachers will monitor how many students use the restroom and a daytime custodial staff will clean the restrooms frequently throughout the day.

The entrance, egress, and movement within the school will be updated to match new guidelines that come from the updated CDPH guidelines.

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

Face coverings are required for all students Tk - 8 and all staff. The wearing of face coverings by students and staff must be used in accordance with CDPH guidelines, unless a person is exempt with a Doctors exemption. All staff, students and parents have been informed of the face covering requirements and the District provides face coverings to all students and staff who do not bring their own. A large stock of face coverings are kept in stock by the District at all times. The wearing of face coverings will be monitored by the school administration and will be enforced. Face coverings and other essential protective gear will be be updates to match new guidelines that come from the updated CDPH guidelines.

- 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.

Students

At the start of the school day, students will participate in a health screening upon entry to campus or upon boarding the bus. Each student will have their temperature taken with a touchless thermometer.

Each teacher will have a touchless thermometer. Students will be monitored throughout the day and temperature checks may be conducted at any point during a school day.

Students may be screened additionally throughout the day at the discretion of the staff.

Staff

Staff complete a daily health screening form each day, and are provided a touchless thermometer to take their temperature.

Any students or staff experiencing symptoms of concern will undergo a health evaluation. Those that are experiencing a temperature of 100.4 degrees or more will be isolated until they are able to leave campus.

The Health screenings for students and staff will be updates to match new guidelines as they come out from the updated CDPH guidelines.

- 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.

Three new hand washing stations have been placed strategically around campus and students have been trained to wash their hands often at the new hand washing stations. Hand sanitizer has been placed in each classroom and restroom and is restocked everyday. The staff has incorporated the usage of hand washing into students daily routines.

- 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.

The staff will be informed by Mr. Horn and/or Mrs. Guzman that their is a confirmed case. Contact tracing will be done by Mr. Horn and Mrs. Guzman. The Tulare County Department of Health and Human Services will be contacted and a report made.

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

Students and staff will be physically distanced to 3 feet inside the classroom and when lining up on campus or in the cafeteria. Physical Distancing and how space and routines will be arranged to allow for physical distancing of students and staff will be updated as new information is provided by the new CDPH guidelines.

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.

This addendum supersedes any In person Learning requirements listed in Section 1-3 prior to March 24, 2021.

Distancing: In order to get as many students as possible back to in person learning and with adherence to the CDPH and Tulare County Health Officer guidance, students will keep the 6 feet distancing in classrooms, Multipurpose/Cafeteria Building and bus when practicable but no less than 3 feet under the new guidance issued from CDPH as of Friday, March 19, 2021. This will remain in effect unless a new directive from the governor allows closer contact.

Extracurricular Activities Distancing: All participants and coaches/coordinators/Advisors will distance 6 feet where practicable but no less than 3 feet unless there is new guidance from CDPH or a new directive from the governor that allows closer contact. Spectators will be limited and remain 6 feet distancing as individuals and, or household small groups.

Physical Distancing requirements will be updated as new information is provided by the new CDPH guidelines.

- 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 Training

Staff has participated in an in-service conducted by the site COVID-19 Liaison on August 3, 2020 and August 4, 2020 relating to Centers for Disease Control guidelines to mitigate the spread of COVID-19. Topics included, but were not limited to contacts and exposure locations, contact risk assessment, and the schools decision tree. Updated training has taken place through all staff meetings in October, November, December, and the most recent all staff training was January 6, 2021 where the COVID19 Prevention Plan was reviewed.

Family Training. The staff has received updated training on new CDPH guidelines at the first of the month staff meetings in March, April, and May of 2021.

The district website has links to help families to understand the symptoms of COVID19, which warrant keeping a student at home. In October, the all call messaging system was used to direct families to the website to review the resources.

The district uses the call messaging system to update families on the ongoing changes and application of enforcement of our plan on a regular basis.

The Staff Training and Family Education will continue to be updated as new information is provided by the new CDPH guidelines.

- 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.

Testing of Staff

Consideration of COVID-19 testing for staff

Any staff experiencing symptoms will undergo a health evaluation, those that are experiencing a temperature of 100.4 degrees or more will be isolated in the designated area (isolation area Office on the east side of the 1st wing building) until they are able to leave campus. The staff conducting the symptom checks on symptomatic individuals will be provided with appropriate PPE, which is a surgical mask, face shield, gloves, and gown. All symptomatic staff should be encouraged to test. A fever is not required and does not always occur with COVID infection. If not tested, the staff should isolate as described above unless a doctor's note or school nurse provides an alternate diagnosis.

Staff who are exhibiting symptoms will be provided with information about testing locations and advised to consult with their medical doctor.

Individuals who have exhibited symptoms must be without a temperature for at least 24 hours without the aid of a fever reducer, and have a doctor's note or make arrangements to be evaluated by the school nurse prior to returning to campus unless otherwise instructed to quarantine by the COVID Liaison (Mr. Horn) or County Public Health Department. All symptomatic staff should be encouraged to test. A fever is not required and does not always occur with COVID infection. If not tested, the staff should isolate as described above unless a doctor's note or school nurse provides an alternate diagnosis.

For Individuals who have tested positive we will follow current state recommendations for the time and symptom based clearance for people who have tested positive as opposed to a negative test. The time and symptom base clearance is ensuring that the positive person has completed their 10 day quarantine, have reduced or are symptom free, and have not had a fever within the last 72 hours of their day.

Staff members will have the opportunity to be regularly tested for COVID-19 at the expense of the district if they chose to do so. The District will recommend that 25% of staff is tested on a two week rotational basis or 50% each month. The testing of staff will continue to be updated as new information is provided by the new CDPH guidelines.

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

Staff testing cadence will not differ by tier. Staff testing cadence will continue to be updated as new information is provided by the new CDPH guidelines.

- 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.

Testing of Students

Consideration of COVID-19 testing for students.

Any students experiencing symptoms will undergo a health evaluation, those that are experiencing a temperature of 100.4 degrees or more will be isolated in the designated area (isolation area Office on the east side of the 1st wing) until they are able to leave campus. The staff conducting the symptom checks on symptomatic individuals will be provided with appropriate PPE, which is a surgical mask, face shield, gloves, and gown. All symptomatic students should be encouraged to test. A fever is not required and does not always occur with COVID infection. If not tested, the students should isolate as described above unless a doctor's note or school nurse provides an alternate diagnosis.

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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](#).

Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District notifies our local health officer of any known case of COVID19 among any student or employee who was present on our campus within the 10 days preceding a positive test for COVID19. Specifically, the District will 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 name at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site.
- * The full name, address, and telephone number of the person making the report.

This information is reported to the local health officer by telephone within twenty-four hours from the time an individual within our district is first made aware of a new case.

This reporting shall continue until this directive is modified or rescinded.

- 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.

The District Superintendent will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining FERPA and HIPAA confidentiality, as required by law related to privacy of educational records. These communication plans will continue to be updated as new information is provided by the new CDPH guidelines.

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

This plan was designed with the stakeholder input and consideration of California Department of Education documents as well as California Health Department documents. Stakeholder input was gathered in three different surveys, distributed on June 2, 2020, June 27, 2020, and September 8, 2020. Data from the survey was utilized by the return to school committee to create a return to school plan. The committee consisted of classified staff, teachers, parents and the administrator, their plan was approved by the committee, and then later by the Governing Board on July 15, 2020. The July 15 approved plan was adapted for waiver eligibility, and was reviewed by the School Site Council (parents, classified staff, teachers and the administrator) and the whole staff on September 9, 2020. The updated guidance from the California COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, along with the CAL-OSHA COVID-19 Prevention Plan was reviewed with Staff on January 13, 2021 and January 27, 2021, and was presented to parents, the community, and the school board on January 14, 2021, and January 27, 2021. It has continued to be referenced in School Site Council meetings in February, March, April, and May. It has continued to be referenced in staff meetings in February, March, April, and May. Consultation will continue to be updated as new information is provided by the new CDPH guidelines.

Labor Organization

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

Name: Sequoia Elementary Teachers Association

Date: 1/27/2021;

Parent and Community Organizations

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

Name: School Site Council; Reopening Committee; Parent

Date: 1/27/2021;

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

Classified Staff was consulted on 1/13/2021 and 1/27/2021, and have been consulted in an ongoing meeting once a month for the remainder of the school year.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Tulare. County has certified and approved the CRP on this date: October 14, 2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Our Reopening School Waiver was approved by the Tulare County Department of Health and Human Services and the California Department of Public Health on October 14, 2020. Sequoia Union Charter Elementary School and the Sequoia Union Elementary School District has had Distance Learning offered to students since August 7, 2020 and has offered on-campus learning since October 26, 2020. The COVID-19 plans continue to be updated and ongoing based on new information provided by the new guideline from CDPH.

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.