

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

☐ TK ☐ 2nd ☐ 5th ☐ 8th ☐ 11th

☐ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

☐ 1st ☐ 4th ☐ 7th ☐ 10th

Type of LEA: _____

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

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, _____, 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.

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?)

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

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.

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

☐ **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.

☐ **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.

☐ **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.

☐ **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 _____ 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.

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

☐ **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:

☐ **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.

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](#).

☐ **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.

☐ **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:

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

☐ **Date of Submission to Local Health Department:** _____.

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.



Addendum to the COVID-19 School Guidance Checklist

The following addendum contains more detailed information for several portions of the School Guidance Checklist.

Under the section “Stable Group Structures”

How many students and staff will be in each planned stable group structure?

N/A Offering in-person learning to all students with a remote option available.

Students will continue to be divided into two lunch groups to reduce the number of students out at lunch to accommodate for social distancing.

We will continue using the current bell schedule that includes one day a week in which all classes meet for no more than 35 minutes per class period, and block schedules that require only 3 or 4 classes to meet on any given day to limit the number of interactions students have during the school day.

All students, staff and visitors are screened upon entry onto the campus. Use of the Servite Screening app is encouraged.

We adhere to the “Keep to the Right” protocols for passing periods inside buildings.

We adhere to social distancing guidelines whenever possible and accommodate classes in alternative classrooms if adequate social distancing is not possible.

We have prepared outdoor space for classes, if needed. We have also prepared several other locations on campus that can serve as classroom space, should we need it.

We have provided teachers with extensive PPE, including masks and shields, plexiglass barriers, and sanitizing supplies. Sanitation of desks occurs after each class period.

A day porter frequently and regularly sanitizes common areas on the campus including the quad, chairs and desks for student use outdoors during lunch, restrooms, classroom door knobs, and office counters.

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

N/A beginning on March 1, 2021. We no longer have student cohorts, as all students who have chosen in-person instruction will attend classes daily. Those who have chosen remote learning will continue to attend classes virtually.

Teachers have been encouraged to develop stable seating charts for each period, and students who have contact outside of class (they carpool together, sit at lunch together, or participate in sports together) are

located next to each other in class to reduce the number of close contacts a student may have during the school day.

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

We will continue with the following practices:

No sharing of equipment or materials.

Social distancing as much as possible.

Mask wearing at all times.

Frequent and regular sanitizing of hands, desks, light switches, door knobs after each class period.

In the drawing class, each student uses an easel assigned to him.

In the piano class, each student uses a keyboard assigned to him.

In all guitar classes, students use their own personal guitars.

In all choir classes, students focus on music appreciation/history or classes are held outdoors with social distancing.

In all science classes with labs - sharing of lab materials is limited, and cleaning and sanitizing of materials and lab space are done between classes.

Under the section “Physical Distancing”

In some cases, the size of the classroom will not accommodate 6’-0” between students. They will accommodate 4’-0” between students. Any classes that could not meet the minimum 4’-0” requirement were relocated to other classrooms or spaces.

We will continue to monitor the situation, and should a class require a larger space, we have secured outdoor space and alternative locations throughout the campus to accommodate the larger classes.

Under the section “Testing of Staff”

Testing of staff is not performed by the school on a scheduled basis. Staff members who exhibit symptoms associated with COVID-19 will quarantine for the recommended 10-14 days after symptoms appear and/or a positive COVID test. Those teachers who are well-enough to teach from home will do so. Faculty and Staff are encouraged to get tested through their insurance provider to determine if they were, in fact, positive for COVID-19. Those who have been cleared to return to campus may do so after they complete their quarantine time or after they can show a negative test result.

Staff members who travel out of the state are expected to quarantine for the recommended amount of time to reduce the risk of inadvertently spreading the virus.

All staff members are screened for symptoms and fever upon entering the campus. Those who have been screened are given a bracelet to wear throughout the day.

Under the section “Testing of Students”

Students will be quarantined if they have been exposed to someone who tested positive for COVID, who have been out of state travelling, and/or who report symptoms associated with COVID-19. Students who complete the required quarantine may return to campus. Students must be cleared to return to practicing/playing a sport. Families are encouraged to test their students through their own medical insurance. Athletics will administer regular and weekly testing in accordance with the guidelines established by CDPH and CIF. Students who exhibit symptoms on campus will be referred to or report to the nurse’s office to be evaluated by the school nurse. Students who may be experiencing COVID-related symptoms will remain in isolation in the nurse’s office until they are picked up by a parent or guardian. Any area on campus he was in that day will be sanitized according to protocol. Contact tracing will be done and all students considered to be in close contact will be notified and quarantined, as well.