

COVID-19 School Guidance Checklist

January 14, 2021

Date: 3-4-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Santa Clara Elementary

Number of schools: 1

Enrollment: 54

Superintendent (or equivalent) Name: Kari Skidmore

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Date of proposed reopening:
March 22, 2021

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: Public

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, Kari Skidmore, 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 Cal-OSHA 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?)

Elementary Schools – Please see Reopening Plan Details below:

When permitted, Santa Clara Elementary will offer both a hybrid and Distance Learning program. Parents will choose the best program for their child. The following apply to Hybrid Learning:

- Santa Clara expects 13-20 students per classroom in each classroom, with a 6 ft. physical distancing, facing forward.
- Due to small size, each class will have one cohort.
- Students in same class will have recess together as indicated below.
- Hybrid Learning will meet five days a week.
- Outdoor areas will be utilized for classroom spaces as available, weather permitting.
- To ensure proper ventilation, classroom doors and windows will remain open whenever possible.
- Each classroom is also equipped with an air purifier and our HVAC system has air scrubbers.
- Each student will also utilize a desk shield.

Drop off: 8:00-8:15 am & Pick up 12-12:15 pm

Recess:

K/1	9:30-9:50
2/3	9:55-10:15
4/5/6	10:20-10:40

☒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.

- Movement of employees is addressed in the Covid-19 Prevention Plan, section 12, paragraph b.
- Starts will be staggered by grade, class, and/or stable cohort
- Students will move in stable cohort groups.
- When possible hallways will be designated as one-way when students move from class to class.

At this time, campus is closed to visitors. Visitors are required to make an appointment and follow all social distance guidelines when visiting campus, including wearing a mask, staying at least 6 feet away, and only one person at a time.

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

Face coverings for employees is addressed in the Covid-19 Prevention Plan, section 11.

Students in all grade levels K-6 are required to wear face coverings at all times, while at school.

A cloth face covering or face shield should be removed for meals, snacks, outdoor P.E., or when it needs to be replaced. When a cloth face covering is temporarily removed, students will wear mask on a lanyard.

Santa Clara will provide a face covering to students who inadvertently fail to bring a face covering 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: 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.

Health screening of employees is addressed in the Covid-19 Prevention Plan, section 6.C.

Students will be screened by:

Taking temperatures upon arrival with non-contact thermometers.

- face coverings will be used during screening by both screeners and students

Prior to sending child(ren) to school, parents will conduct a passive screening 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.
- Travel out of the state or country.

☒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.

Healthy Hygiene Practices of employees is addressed in the Covid-19 Prevention Plan, section 12.b.9).

Students will follow the same Healthy Hygiene Practices as employees.

☒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.

Notify parents/guardians of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations. Notification of employees is addressed in the Covid-19 Prevention Plan, section 5.d.

Ventura County Public Health Department (VCPH) liaisons:

Kari Skidmore
Name

Superintendent/Principal
Title

Haydee Berrington
Name

School Secretary
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.

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.

Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

☒ **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 10 feet.

Minimum 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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

Our LEA as required by reopening plans and the CPP has assessed all facilities to identify areas where distancing would result in a reduction of potential transmission. All sites will maintain a distance of 6 feet when students or staff are not in motion. Where 6 feet separation is impossible, engineering controls such as barriers will be applied (see CPP Section 11). For areas where physical distancing and Engineering controls cannot be used (such as special education procedures).

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

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. Staff training has been documented. The staff training program can be found at Target Solutions.

- 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/will be) accomplished through (notification emails, all calls push notifications and information found on the LEA website) 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.
 - How COVID-19 is spread.
 - 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 LEA's 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:

Testing of employees is addressed in the Covid-19 Prevention Plan, sections 6.b., 16.b., and 17.b.

Testing of employees is done at a minimum of once every two months.

☒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.

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 and LEA will assist with scheduling as needed
- 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 5 and 13.

Students

LEA shall notify its 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 10 days preceding a positive test for COVID-19. Specifically, the local educational agency 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 10 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 is first

made aware of a new case.

☒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.

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 6 feet from other people, and wash hands often with soap and water for at least 20 seconds
- LEA COVID-19 contact information

Initial contact will be general in nature via electronic letter, emails, push notifications, robocalls 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.

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

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

A School Site Council (via Zoom) consisting of staff and parents was held on March 9, 2021 to introduce the COVID-19 Prevention Program. Questions were answered. Suggestions were considered. A list of attendees will be retained.

A District Board meeting (via Zoom) was held on January 27, 2021 to introduce the COVID-19 Prevention Program. Questions were answered. Suggestions were considered. A list of attendees will be retained.

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

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

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](#)