

COVID-19 School Guidance Checklist

January 14, 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: _____

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

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.

COVID-19 Prevention Program (CPP)

Date 02/01/2021

Identification of COVID-19 Hazards

The following will be implemented and followed at Christ Lutheran School:

- Using **Appendix A: identification of COVID-19 Hazards form**, we will conduct workplace evaluations specific to identifying workplace hazards for staff, students ,and all persons who may enter the campus .
- We will ensure compliance with our COVID-19 policies and procedures, and conduct inspections on a regular basis. The **Appendix B: COVID-19 inspections form** will be used.
- Review general industry-specific guidance from the State of California, Cal/OSHA prevention and implement additional controls where needed.
- Staff will also identify any COVID-19 hazards to the office, Director of Early Education, or the principal.

Correction of COVID-19 Hazards

- All unsafe or unhealthy work conditions will be documented using the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner.

Employee Screening

- Employees will be screened daily prior to arriving on the school grounds.
- Daily assessments will include: online self-assessment, COVID-19 symptom check, daily temperatures with a non-contact thermometer, and sanitizing of hands .
- Required hand washing for at least 20 seconds will take place regularly.
- COVID-19 testing of staff will take place

Physical Distancing and face Coverings

- Six feet of physical distancing is required at all times.
- Non-essential visitors will not be allowed on campus during regular school hours.
- Social distancing signage is visible throughout the campus.
- Social distancing markings have been placed throughout the campus.
- Plexi-glass barriers have been placed in the office, and on teacher desks.
- Social distancing signage is displayed in the staff lounge.
- Face masks are worn by all employees and students per CDC guidelines
- All employees have been given a plastic face shield and disposable face masks.

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- Additional disposable face masks are available if needed per CCR Title 8, section 3380 .
- Face marks must be worn in accordance to CDC guidelines.
- The following exceptions to the wearing of face masks are: when alone in a room, while eating or drinking, provided there is social distancing of at least six feet, and due to a medical condition.

Cleaning and Disinfecting

- The following cleaning and disinfecting measures will take place frequently:
 - High touch areas cleaned throughout the day.
 - Restrooms are cleaned in between separate cohort usage.
 - Restrooms are disinfected and cleaned throughout the day, and at the end of each school day.
 - Classroom equipment, high frequently touched areas, student desks, and chairs are disinfected daily and throughout the day.
 - Frequently touched surfaces are cleaned daily and throughout the day.
 - Physical barriers have been placed in the office and on student desks.
 - All classrooms, and employee bathrooms have non toxic disinfectant spray available.
 - Playground equipment is disinfected daily with the use of a “fogging” machine.
 - Shared employee equipment will be disinfected between each usage.

Responding to COVID-19 Cases

- **Investigating COVID-19 Cases** form will be used when reporting cases to the local Health Department
- Employees who have potential COVID-19 exposure will:
- Remain on home isolation until:
 - 72 hours has passed since recovery which includes:
 - Absence of fever without the use of using fever-reducing medication and improvements in respiratory symptoms.
 - At least 10 days (14 preferred) since their last positive test.
- Asymptomatic employee with a confirmed COVID-19 test:
 - Remains at home isolation until:

COVID-19 Prevention Program (CPP)

- At least 10 days (preferred 14) days have passed since their first positive COVID-19 test, assuming they have not developed symptoms since their positive test.
- If symptoms develop, follow procedures for symptomatic individuals.

Identification and Reporting of Cases

- Any case of COVID-19 at the workplace will be reported to the local Health Department where required by law. Any information requested by the Health Department will be released upon their request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record and track all COVID-19 cases.
- COVID-19 testing site information and Public Health websites will be given.
- If there is a confirmed case of COVID-19 in the school, the principal will refer to the COVID-19 Prevention Program booklet. The Task Force that was created to enforce all COVID-19 safety protocols will follow the procedures for appropriate notification.
- Cal/OSHA will immediately be contacted with any serious illness or death, as defined under CCR Title 8 section 330 (h) if related to employment.
- Records will be maintained in accordance with CCR Title 8 section 3203 (b).

Communication System

- Employees will report COVID-19 symptoms to the office, Director of Early Childhood Education, or the principal.
- Reporting will be done without fear of reprisal.
- Employee testing will be at no cost to the employee either through their health insurance or through testing sites.
- In the event of workplace exposure, plans for testing will be communicated to those staff personnel.
- Emails of communication are sent home on a regular basis.

Training

- All employees will be trained on COVID-19 policies and procedures.
- COVID-19 –related benefits to which the employee from COVID-19 hazards.
- Physical distancing protocols
- Face covering requirements
- All staff received training on all school protocols and procedures relating to COVID-19.

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- All staff received training on the COVID-19 safety Plan (CSP).
- All staff completed COVID-19 training for California workers through Cal/OSHA Training Academy.

Stable group Structures

- Students in grades K-6 will be kept in stable groups of 12-14 students spaced 6 feet apart .
- When allowed to return, grades 7-8 will have 14 students spaced 6 feet apart.
- All students will have a desk barrier shield as added protection.
- Each classroom will have one teacher and one assistant teacher.
- All grades will be kept in stable groups with a fixed membership for all activities such as art instruction, recess, and lunch.
- The library and computer teacher will go to the stable cohorts for instruction. The students will remain in their classrooms for the day to minimize /avoid contact with other groups. Outside time for lunch and recess will continue as usual.

Entrance, Egress, and Movement within the school/Health screening

- Students, staff, and parents will maintain social distancing guidelines at all times. Face mask requirements will be strictly enforced.
- Arrival and dismissal times will be staggered.
- K-8 and staff health screening will be initiated upon arrival. Arrival times will include
 - Temperature checks with a non-contact thermometer.
 - If the employee or student has a temperature of 100.4 or higher, they may not enter the school campus.
 - If the employee or student has had close contact to a COVID-19 case, they may not enter the school campus.
 - COVID-19 symptom check. Symptoms of COVID-19 may be mild to severe. People with these symptoms may have:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache

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- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea fever (100.4 degrees or higher)

Returning to school or work

- After a positive diagnosis is made, students or staff must remain in home isolation until at least 10 days have passed since the symptoms first started, and there has not been a fever for at least 24 hours (without the use of fever reducing medication).
- With the above criteria and when the symptoms have improved.
- Students and staff may not return to the campus unless have been cleared to do so.
- Contact the school to report employee or student absence due to illness.
- Distance learning will be reinstated for any student under home isolation.