

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: _____
(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, 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, _____, 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:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. 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](#)

RUSD Addendum to COVID-19 Checklist (Updated 1/25/21)

Stable Group Structures (where applicable)

Elementary - RUSD has been open for in-person instruction since September 21, 2020. Initially, RUSD opened in a hybrid A/B model where half of the students in each class (2nd-6th grades) attended school each day - alternating days throughout the week. This allowed students to remain in small, stable, cohorts of 12-16 students that did not come into contact with other cohorts during the school day. Cohorts also were kept together and not mixed for recess, lunch, PE, and Visual and Performing Arts (VAPA). TK-1 students were in an AM/PM model where half of the students attended school in the AM and half attended in the PM. Again, cohorts were small and stable and did not mix with one another.

On January 19, 2021, all RUSD elementary students (TK-6) transitioned to the AM/PM hybrid model. All students now attend school five (5) days weekly but in the AM or in the PM. Again, cohorts are small and stable and do not mix with one another.

Secondary - RUSD has been open for in-person instruction since September 21, 2020. Initially, RUSD opened in a hybrid A/B model where half of the students attended school each day - alternating days throughout the week including every other Monday (7th - 12th grades). Students followed their class schedule each day with the maximum number of students in each CORE academic class not exceeding 19.

On January 19, 2021, all RUSD secondary students (7-12) transitioned to the AM/PM hybrid model. All students now attend school five (5) days weekly but in the AM or in the PM. Again, students followed their condensed schedule in grades 9-12; however, the middle school students (grades 7-8) had their schedule divided in half to create 4 equal teaching blocks per day. This required each site to add an additional period to the normal 7 period school day.

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 (grades TK-6) - AM/PM Schedules - classes have been divided into two groups, AM and PM. TK-3 classes will have no more than 14 students in a group. 4-6 grade classes will have no more than 17 students in a group.

Secondary (grades 7-12) - AM/PM Schedules - classes have been divided into two groups (AM/PM). Classes will have no more than 19 students in a classroom CORE academic class. PE and elective courses may have more than 19 students in a class if they can be socially distanced.

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

Elementary (grades 4-6) - AM/PM. Teachers of classes that have been "departmentalized" will rotate between classes throughout the day. Students will remain in their homeroom classes and assigned seats to reduce cross contamination of classrooms.

Secondary (grades 7-12) - AM/PM Schedules - classes have been divided into two groups (AM/PM). Classes will have no more than 19 students in a classroom CORE academic class. PE and elective courses may have more than 19 students in a class if they can be socially distanced.

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

Elementary (grades TK-6) - AM and PM groups will attend VAPA, PE, and music in their assigned groups. There will not be mixing between groups.

Secondary (grades 7-12) - AM/PM Schedules - classes have been divided into two groups (AM/PM). Classes will have no more than 19 students in a classroom CORE academic class. PE and elective courses may have more than 19 students in a class if they can be socially distanced.

Physical Distancing

If the minimum distance between students in classes is less than six (6) feet, please explain why it is not possible to maintain a minimum of at least six feet.

Elementary - It is possible in the current AM/PM hybrid model with half students in each cohort to meet the 4-6 ft. requirement. Per 1/14/21 CDPH guidance, this is acceptable when good faith efforts have been made to keep students as far apart as possible.

Secondary - It is possible in the current AM/PM hybrid model with half students in each class to meet the 4-6 ft. requirement. Per 1/14/21 CDPH guidance, this is acceptable when good faith efforts have been made to keep students as far apart as possible.

Testing of Staff

Describe staff asymptomatic testing cadence. Please note if testing cadence will differ by tier.

Currently, all RUSD staff have the option to be tested every two-three weeks by our mobile surveillance testing team. Staff also have the option to receive surveillance testing at local testing centers run by the Placer County Office of Education (PCOE) and Placer County Health.

Describe student testing cadence. Please note if testing cadence will differ by tier.

Students with symptoms of COVID-19 will be asked to quarantine at home per the Placer/CDPH guidance. Students are strongly encouraged in this case to pursue COVID-19 testing either through their physician or at one of the Placer County COVID testing sites. Students who test and receive a negative result may return to school soon then the mandated 10 day quarantine period.