

Date:

## 2021 COVID-19 School Guidance Checklist

**Name of Local Educational Agency or Equivalent:**

San Pasqual Valley Unified School District

**Number of schools:**

7

**Enrollment:**

623 PK-12

**Superintendent (or equivalent) Name:**

Dr. Katrina Johnson-Leon

**Address:**

Route 1, 676 Baseline Road

**Phone Number:**

7605720222

**City**

Winterhaven

**Email:**

kleon@spvusd.org

**Date of proposed reopening:**

August 10, 2021

**County:**

Imperial

**Current Tier:**

Red

*(please indicate Purple, Red, Orange or Yellow)*

**Type of LEA:**

Unified

**Grade Level (check all that apply)**

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>t</sup>



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](mailto: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, Kish Curtis, 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
- \* Entrance, Egress, and Movement Within the School
- \* Face Coverings and Other Essential Protective Gear
- \* Health Screenings for Students and Staff
- \* Healthy Hygiene Practices
- \* Identification and Tracing Contacts
- \* Physical Distancing
- \* Staff Training and Family Education
- \* Testing of Students
- \* Testing of Staff
- \* Identification and Reporting of Cases
- \* Communication Plans
- \* Consultation

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.

Stable groups will consist of the same students and staff for all activities including instruction, lunch, and breaks. There will be a designated arrival and dismissal location specific to the stable group. The recess schedules will be staggered. This process will minimize the contact with other stable groups. The meal distribution will be by stable group in their designated classroom under the "grab and go" model.

Visitors conducting necessary business will be encouraged to make appointments with the front office staff prior to arrival. Signage has been posted at all main entrances regarding the use of face covering, physical distancing, and watch for COVID-19 related symptoms. Plexiglass barriers have been installed at the school and district offices. Volunteers will not be able to provide on-campus support, volunteers are encouraged to participate through distance learning. Parents/guardians needing to meet with their child will do so through the support of the office staff and contained at the front office.

Schedules and Grouping – CCEE K12 Playbooks: <https://k12playbook.ccee-ca.org/guidebook-old/schedules-and-grouping/#tab1>

K-12 Schools Reopening Framework and Guidance Q: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

Safely Distributing School Meals During COVID-19: <https://www.cdc.gov/coronavirus/2019->

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?)

Each group will have no more than 16 total individuals.

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

Students will remain in a stable group and teachers will rotate.

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

Students will remain in a stable group and teachers will rotate.

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.

Stable groups will have staggered start/end times and designated arrival/dismissal locations to limit the close contact of students, staff, and parents. Students will be instructed to maintain 6 feet of distance from others as much as possible and practicable at all times while on the campus and entering and exiting the campus. High traffic areas (such as hallways) have clear directional markers to guide the flow of foot traffic and enable the physical distancing. Congregate movement will be minimized as much as practicable. We will have staff located at entrance/exit points, high traffic areas, and throughout the campus to ensure physical distancing and the directional markers are followed.

Staff will have staggered start/end times and designated entrance and exit points. There are six-foot distance floor markers to avoid close contact. Staff will maintain physical distancing and the follow the directional markers.

The following protocols are in place to avoid close contact and/or mixing of cohorts:

- \* Designated routes for entry and exit
- \* Maximized spacing
- \* Physical distancing of at least six feet
- \* Signage
- \* One-way directional markers
- \* Physical barriers to enforce spacing and distancing
- \* Staggered recess, break and lunch periods

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 will be used in accordance with the California Department of Public Health (CDPH) guidelines. Students in all grade levels are required to wear face coverings at all times, while at school and on school bus/district vehicle, unless exempt. Students are encouraged to provide their own personal face coverings, however a face covering is available upon request. Students will be reminded not to touch the face covering

and to wash their hands frequently. A face covering should be removed for meals, snacks, or when it needs to be replaced. When a face covering is temporarily removed, it will be placed in clearly marked bag with the student's name and date, until it needs to be put on again. When the District's extra-curricular activities resume (sports), students will wear face coverings when participating in the activity both indoors and outdoors.

All staff and visitors must wear face covering when entering and while inside school/worksite buildings in accordance with CDPH guidelines. In limited situations where a face covering cannot be used for pedagogical or developmental reasons (i.e. communicating or assisting young children or those with special needs), a face shield will be used instead as long as the wearer maintains physical distance from others as practicable. Face coverings must be worn outside while on school or worksite grounds. Staff is encouraged to provide their own personal face coverings. Face coverings are available upon request.

#### Exemptions:

People are exempt from the face covering 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 should consider wearing a clear mask or cloth mask with a clear panel when appropriate. Persons exempt from wearing a face covering due to a medical condition, as confirmed by school district, 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.

#### Notifications:

Students, families, and staff will be provided the CDPH Guidance for the Use of Face Coverings and the proper use, removal, and washing of cloth face coverings.

The District has secured items essential Personal Protective Equipment (PPE) to ensure safeguards for staff and students. All school settings are equipped with recommended safety measures (clear partitions, face shields, face coverings, gloves, hand washing stations, hand sanitizer, signage, floor markings, etc.). Plexiglass shields are installed at office counters where staff normally interact with the public and customers. Plexiglass shields are provided to teachers for placement on their desk/table, upon request. Chairs in the lobby areas of the school and district offices will be limited to space them 6 feet apart. PPE must not be shared, e.g., gloves, goggles and face shields. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools should not be shared. Where there must be sharing, the items will be disinfected between uses. The staff have been trained in the proper cleaning, sanitizing, and disinfecting of utensils, tools, and equipment. Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. The District will implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensure adequate supplies and adequate time for it to be done properly.
- Inform the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Utilize cleaning and disinfecting products that meet CDPH standards and will be used frequently throughout the day in classrooms, restrooms, and other common spaces.
- Inventory of cleaning and disinfecting supplies is maintained within designated custodial rooms.
- Ensure custodial staff have been trained in the proper cleaning/disinfecting procedures related to COVID-19 and modifications have been made to their daily assignments to make sure all common areas and surfaces are disinfected throughout the day.

CDPH Use of Face Covers: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

CDC Proper Use, Removal and Washing of Face Covers: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC Cleaning & Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

EPA EPA-approved Disinfectant List: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>

ASHRAE Guidance on Ventilation: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

**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 and staff will self-screen daily for COVID-19 symptoms. Students and staff are advised to stay home if they are experiencing any of the COVID-19 symptoms.

- Cough
- Shortness of breath or difficulty breathing
- Fever > 100.4 F
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea, Vomiting, Diarrhea
- Congestion and or runny nose
- Fatigue
- Muscle and or Body Aches

Staff complete a pre-screen assessment which includes temperature reading and symptoms assessed prior to reporting to work. Staff will receive an in person touch-free temperature reading and verification of no symptoms and an internal check for appropriate face-covering upon check-in.

Parents/guardians will conduct a self-screening (temperature reading and screen for symptoms) of their child at home, if possible, prior to arriving to school or boarding the school bus. Prior to getting on the school bus or upon arrival, students will receive an in-person screening, touch-free temperature reading, and verification of appropriate face covering based on the CDPH guidance. Students who appear sick or have an elevated temperature when unloading from their vehicle will not be allowed to stay at school. Students that are boarding the bus and appear sick will not be allowed to board. If a student or staff member is at school and feels sick, the Health Aide will determine the appropriate course of action. An isolation room or area has been identified on the campus map to separate anyone who exhibits symptoms of COVID-19. Any students or staff exhibiting symptoms will be required to wear a face covering and wait in an isolation area until they can be transported home.

CDC COVID-19 Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**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.

Handwashing stations are available throughout the campus. Students and staff are required to wash their hands with soap and water (for at least 20 seconds) at regular intervals. Regular hand washing is preferred over the use of hand sanitizer and will be reinforced as the preferred method for healthy habits. Ethyl alcohol-

based hand sanitizer has been provided to every classroom and common areas. An inventory list is maintained to track the usage and need for reordering PPE or sanitizing supplies as needed. Signage has been posted at each site that promotes healthy hygiene practices.

CDC Handwashing: <https://www.cdc.gov/handwashing/index.html>

CDC Contact with Eyes Nose and Mouth: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

CDC Coughing and Sneezing: [https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

CDC Protect Yourself and Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

- 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.

In the instance of a positive COVID-19 staff case at a school or worksite, the District will work in a timely manner to ensure proper communication, documentation and isolation of the case. COVID-19 positive cases will be reported to the District's Director of Human Resources. The District will work closely with the reporting individual to complete a thorough contact tracing procedure (within 6 feet for 15 minutes or more). The District will follow the CDPH guidelines to isolate the COVID-19 positive person(s) and to quarantine the individuals identified on the contact tracing documentation. The local public health department and employees will be notified within one-day of the district being notified as required by AB 685. Communication efforts will maintain confidentiality, as required by FERPA and state law related to privacy of educational records.

CDPH Outbreaks: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/OutbreakDefinitionandReportingGuidance.aspx>

Case Reporting by Schools Directive: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-Case-Reporting-Directive.aspx>

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

All schools and worksites ensure students, staff and visitors maintain physical distancing of at least six feet from one another to reduce transmission risk. No staff, student or community member shall be directed to violate the six feet of physical distancing requirement except to prevent imminent bodily or physical harm from occurring. When in class, all student and staff desks will be spaced at least six feet apart and plexiglass partitions have been provided for teaching staff, upon request. Classes will utilize outdoor space for classroom activities where practicable, particularly during physical education. To promote physical distancing, use of common areas such as lounge and restrooms will be staggered and in a manner that discourages congregation. Board meetings, staff meetings, professional development trainings, family and community engagement events such as school site council, DIPAC and DELAC meetings will occur virtually, unless distancing is practical and possible. Staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk are provided with options such as remote working if available or utilize available leave options. Signs are posted at each public entrance and throughout the campus to inform all employees, students and community members that they should maintain a minimum six-foot distance and wear a facial covering.

CDPH K-12 schools reopening framework and guidance:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)

K-12 Schools Reopening Framework and Guidance Q:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

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.

Many classrooms are small and will not allow for a 6 foot distance. When this is the case, plexiglass will be used to mitigate transmission.

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

All staff will participate in interactive training of the District's COVID-19 Prevention Program. Weekly staff meetings are held with staff to review the updates related to COVID-19 and the impacts of schools reopening. Additional information has been provided to staff and the community via emails, district website, and opportunities to engage in virtually hosted staff and community events. Topics and educational material include information regarding enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal and washing of face coverings, screening practices, how coronavirus is spread, coronavirus symptom identification, how to prevent the spread if sick, when to seek medical attention, plans and procedures to follow when an adult or child gets sick at school or work and plans and procedures to protect students and staff from illness.

**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 is not required for suspected COVID-19 cases, but is strongly encouraged for those who are symptomatic or have been identified as a close contact. Any close contacts will be asked to quarantine for fourteen (14) days. Positive cases will remain off campus for ten (10) days from symptom onset of a COVID-19 test date. Confidentiality will be maintained at all times.

As testing capacity permits and as practicable, the District may recommend asymptomatic testing for staff according to the testing cadence based on guidelines from the California Department of Public Health, the Safe Schools for All Plan introduced by Governor Newsom on December 30, 2020 and any other testing requirements introduced by state or local health authorities.

Testing Considerations:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/K12\\_School\\_Testing\\_Considerations\\_Information.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/K12_School_Testing_Considerations_Information.pdf)

CalOSHA Testing Requirement Standards:

<https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#testing>

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

- 1) Yellow or Orange Tiers testing will be encouraged.
- 2) In the Red Tier Employees may go during working hours twice a month to be tested at no charge to the employee.
- 3) In the Purple Tier Employees may go during working hours once a week to be tested at no charge to the employee.

**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 is not required for suspected COVID-19 cases, but is strongly encouraged for those who are symptomatic or have been identified as a close contact. Any close contacts will be asked to quarantine for fourteen (14) days. Positive cases will remain off campus for ten (10) days from symptom onset of a COVID-19 test date. Confidentiality will be maintained at all times.

As testing capacity permits and as practicable, the District may recommend asymptomatic testing for students according to the testing cadence based on guidelines from the California Department of Public Health, the Safe Schools for All Plan introduced by Governor Newsom on December 30, 2020 and any other testing requirements introduced by state or local health authorities.

Testing Considerations:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/K12\\_School\\_Testing\\_Considerations\\_Information.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/K12_School_Testing_Considerations_Information.pdf)

CalOSHA Testing Requirement Standards:

<https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#testing>

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](#).

The District will notify the local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. The District will disclose to local health officer:

- \* 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 will be reported to the local health office by telephone within twenty-four hours from the time an individual first made the District aware of a new case.

CDPH K-12 schools reopening framework and guidance:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated\\_Schools\\_Guidance.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf)

K-12 Schools Reopening Framework and Guidance Q:



<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

CalOSHA Testing Requirement Standards:

<https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#testing>

Case Reporting by Schools Directive: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-Case-Reporting-Directive.aspx>

- 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 Superintendent will communicate with students, staff, families and the community about cases and exposures at school through use of the Parentlink, Friday Newsletter, COVID-19 Staff Meeting updates.

- 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) Plan, cases Imperial. 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](#)

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.