

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 CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Stable Group Structures: Cohorting

The small number of students at KZV makes it ideal and easy to keep small, stable cohorts. Cohorts will not mix during the day:

- The number of students in each classroom ranges from 7 students to 13 students.
- Our elementary classes have a stable set of 2 teachers teaching the core subjects. Students will remain in in the same classroom throughout the day, at their designated desk and will not move.
- Cohorts is kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) to minimize contact with other groups or individuals who are not part of the stable group.
- Cohort will not mix while on campus.
- Desks will face the same direction, so that students do not sit facing each other. Desks will be 6 ft apart.
- Each student will have an individual desk shield., hand sanitizer.

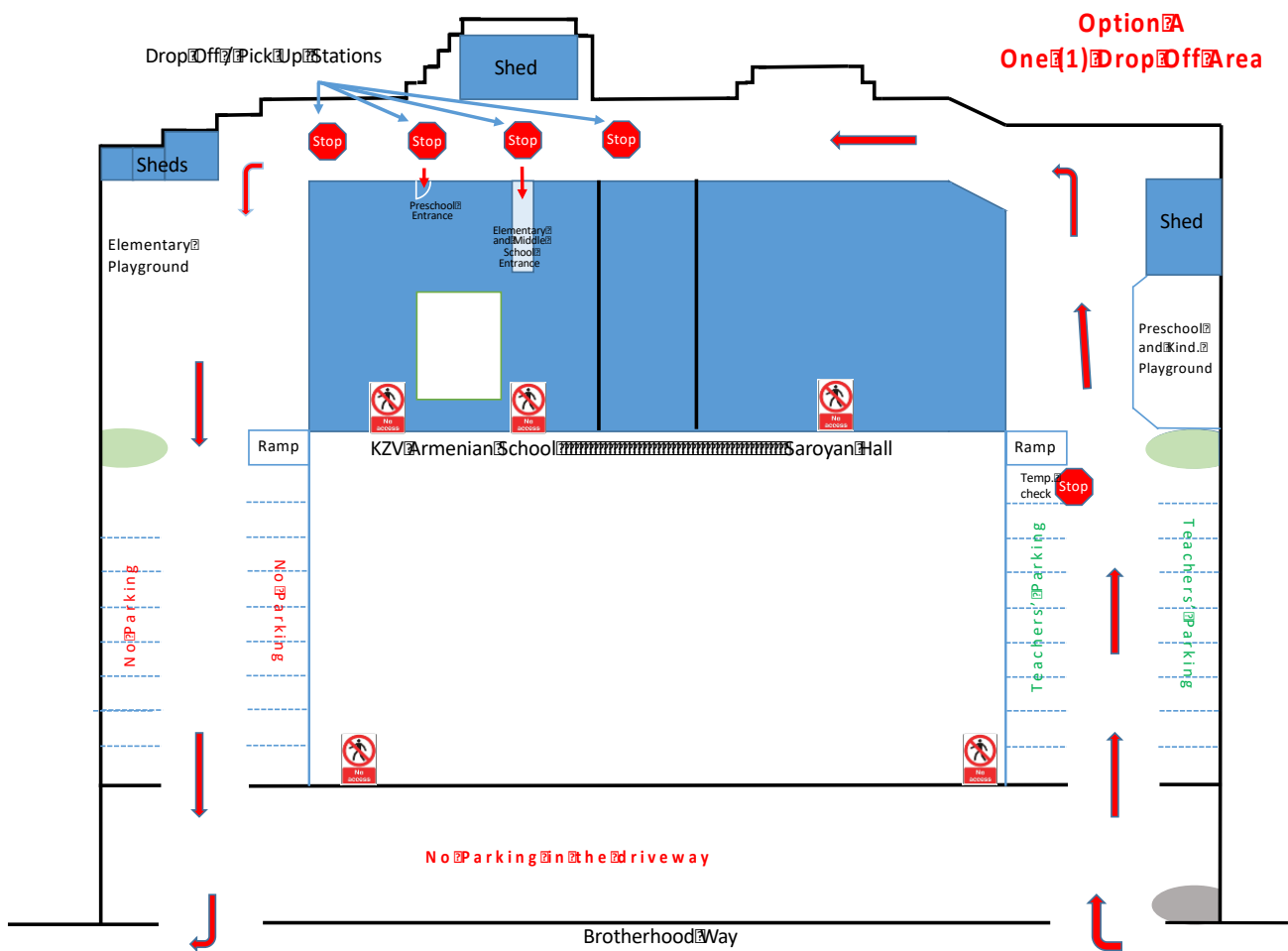
Outdoor Instruction

- Since the outdoor space is large enough, we have designated separate spaces for each cohort/class to have recess and classes will not mix.
- We will conduct classes, activities outside, as possible, especially lunches, activities (weather permitting) as well as physical exercises.
- Hallways are open air and will have signs creating one-way hallways to minimize congestion.



Entrance, Egress, and Movement Within the School:

- Drop-off and temperature check will happen as outlined in the following graphic. Families will enter the west gate. At the first station temperatures of students and driving parents will be checked along with the Daily Health Screening Check mark.
- Parents will proceed to the south side of the campus, where they will drop off the students.
- Students will go directly to their assigned classrooms at drop-off.



- For pick-up, students will remain in their classrooms until the carpool monitors radio to the classroom that the student’s parents or guardians have arrived, at which point they will walk to their vehicle.
- Non-staff parents will not be allowed on campus

Drop Off Schedule	
TIME	Grade Levels
8:00-8:10am	6, 7, 8 and siblings
8:10-8:20am	3, 4, 5 and siblings
8:20-8:30am	K, 1, 2 and Preschool siblings
8:30-9:00am	Preschool students

Pick Up Schedule	
TIME	Grade Levels
2:35- 2:45pm	Preschool, K, 1, 2 and siblings
2:45- 3:00pm	3, 4, 5, 6, 7, 8

Face Covering and Other Essential Protective Gear:

All adults and children must wear face masks or cloth face coverings over both their nose and mouth at all times. This includes family members and caregivers dropping-off or picking-up children.

Face coverings should be worn:

- While entering the school campus.
- While on school grounds (except when eating or drinking).
- While leaving school.

Students should be able to remove the mask while eating and be able to put the mask back on.

These guidelines are subject to change, and are in alignment with guidance from CDC.

- Staff, students, and visitors may not enter the building or campus unless they are wearing a face covering or have documentation of a medical contraindication to face coverings. We have a supply of face coverings for individuals who have forgotten to bring one.
- We will provide face coverings to students who forget to bring a face covering to school.
- Face shields will be available for teachers or staff for their use in addition to a face mask or cloth face covering. Face shields provide additional eye protection for the wearer.
- Masks should be washed after each use. It is important to always remove masks correctly and wash your hands after handling or touching a used mask.

Health Screening for Students and Staff:

- Daily health screening form to be submitted by faculty, staff, and students.
- Parents will respond to a symptom screening questionnaire on their phone or mobile device and will submit (on behalf of their students). One health Screening per family.
- The parent will receive a digital Check pass to enter campus, and will show the pass to the staff member authorized to admit students and employees to campus.
- In addition, the school will perform daily temperature screening for all students and staff coming to campus. Temperature checks will take place in the drop-off line before the parents leave the school property. Students with a temperature or any other symptoms listed below will be asked to remain at home until they no longer are running a fever for a period of at least 24 hours without fever reducing medication.

Faculty with a temperature greater than 100.4 degrees should not come to school until they have been fever free and symptom free for 24 hours.

Students and teachers/staff who exhibit symptoms while on campus will be sent to the isolation room.

Healthy Hygiene Practices:

- Hand Sanitizer: The school has installed hand sanitizers in hallways, outside of offices, yards and classrooms throughout campus. In addition, the School has purchased individual hand sanitizer for every student and staff.
- Employees and students will be asked to use hand sanitizer when entering and leaving a room on campus.
- Students and staff will be trained on proper and frequent handwashing.

- The school has developed student-friendly signage reminding students to wash their hands regularly.
- Students will be asked to wash their hands before entering buildings and classrooms.
- Staff will be asked to set the example for students and wash their hands regularly throughout the school day.

Identification and Tracing of Contacts:

The Administration and the School Board established a COVID-19 Advisory Group, which is formed to capitalize on the talent and expertise in the KZV community.

- This group is composed of current KZV parents and school board member who are in the medical field and who have volunteered their time to help advise leadership and inform parents of the relevant medical and public health context in which we are all operating.
- The group's role is to alleviate the burden from the administration and advise the principal on its response and plans related to COVID-19. The committee will send out a weekly newsletter.
- Within the Covid 19 Advisory group, Mrs. Taleen Moughamian will be KZV's Contact Tracing Coordinator. She has received contract tracing training through SF State University and currently works on their contact tracing team as well. If an employee or a student tests positive for COVID-19, the Principal will immediately notify the school community as appropriate, within one day.
- The Coordinator will be notified immediately as well. The Coordinator will perform the following responsibilities:
- Consult with the San Francisco Department of Public Health (SFDPH) to make contact tracing and quarantine decisions.
- The Coordinator will perform contract tracing responsibilities as directed by the SFDPH.
- The Coordinator will advise employees and students' parents of the quarantine requirements. It is essential that staff and families cooperate with the Coordinator's efforts to trace all individuals that the infected person(s) came in contact with.

Physical Distancing:

- Signs are posted with maximum occupancy of each room next to the doors.
- Visual aids used to illustrate appropriate social distancing, handwashing, and facemask notice
- All desks are placed six feet apart.
- All students and teachers have a desk shield.
- Signage placed on walls and highly visible areas.
- Spacing and flow signs posted.
- Installation of Guard shield in the office.



Ventilation and Windows:

- Every classroom has large windows. Doors open up into the outside, open-air courtyard. We will leave windows and doors open to promote flow of outside air through the indoor space.
- Increasing the amount of outdoor air brought into the classrooms reduces the amount of virus in the air, and minimizes recirculated air.
- Each class is also supplemented with a portable air purifier.

Staff Training and Family Education:

Faculty and staff meeting time is used to keep the professional community up to date on these plans as they have come together. The school has also shared all relevant documents and information with the full faculty and staff.

Family: In addition to providing families with all relevant materials and documentation, we have asked parents to sign a Community Health Pledge and Acknowledgement of Risk forms

Testing of Students and Staff: Identification and Reporting of Cases:

- Faculty and staff will be required to receive COVID-19 testing before returning to school.
- Faculty and staff will be tested every 2 weeks.
- Test results will be provided to the school within 48 hours or as soon as possible.
- If a student or staff member tests positive for COVID-19, the parents or staff member will notify school.
- The contact tracing Coordinator will be in charge of the next steps following the guidance of the SFDPH. We will notify our local health officer of any known case of COVID-19 among any student or employee who was present on our campus.

Communication Plans:

At the time the School has a confirmed case we will work in coordination with the public health officials, determine necessary next steps, including documenting, reporting, tracking, and tracing potential exposures to COVID-19 on the school campus and advising any individuals who had close contact with the students or employee to isolate at home. We will move cohorts into distance learning and ask families to get tested as appropriate.

In all cases, our communications will respect both legal and ethical boundaries regarding privacy.

Equity:

All students and staff are screened prior to entry each day. Parents, students, and staff returning to school are required to sign a Community Pledge that outlines their commitment to keeping themselves and others safe. Other adults visitors deemed essential will be screened following directions posted at the main entrance, and their visit will be documented.

Every student learning at school will have the same access to outdoor time, learning tools and supplies, hand-washing stations, lesson plans, assessments, and age appropriate teacher support. Distancing rules apply to all classrooms and cohorts and common spaces

For the duration of the 2020-2021 school year, the distance learning option will be available to all

students/families who wish to do so. Students who choose this option will have the same access to learning tools, supplies, lesson plans, assessment, and age appropriate teacher support via the online platform.

February 1, 2021 Additions per CADPH Revised Guidance

1. Periodic Workplace Inspections

Cal/OSHA 3205(c)(2)(H) states that “The employer shall conduct *periodic* inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.”

KZV Armenian School will conduct periodic inspections using [this form](#) as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

2. Required Components of Staff Training & Instruction

Cal/OSHA 3205(c)(5)(A-H) describe specific components that must be included in employee trainings. See the aforementioned section of the [regulation](#) for details.

KZV Armenian School will use the OSHA-provided [17-minute online training module](#) for new employees.

3. Notification to Cal/OSHA for COVID-19-related serious illnesses or death

OSHA 3205(c)(9)(B) states that “The employer shall report immediately to the Division [Cal/OSHA] any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.”

KZV Armenian School will report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

KZV Armenian School will report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.