

Date: 1/28/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Humboldt County Office of Education

Number of schools:

4

Enrollment:

143

Superintendent (or equivalent) Name:

Chris Hartley

Address:

901 Myrtle Avenue

Phone Number:

707-445-7030

City

Eureka

Email:

superintendent@HCOE.org

Date of proposed reopening:

October 5, 2020

County:

Humboldt

Current Tier:

Orange

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

County Operated Court & Community Schools

Grade Level (check all that apply)

TK

2nd

5th

X 8th

X 11th

K

3rd

6th

X 9th

X 12th

1st

4th

X 7th

X 10^t

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:

X I, Chris Hartley, 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:

Chris Hartley, Superintendent

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.

To reduce the possibilities for infection, students and teachers remain in the same classroom with their cohort. Cohorts remain in the same space and do not change classrooms. All supplemental teaching staff join the classroom cohorts via online instruction.

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 classroom cohort has less than 12 students and 1 teacher and 1 instructional aide.

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

No departmentalized classes.

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

Elective courses are offered via online instruction presented to the classroom cohort.

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.

We have minimized congregate movement through the hallways and common areas on campus. Schedules have been staggered to avoid close contact or mixing of cohorts.

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

Face coverings must be worn in accordance with CDPH and Cal/OSHA guidelines. Staff and students are supplied with masks.

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.

Staff, students, and parents receive training and protocol for health screenings. Staff utilize a daily symptoms screening through Qualtrics data system. Staff will conduct daily screenings with students upon arrival at school using the Qualtrics Screening questions and take temperatures. Teachers are provided with visual checklists to watch for signs of ill students. If a student presents symptoms they will be screened by teachers or support staff. If symptoms are present they will need to go home for the school day and can return when symptoms are no longer present.

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.

- Staff and students practice routine hand washing: on arriving, before and after eating, after coughing or sneezing, after using restroom, before and after providing student care.
- Hand sanitizing when hand washing not available.
- Determine safety of hand sanitizing for students. Supervise closely if determined to be safe.
- Post hand washing signs in high-traffic areas
- All staff should use face coverings/masks.
- All students should use face coverings/masks
- Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.
- Students and staff have access to disposable or reusable masks, face shields, and gloves.
- Ventilation- classrooms will be provided fans and air purifiers
- Classroom Dividers/Privacy Boards will be utilized, as needed, to promote social distancing and assigned workspaces for students.

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.

The school's designated staff member, Principal Felicia Doherty, will work with Humboldt County Public Health to ensure that all requirements are completed when there is a confirmed case. Public Health has provided us with sample letters and protocol for notifying staff and families of possible exposure or a positive test.

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

Classrooms were set up to follow Public Health guidance for reopening schools safely. Single classroom hybrid cohort models are utilized to maximize spacing and physical distancing. Student desks are at a minimum of 6 feet apart and classroom privacy boards are provided for 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.

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

Keenan has developed a series of COVID-19 6-12 minute modules designed to assist staff in trainings to support a safe reopening. The series of courses offers a convenient way to communicate State and local guidelines and Cal OSHA regulations related to how COVID-19 spreads, how to recognize symptoms, how to prevent the virus from spreading, such as coughing/sneezing etiquette, hand hygiene, and more. These trainings were designed to assist as a guideline and resource as districts prepare and plan to reopen as well as an opportunity to demonstrate that your school is taking proactive measures to help to stop the spread of COVID-19.

- Coronavirus – Reopening Your Organization.
- Coronavirus Awareness (this course aligns with Cal OSHA recommendations)
- Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
- Coronavirus: Cleaning and Disinfecting Your Workplace
- Coronavirus: Managing Stress and Anxiety
- IPM for Teachers and Office Staff

X **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 have access to testing through Public Health, community clinics, and private physician testing. HCOE has been researching and planning for more testing of staff at a central school location. The self-administered test would be located at a central school location where trained staff would support the collection of tests. Once up and running the plan is to test 50% of the staff every other week.

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

X **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.

Students have access to testing through Public Health, community clinics, and private physician testing. If students report symptoms families are urged to see their physician.

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 Principal will follow all requirements and work with the HCOE School Nurse and Public Health with all identification of confirmed cases, suspected cases, and possible exposures.

X **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 Principal will follow all requirements and work with the HCOE School Nurse and Public Health with all identification of confirmed cases, suspected cases, and possible exposures.

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

Labor Organization
Name of Organization(s) and Date(s) Consulted:
Name: Safe School Re-Opening Committee - Group is
Date: Meets weekly every

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 Humboldt. 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](#)