

COVID-19 School Guidance Checklist

February 22, 2021

CALIFORNIA
ALL

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Save Lives



Date: 2/22/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Seeley Union School District

Number of schools: 1

Enrollment 406

Superintendent (or equivalent) Name: Andrea Ellis

Address: _____

1812 W. Rio Vista St. Seeley, CA 92273

Phone Number: 760-352-3571

Email: aellis@seeleyusd.org

Date of proposed reopening:
March 29, 2021

County: Imperial

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Public

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

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, Andrea Ellis, 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?)

see attached

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

see attached

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

see attached

■ **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 12 feet

Minimum 6 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:
see attached

■ **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:
see attached

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: STA

Date: 2/24/2021

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: SSC/ELAC/DELAC

Date: 2/26/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

see attachment

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 School Guidance Checklist

Seeley Union School District

1. California Department of Public Health Guidance on Schools Checklist Information:

A. Plan for Stable Group Structures

1. Stable groups consist of no more than 16 individuals including staff and students in grades K-6. Students will attend school Monday-Thursday from 8:10-12:00 while the county is in the Purple Tier.
11. When Imperial County advances to the Red tier, stable groups will be increased to 20-22. Students in grades 7-8 will return to campus in a stable group that remain in one classroom.
111. Seeley Elementary does not have departmentalized classes. Student groups remain stable within 4 self-contained classrooms.

B. Entrance, Egress and Movement Within the School

1. The District has implemented engineering and physical protocols to manage movement among students, staff and parents which may include but not be limited to:
 - 1) Designated routes for entry and exit.
 - 2) Maximize space between students and between students and bus drivers, open windows to the greatest extent possible, equip bus driver with extra face coverings for students that forget to bring one.
 - 3) Physical distancing of at least six feet of physical distance between students, students and staff, and families when students move through campus before, during and after school.

- 4) Signage reinforcing social distancing requirements and wearing of face masks.
- 5) One-way directional movement where practical and signage to reinforce one-way directional movement.
- 6) Physical barriers to support social distancing and one-way directional movement.
- 7) Staggering break and lunch periods to reduce stable group mixing.
- 8) Parents will self-screen students for symptoms before allowing students to come to school.
- 9) Students will have their temperatures checked and screened for symptoms by school staff prior to entering class each day. Students with temperatures over 100.4 will not be allowed to enter classrooms.

C. Face Coverings and Other Essential Protective Gear

1. In addition to the face covering requirement identified in the CPP, the District's face covering and other PPE plan may include but not be limited to the following:
 - 1) Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.
 - a) People are exempted from the 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 can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
 - b) Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, 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.

- c) In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a facer covering while in the classroom as long as the wearer maintains physical distance from others.
- 2) Provide information contained in the CDPH Guidance for the Use of Face Coverings to staff and families of students.
 - 3) Schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Students who inadvertently fail to bring a face covering to school shall be provided a face covering by the District. The District will offer alternative educational opportunities for students who are excluded from campus.
 - 4) Teach and reinforce use of face coverings, or face covering alternatives in limited instances (such as face shields with neck drapes).
 - 5) Frequent reminders to staff and students not to touch face coverings and to wash hands frequently.
 - 6) Provide staff, students and families with information on the proper use, removal and washing of cloth face coverings.
 - 7) Train staff on how people who are exempted from cloth face coverings will be addressed.
 - 8) Students are required to wear face coverings at all times while at school unless exempted pursuant to CDPH guidelines.
 - a) Cloth face coverings should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
 - 9) Sports participants should wear face coverings when participating in activity where 6ft physical distancing cannot be met, even with heavy exertion as tolerated, both indoors and outdoors.
 - 10) Workers or other persons handling food must use gloves in addition to face coverings.

D. Health Screening for Students and Staff

1. District health screening practices are contained are as follows:

- 1) Staff screening:

Each day each employee with self-screen for any symptoms of COVID-19 including taking their temperature. Should they have any symptoms or a temperature over 100.4 they will not report to work on campus and will notify their supervisor.

- 2) Student screening:

Each day parents will screen their students at home prior to bringing them to campus for any symptoms of COVID-19 including taking their temperature. Should they have any symptoms or a temperature over 100.4 they will not bring them to campus and they will attend classes virtually. Students will also be screened and have their temperatures taken by a district staff member upon arrival on campus. Students will be sent home if they appear to have any symptoms or have a temperature of 100.4 or higher.

11. Staff and students that do not pass the screening process must not come to school and will be immediately sent home if they do come on campus.

- 1) Any individual that appears to be unwell will be advised to stay home.

- a) Immediately arrange safe transport of employees or students home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- b) Communicate with parents if their student exhibits one or more COVID-19 symptoms and refer to the student's health information form and/or emergency card.
- c) Recommend that ill students and staff be tested as soon as possible.

- d) Isolate employees or students who exhibit COVID-19 symptoms in the designation isolation room until they can be sent home or to medical care as needed.
- e) Actively encourage sick students and employees to stay home.

E. Healthy Hygiene Practices

- 1. In addition to healthy hygiene practices in the CPP, the District's health hygiene practices may include but not be limited to:
 - 1) Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow.
 - 2) Students and staff should wash their hands frequently through the day, including before and after eating; after coughing or sneezing; and before and after using the restroom.
 - 3) Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
 - 4) Staff should model and practice handwashing.
 - 5) Students and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
 - 6) Ethyl alcohol-based hand sanitizers are preferred and should be used when there is potential of unsupervised use by children.
 - 7) Isopropyl alcohol-based hand sanitizers are more toxic when ingested or absorbed into skin.
 - 8) Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
 - 9) Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
 - 10) Portable hand washing stations will be considered at or near classrooms where access to sinks is limited where practicable.
 - 11) Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

- 12) Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and students who can safely use hand sanitizer.

F. Identification and Tracing of Contacts

1. The district has a designated staff 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.

G. Physical Distancing

- i. The District is implementing physical distancing consistent with the CPP and physical distancing efforts may include but not be limited to the following:
 - 1) The District will maximize space between student desks to at least six feet away from other students and staff desks, except where six feet distance is not possible after a good-faith effort has been made.
 - 2) Where six feet distances are not possible, the District will consider other separation techniques such as physical barriers, arranging desks to minimize face-to-face contact, optimizing ventilation, redesigning activities for smaller groups, rearranging furniture to maintain separation.
 - 3) Prioritize the use and maximization of outdoor spaces for activities where possible.
 - 4) Maximize spacing and movement pathways in indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
 - 5) Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
 - 6) Limit communal activities or stagger use, properly space occupants and clean between uses.

H. Staff Training and Family Education

1. All staff will be trained consistent with the CPP and the District will regularly provide educational materials to families on the following safety actions:
 - 1) Physical distancing guidelines and their importance.
 - 2) Symptoms screening practices.
 - 3) COVID-19 specific symptom identification.
 - 4) How COVID-19 is spread.
 - 5) Enhanced sanitation practices.
 - 6) The importance of staff and students not coming to work/school if they have symptoms, or if they or someone they live with or they have had close contact with someone who has been diagnosed with COVID-19.
 - 7) For staff, COVID-19 specific symptom identification and when to seek medical attention.
 - 8) The employer's plan and procedures to follow when staff and students become sick at school.
 - 9) The employer's plan and procedures to protect staff from COVID-19 illness.

I. Testing of Staff

1. In addition to the testing requirements established by the Cal-OSHA Emergency Temporary Standards for staff when there is an outbreak or major outbreak, the District recommends that staff who have symptoms or COVID-19 or have been exposed to someone with COVID-19 go get tested as soon as possible. The District can provide a list of free testing centers staff can utilize for getting tested. 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.

11. Asymptomatic Staff Testing

- 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.

J. Testing of Students

- i. The District will recommend that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 get tested as soon as possible. The District can provide a list of free testing centers students can utilize for getting tested. 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.

11. Asymptomatic Student Testing

- 1) Yellow or Orange Tiers testing will be encouraged.
- 2) In the Red Tier testing will be encouraged twice a month at no cost to the student.
- 3) In the Purple Tier testing will be encouraged weekly at no cost to the student.

K. Identification and Reporting of Cases

The investigation, identification and reporting of COVID-19 cases shall be set forth in the CPP and the January 14, 2021 CDPH COVID-19 Case Reporting by Schools. The Case Reporting is as follows:

1. The District shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on one of its school campuses with the 10 days preceding a positive test for COVID-19. Specifically, the District shall report the following information:
 - 1) The full name, address, telephone number, and date of birth of the individual who tested positive;
 - 2) The date the individual tested positive, the school 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;
 - 3) The full name, address, and telephone number of the person making the report.
 - 4) This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual with the District is first made aware of a new case.

11. This reporting shall continue until the Case Reporting directive is modified or rescinded.

L. Communication Plans

1. The District recognizes the importance of responding quickly and appropriately to possible and confirmed COVID-19 exposure. The following is the communication response to a positive COVID-19 case:
 - 1) District Representative starts extensive tracing.
 - 2) District Superintendent reports and consults with the Public Health Department
 - 3) After determining the possibility of close contact and exposure:

- a) All close contacts are notified individually of exposure. Staff is advised of quarantine time and leaves.
 - b) Site staff members will be notified of positive case through email and/or text.
 - c) Parents will be notified of possible exposure through Class Dojo or a letter mailed home.
11. The District will ensure that notifications about COVID-19 cases and exposures at the District are following FERPA and HIPAA privacy requirements.

M. Consultation

Seeley Elementary does consult with our teacher's union. Our reopening committee has been a part of the planning process and have had input on the safety plan and protocols that have been put in place. The District consulted with parents through parent surveys and parent meetings in July 2020, September 2020, October 2020, January 2021, and February 2021 in order to receive feedback.