

Date: 01/22/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Burnt Ranch Elementary School District

Number of schools:

1

Enrollment:

74

Superintendent (or equivalent) Name:

Kathleen Graham

Address:

251 Burnt Ranch School Road

Phone Number:

(530)629-2543

City

Burnt Ranch

Email:

kgraham@tcoek12.org

Date of proposed reopening:

August 17, 2020

County:

Trinity

Current Tier:

Red

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public Elementary School

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

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, Kathleen Graham, 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:

Kathleen Graham, 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 possibilities for infection, students and teachers remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.

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 planned stable group is a classroom of less than 17 students and 1-2 teachers.

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?

No electives.

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.

Minimize congregate movement through hallways as much as practicable. Provide markings for staff and students for entrance, exit, and physical distancing where lines may be located. Stagger meal and recess schedules to enable social/physical distancing.

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 used in accordance with CDPH and Cal/OSHA guidelines (unless a person is exempt as explained in the guidelines), particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

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.

All staff members and students will be required to participate in passive screenings and wellness checks for COVID-19.

Any student or staff member who exhibits symptoms of COVID-19 will be isolated in a designated private room until departure from campus is possible.

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.

Students and staff will wash their hands or use hand sanitizer frequently throughout the day including:

- Upon entering and exiting the bus
- Upon entering and exiting the classroom
- Before and after eating
- After coughing or sneezing
- After classes where they handle shared items, such as outside recreation or art
- Before and after using the restroom

Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.

Students and staff should use fragrance-free 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.

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, Superintendent Kathleen Graham, will work with our school nurse, Trinity County Office of Education, and Trinity County Public Health to implement and follow through with all requirements for identification and contact tracing.

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

Distance teacher and other staff desks at least six feet away from student desks. Use markings on hallway and classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. Activities that involve singing must only take place outside.

Limit nonessential visitors, volunteers and activities involving other groups at the same time.

Use non-classroom space for instruction, including regular use of outdoor space, weather permitting.

Minimize congregate movement through hallways as much as practicable. Provide markings for staff and students for entrance, exit, and physical distancing where lines may be located.

Serve meals outdoors or in classrooms, where practicable. Where cafeterias or group dining rooms must be used, ensure physical distancing, and assigned seating.

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.

Staff and families are educated through all the school's standard forms of communication: notices and flyers, emails, robocalls, newsletters, Facebook page, and personal contact. Staff attend meetings, receive email updates, and are required to take on-line trainings through Keenan Safe Schools.

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.

The school shall regularly test all staff for COVID-19.

- Testing of staff shall occur within testing capacity limits and as practicable.
- Testing of staff may be staggered over a period of time. For example, all staff may be tested over a two-month timeframe at 25% every two weeks or 50% of staff each month.

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.

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 superintendent will follow all requirements and work with our school nurse and Trinity County Public Health with all identification and reporting of confirmed and suspected cases.

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 superintendent will follow all requirements and work with our school nurse and Trinity County Public Health to communicate with all stakeholders.

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:

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 Trinity. 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](#)