

School Plan for Safe Reopening

School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
McCloud Elementary School	Shelley Cain			

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding McCloud Elementary School's plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues
Communication with Students, Parents, Employees, Public Health Officials, and the Community

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Local Conditions to Guide Reopening Decisions

Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
Yes	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
Yes	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

Local Public Health Clearance

Condition Met	Condition Assessed
	<p>Local public health officials have made determinations, including, but not limited to, the following:</p> <ul style="list-style-type: none">i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals.ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths.iii. Sufficient surge capacity exists in local hospitals.

In progress. LEAs are working with the Siskiyou County Public Health department team to address testing of staff. A plan has yet to put into place (7.23.20).

Equipment Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements.ii. Have a plan for an ongoing supply of protective equipment.iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

Supplies are coming from the Office of Emergency Services, but our LEA has also ordered supplies in the event that the supplies from OES don't arrive prior to the start of school OR they arrive in insufficient numbers to start the year.

Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

The LEA's custodian has been ordering supplies all summer. Additionally, the LEA has sanitizer dispensers throughout the building, including a touch-less dispenser at the main entrance. A disinfecting mister has been purchased to sanitize classrooms as well.

Plan to Address Positive COVID-19 Cases or Community Surges

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

California Department of Public Health Guidance on School Closure:

What are the criteria for closing a school?

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- **Cleaning and disinfection
- **Public health investigation
- **Consultation with the local public health department

Response to Positive Tests

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ol style="list-style-type: none">In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate.Additional close contacts at school outside of a classroom should also isolate at home.Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

* See below the matrix of ACTIONS and COMMUNICATION provide by the California Department of Health.

STUDENT OR STAFF WITH:

#1. COVID-19 Symptoms

(e.g., fever, cough, loss of taste or smell, difficulty breathing)

Symptom Screening: Per CA School Sector Specific Guidelines

ACTION:

- *Send Home

- *Recommend Testing

- *If positive, see #3

- *If negative, see #4

COMMUNICATION: No action Needed

STUDENT OR STAFF WITH:

#2. Close contact (†) with a confirmed COVID19 case

ACTION:

- *Send home

- *Quarantine for 14 days from last exposure

- *Recommend testing (but will not shorten 14- day quarantine)

- *School/classroom remain open

COMMUNICATION: Consider school community notification of a known contact

STUDENT OR STAFF WITH:

#3. Confirmed COVID-19 case infection

ACTION:

- *Notify the local public health department

- *Isolate case and exclude from school for 10 days from symptom onset or test date

- *Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious

- *Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)

- *Disinfection and cleaning of classroom and primary spaces where case spent significant time

- *School remains open

COMMUNICATION: School community notification of a known case

STUDENT OR STAFF WITH:

#4. Tests negative after symptoms

ACTION:

- *May return to school 3 days after symptoms resolve

*School/classroom remain open

COMMUNICATION: Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is 15 minutes.

In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Continuity of education, medical/social services and meal programs will continue for students displaced by school closure. Staff and parents will collaborate to make sure student services and meals are not interrupted more than necessary if school must close due to illness.

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.

The LEA will consult with Keenan and Associates and Safe Schools for guidance and updating of the IIPP.

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Students with health concerns are listed in our health binder located in the nurse's office. Those students and their needs will be addressed as related to symptoms that could be construed as COVID symptoms.

Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

As of today, the LEA does NOT have any students with special or unique health needs that would prevent them participating in school or wearing face coverings safely.

Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: <ul style="list-style-type: none"> 1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. 2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus.

Passive screening at home for students and staff will be encouraged. A list of symptoms for parents to monitor at home will be sent prior to the start of school. At the start of the school day, all students and staff will have their temperature taken prior to entering the building. Only the main entrance will be open and accessible to the building in order to monitor people entering the building and enforce proper sanitation. Hand-washing stations and hand sanitizer will be provided as soon as staff and students enter the building. Face coverings will be provided for staff, students and others who enter the building if they don't have one. Sneeze guards will be placed in the front office and throughout the building for added protection. The junior high classroom will have sneeze guards at every table between students. The quiet room located near the front office will be used as an isolation area for those who develop symptoms of illness during the school day. Those who are placed in the isolation area with symptoms of illness will remain there under supervision until an authorized adult can retrieve them and remove them from campus. The LEA does not use a bus for home-to-school transportation.

Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All staff must wash or sanitize hands as they enter worksites. iv. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

Passive screening at home for students and staff will be encouraged. At the start of the school day, all students and staff will have their temperature taken prior to entering the building. Hand-washing stations and hand sanitizer will be provided as soon as staff and students enter the building. Staff will have sub plans in place at all times and be sent home if they exhibit symptoms of illness and asked not to return until they are clear according to CDC and Public Health criteria.

Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Limit access to campus for parents and other visitors. ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance. iii. Review facility use agreements and establish common facility protocols for all users of the facility. iv. Establish protocol for accepting deliveries safely. v. Charter School Co-locations <ul style="list-style-type: none"> Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.

Only the main entrance will be open and accessible to the building in order to monitor people entering the building and enforce proper sanitation. A doorbell has been installed to get the attention of staff when someone requests entrance to the school. A staff member will meet visitors at the door and not allow them entrance if not necessary. If necessary, the above protocols will be enforced. Staff will be required to monitor outer doors to their classroom at all times to ensure the safety of staff and students as well as prevent access to the building from anywhere but the main entrance.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ol style="list-style-type: none">Providing opportunities for students and staff to meet handwashing frequency guidance.Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.

There are three hand washing areas upon entering the building: two full size restrooms and the nurse's office. Students and staff will use the stations to wash hands upon entering the building. There are restrooms and sinks throughout the building in classrooms and other areas. Students will be divided into manageable groups to use the various sinks throughout the building without crowding. This includes classroom sinks, bathroom sinks, staff room sinks, and science room sinks. Students and staff will be six feet apart while they wait in line to use sinks. Hand sanitizer will be placed throughout the building, including at the main entrance, for those who come to conduct school business. All classrooms will have hand sanitizer in various form: installed on wall units, standing hands-free units and in bottles placed on desks and counters.

Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	<p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ol style="list-style-type: none">Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.CDC guidance on proper PPE use.

Students and staff will be instructed on proper hand-washing protocol and face covering protocol at the in-service meetings of staff and during the first week of school for students. Staff will continue to remind and instruct students on safe procedures throughout the year.

Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	<p>Teach staff and students to:</p> <ol style="list-style-type: none">Use tissue to wipe the nose and cough and sneeze inside the tissue.Not touch the face or face covering.

Tissue is provided throughout the building and students and staff will be reminded often NOT to adjust or touch the face coverings.

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

PPE Training

Condition Met	Condition Assessed
Yes	<p>According to CDC guidance:</p> <ol style="list-style-type: none">Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

The LEA will collaborate with Keenan and Associates to provide training via online modules and in-service days prior to school starting will be devoted to training on new protocols.

Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ol style="list-style-type: none">As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.Provide masks if the employee does not have a clean face covering.Provide other protective equipment, as appropriate for work assignments.<ol style="list-style-type: none">For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.For front office and food service employees, provide face coverings and disposable gloves.For custodial staff, provide equipment and PPE for cleaning and disinfecting, including:<ol style="list-style-type: none">For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting.Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access.Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.

Face coverings such as masks and shields will be provided in addition to sneeze guards for each classroom. Gloves will also be provided to each staff member. Any PPE needed for the safety of students and staff will be provided by the LEA via the Office of Emergency Services, but primarily by the LEA.

Student Protective Equipment

Condition Met	Condition Assessed
Yes	<p>i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none">1. While waiting to enter the school campus.2. While on school grounds (except when eating or drinking).3. While leaving school.4. While on a school bus. <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p>

Parents have the option to provide face covering for their children, but the school will also provide face coverings to students who can't provide them or who have misplaced or lost their face coverings. Rules about WHEN and WHERE masks must be worn will be enforced throughout the building. The LEA does not use buses for home-to-school transportation so that category is not applicable. In the past the bus has been used for sporting events, but no determinations have been made about sports at this time (7/28/20) so proper protocols will be maintained in the event that the bus is needed for transportation to a sporting event. Currently, the LEA does not have any students with disabilities that would prevent the use of a mask.

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

All classrooms and usable rooms in the building will be organized using physical distancing rules. The LEA has ample space and combined classes will be separated into different rooms with the cooperation of instructional aides and teachers. Visitors will not be allowed on campus at all unless they have legitimate school business in which case they will be required to observe the face covering and distancing rules during their visit. No visitors, other than county resource specialists, school nurses, psychologists and speech therapists will be allowed on campus to work with students. Parents will be limited to the foyer to conduct school business or remain outside to make requests. All visitors conducting approved business will have their temperature checked prior to entering the building.

Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

The students, staff and building will be divided into two cohorts: K-3 and 4-8 via different wings of the building. Students will learn, eat and play in their cohorts and not intermingle. The K-3 cohort will use the north playground for recess and PE while the 4-8 cohort will use the south playground for recess and PE. The K-3 cohort will use the gymnasium for breakfast and lunch and the 4-8 cohort will use outdoor seating for breakfast and lunch. Event tents and tables were purchased to provide an area for cohorts to gather outside and safely eat or conduct classes if needed. SAFE will mirror the regular day and K-3 SAFE will remain in the primary wing whereas the 4-8 SAFE will move its space into a different wing of the building to avoid mingling of the cohorts. Sports have yet to be addressed, but no one younger than 4th grade participates in the sports program, so it should be able to keep the cohort boundaries in place.

Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

The LEA does not use buses for transportation, but rules about face coverings and distancing will be enforced throughout the school whenever students gather and move about the building. This will include trips to the bathroom as well as requests to see the nurse or go to the office.

Student Physical Distancing

Condition Met	Condition Assessed
Yes	<p>LEAs should plan to:</p> <ul style="list-style-type: none"> i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ul style="list-style-type: none"> 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus. iv. Buses <ul style="list-style-type: none"> 1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives. 2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options: <ul style="list-style-type: none"> A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row. B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. 3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading. 4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.) 5. Students and staff should wear face coverings at bus stops and on buses. v. Playgrounds/Outside Spaces/Athletics <ul style="list-style-type: none"> 1. Increase supervision to ensure physical distancing. 2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. vi. Classrooms <ul style="list-style-type: none"> 1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives. 2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact. 3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors). 4. If necessary, broadcast to other classrooms and students distance learning at home. 5. Increase staffing to ensure physical distancing for younger students and students with special needs. 6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible. 7. Address physical distancing objectives as students move between classrooms. 8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

	<p>vii. Food Service</p> <ol style="list-style-type: none"> 1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use). 2. Suspend use of share tables and self-service buffets for food and condiments. 3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult. 4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort. 5. If providing meal service in classrooms, plan for cleaning and trash removal.
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i. The LEA only has 50 students at this time and they will be divided into two cohorts: K-3 which is approximately 20 students and 4-8 which is approximately 30 students. The building has adequate space and available rooms to keep students separated by six feet at all times other than when instruction or group work requires students to be closer to each other and the teacher. Those times will be limited, but the face covering rules will be most stringent in regard to when students must be closer than 6 feet. ii. The LEA currently has no field trips planned due to restrictions and the limited capacity of one bus for 50 students. iii. Signage is in place at the front of the building and more will be in place around the building to remind visitors NOT to bypass the main entrance and follow protocols. iv. The LEA does not use a bus for home-to-school transportation at this time and has no plans to do so in the future. v. Two playgrounds will be provided. One for each cohort; K-3 will utilize the north playground and 4-8 will utilize the south playground. Students will have an excess of room to play outdoors within view of recess aides and staff at all times. Rules about sports practices and games will be adhered to as they are provided by state and local officials. vi. Classrooms will be divided into work spaces that are at least 6 feet apart, if not more, and students will be separated into different classrooms after they receive instruction; teachers and instructional aides will collaborate to keep students separated as they do independent work. When students must gather more closely for instruction or group activities, time will be limited and required face coverings will be strictly enforced. The gym, science room, math room, extra rooms in the closed wing and outdoor seating will be utilized to help maintain distance between students more easily. Students going to the restroom will be closely monitored to make sure no more than two students are using the restroom at one time with face coverings in place. If a student needs to remove the mask for any reason, he or she will be asked to step outside to remove the mask; no more than one student at a time may do so. vii. For breakfast and lunch, students will be divided into their cohorts K-3 and 4-8 and eat in different places. The smaller cohort, K-3, which is approximately 20 students will eat in the gym and the larger cohort, 4-8, will eat outside at tables under newly purchased even tents. Students will wait in lines in their cohort, by grade, while staying 6 feet apart; floor markers will be in place to show students exactly where to stand. Students will no longer be able to help serve lunch, as in the past, and the cafeteria manager will dish up all food and condiments as needed. A sneeze guard is already in place around the food serving area and acts as a barrier between students and the food as well as between the cafeteria manager and students. Tables will also be marked in 6 feet increments to guide students where to sit. Students who choose distance learning will also have access to the meals provided in-person students.

Staff Physical Distancing

Condition Met	Condition Assessed
Yes	<ol style="list-style-type: none"> i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ol style="list-style-type: none"> 1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. 2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.

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| | <ol style="list-style-type: none">1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces. |
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Staff, like students, will remain in their assigned cohort with students during breaks and lunch time. Staff can use the staff room and library (directly across from the staff room) to take their breaks and/or eat lunch, but they can not mingle with different cohorts. Teachers may opt to take breaks and lunch in their classrooms or an alternative setting as long as they don't mingle with staff from other cohorts. Meetings will take place in the gym where staff can spread out (we only have 14 staff members) OR via email, zoom or other online platform as needed.

Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

The LEA's custodian always keeps the school very clean, but he will be adding the use of a "fogger" or "mister" to disinfect classrooms each day. Cleaning supplies will be on hand and distributed to classrooms for staff to use as well.

Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

Supplies for students will be separated and sharing will not be allowed. Computers will be assigned to each student. Sharing of community toys, learning aides and games will be prohibited.

Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

Stuffed animals, other toys and learning tools that cannot be cleaned will not be allowed on campus unless they are stored for future use.

Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	<p>In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:</p> <ul style="list-style-type: none">i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.ii. Disinfecting surfaces between uses, such as:<ul style="list-style-type: none">1. Desks and tables2. Chairs3. Seats on bus4. Keyboards, phones, headsets, copy machinesiii. Disinfecting frequently—at least daily—high-touch surfaces, such as:<ul style="list-style-type: none">1. Door handles2. Handrails3. Drinking fountains4. Sink handles5. Restroom surfaces6. Toys, games, art supplies, instructional materials7. Playground equipment

	<ul style="list-style-type: none"> iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions. <ul style="list-style-type: none"> 1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid). 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma. 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present. vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.
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The staff will use appropriate and safe sanitizing materials to assist the custodian in cleaning daily. A "fogger" or "mister" will be used by the custodian when children are not present to disinfect a large area effectively and efficiently.

Plan for Adequate Outdoor Air Circulation

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

Windows and doors will remain open as appropriate. Exceptions would be when it's too cold outside or when forest fires have made air quality dangerous. Fans have been ordered to increase circulation within classrooms, but will be used in general NOT for specific people or aimed in such a way to spread droplets should someone cough or sneeze. No one will be placed close to a fan; rather fans will be placed in doorways when it is safe and the air outside is clean.

Safe Water Systems and Features

Condition Met	Condition Assessed
Yes	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Prior to the first day of school, all water sources will be opened and ran to allow a purge of potential contaminants.

Handling Student Belongings

Condition Met	Condition Assessed
Yes	Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

Students will be provided personal spaces to keep belongings and supplies separate.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Not Applicable	<ul style="list-style-type: none">i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.ii. Create a plan for future bargaining that may be necessary as additional issues arise.

Currently, our small teaching staff (5 teachers; 3 FTE and 2 part time) are not members of CTA. However, teachers are included in planning for re-opening as much as is possible.

Staffing Ratios

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.ii. Consider rolling staff cohorts to meet needs and avoid overwork.

The LEA currently has sufficient staff to complete duties (both regular and additional), but would be stressed if anyone becomes ill or is absent. The LEA is anticipating a shortage in substitutes and all staff will be encouraged to plan personal appointments outside of regular school hours to limit subs on campus.

Staff Training

Condition Met	Condition Assessed
Yes	<p>Develop and provide staff training or utilize state-provided training on:</p> <ul style="list-style-type: none">i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.ii. Physical distancing of staff and students.iii. Symptom screening, including temperature checks.iv. Updates to the Injury and Illness Prevention Program (IIPP).v. State and local health standards and recommendations, including, but not limited to, the following:<ul style="list-style-type: none">1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.2. Cough and sneeze etiquette.3. Keeping one's hands away from one's face.4. Frequent handwashing and proper technique.5. Confidentiality around health recording and reporting.vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.vii. Training on trauma-informed practices and suicide prevention.

Keenan online trainings and local trainings by admin will be provided at in-service meetings prior to school and re-visited at future meetings as needed.

Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

Shelley Cain (principal/superintendent) and Rosa Mero (administrative secretary) will be the liaisons for COVID 19 concerns in collaboration with the school nurse, county officials at SCOE and public health officials.

Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties.ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

PPE and sneeze guards will be provided to each teacher and support staff. Plans are in place for alternative spaces for instruction.

Communication

Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

The LEA has sent letters, emails, and texts, as well as made social media posts and phone calls to include stakeholders. A survey was sent to parents to gather information about the learning options for their children.

Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: <ul style="list-style-type: none">i. Proper use of PPE/EPG.ii. Cleanliness and disinfection.iii. Transmission prevention.iv. Guidelines for families about when to keep students home from school.v. Systems for self-reporting symptoms.vi. Criteria and plan to close schools again for physical attendance of students.

The Safe Reopening Plan as well as other documentation that explains the protocols for safety, illness and day-to-day operations will be provided to all staff, students and parents prior to school starting .

Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

The LEA administrator and staff will collaborate with the school nurse and SCOE resource personnel to communicate frequently about COVID and safety practices.

Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	Create a communications plan for if a school has a positive COVID-19 case. <ul style="list-style-type: none">i. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus.iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance.v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.

	vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.
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The LEA will be coordinating communication about illness, reporting and tracking with the school nurse and county health officials. Prior to school starting, parents will be informed and educated about the need to do passive screening at home prior to bringing their children to school. Staff and parents will also be educated about the procedures for returning to school if a child has been sick and/or if a student or staff member has contracted COVID-19. The LEA will be using the matrix (see page 5 of this document) provided by the Department of Public Health to determine days of quarantine dependent upon symptoms and illness. Logbooks to track travel by staff will be encouraged. Families and staff will be encouraged to limit travel and track travel and contacts in the event that contact tracing needs to be conducted.