

Date: January 22, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Alisal Union School District

Number of schools:

12

Enrollment:

8,159

Superintendent (or equivalent) Name:

Jim Koenig

Address:

155 Bardin Road

Phone Number:

831-753-5700

City

Salinas

Email:

jim.koenig@alisal.org

Date of proposed reopening:

March 16, 2021

County:

Monterey

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public Elementary School

Grade Level (check all that apply)

X TK

X 2nd

X 5th

8th

11th

X K

X 3rd

X 6th

9th

12th

X 1st

X 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, Jim Koenig, 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:

Identification of COVID-19 Hazards, COVID-19 Inspections, Physical Distancing, Use of Face Coverings, Engineering controls, Cleaning and disinfecting, Personal protective equipment (PPE) used to control employees' exposure to COVID-19, Hand Sanitizing, Reporting, Record keeping, and Access, Return-to-Work Criteria

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.

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?)

Max number of students per stable group will be 50% of enrollment per class, max number of adults will be 2.

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

Does not Apply

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

Does not Apply

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.

The protocols for safety for students and staff include required temperature checks, use of Personal Protective Equipment (PPE), following social distance guidelines, and sanitizing all student and staff areas. Access to our school sites will be limited to only staff and students. Parents and community will be informed related to the district safety protocols. Personal Protective Equipment (PPE) Signage and posters for 12 school sites, district office and district departments will be placed inside classrooms and throughout the site to direct traffic and maintain 6 ft of social distancing.

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

Personal Protective Equipment (PPE) Signage and posters for 12 school sites, district office and district departments has been purchased and installed. At the time of entrance to the facility the person assigned to monitor the thermal temperature reader will be equipped with disposable masks and make them available to those not wearing a mask.

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.

Students and Staff will be expected to self-screen at home. In addition to the screening questions, staff and students will be required to a walkthrough a marked entrance that will include a thermal temperature reading. Accommodations (including staffing) for isolation areas for students that are ill and waiting to be picked up will be designated at each school site. Standardized response to heightened temperature levels will be necessary across schools.

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.

All classrooms have been equipped with hand sanitizer and will be made available to students under adult supervision. In addition to the permanent hand-washing stations in restrooms each school has received 3 extra portable stations.

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 district office currently has one person for all district staff to contact in case of COVID symptoms or exposure. Each site will identify one person for student COVID identification and contact tracing. The identified contact tracers will keep record of all identified cases, conduct contact tracing, communicate findings to affected site staff and classroom families, and report cases to the Local Health Department.

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

All classrooms have been equipped with plexi-glass barriers on student and teacher's desk. Seating charts will be created per stable group to arrange students in a staggered manner.

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.

Upon the return of students training will be conducted by each site principal during a staff meeting and a parent orientation.

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.

If a staff member has symptoms of COVID-19 or has been exposed and the employee does not have a family doctor, we will provide the employee with a list of free testing sites or with a district purchased test kit and ask for the employee to be quarantined until results are available. We are also responsible to:

- Manage test kit inventory and request kits through state vendor
- Provide Personal Protective Equipment (PPE), technology and physical space for sample collection
- Conduct community outreach to drive participation in testing
- Gather patient data and submit via a web accessible platform
- Securely dispose of any patient data collected on paper
- Collect sample at the collection site
- Ship via shipping company or courier to CDPH Valencia Branch

Laboratory within 24-hours of collection using approved methods

- Support individuals with technology limitations to access test results
- If possible, identify a clinical provider to offer follow-up care to patients

who receive positive test results

- Pay for essential site costs e.g., shipping or courier service, staff, outreach

programs, materials etc.

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

We will implement surveillance testing every week while in the purple 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.

If a student has symptoms of COVID-19 or has been exposed and the student does not have a family doctor, we will provide the family with a list of free testing sites or with a district purchased test kit and ask for the student to be quarantined until results are available. We are also responsible to:

- Manage test kit inventory and request kits through state vendor
- Provide Personal Protective Equipment (PPE), technology and physical space for sample collection
- Conduct community outreach to drive participation in testing
- Gather patient data and submit via a web accessible platform
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- Support individuals with technology limitations to access test results
- If possible, identify a clinical provider to offer follow-up care to patients

who receive positive test results

- Pay for essential site costs e.g., shipping or courier service, staff, outreach programs, materials etc.

Planned student testing cadence. Please note if testing cadence will differ by tier:

We will implement surveillance testing every 2 weeks while in the purple 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](#).

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.

A district memo will be provided to staff and parents of the affected site making them aware of an identified case. A letter to the classroom families will also be provided to families of affected class.

X **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

Alisal Teacher Association, California School Employees # 577, District Advisory Council (DAC) & District English Learner Advisory Council (DELAC),

X Labor Organization

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

Name: Alisal Teacher Association , CSEA # 577

Date: February 1, 2021

X Parent and Community Organizations

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

Name: DAC/DELAC, Building Healthy Communities

Date: January 21, 2021

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:

X Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Monterey. 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](#)

