

Date: January 20, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Chico Country Day School

Number of schools:

1

Enrollment:

572

Superintendent (or equivalent) Name:

Margaret Reece

Address:

102 West 11th Street

Phone Number:

5308952650

City

Chico

Email:

margaret@chicocountryday.org

Date of proposed reopening:

Fall 2020

County:

Butte

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Charter 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, Margaret Reece, 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:

1. Stable Group Structures
2. Entrance, Egress and Movement within School
3. Face Coverings and other essential protective gear
4. Health screenings for student and staff
5. Healthy hygiene practices
6. Identification and tracing of contacts
7. Physical distancing
8. Staff training and family education
9. Testing of staff
10. Testing of students
11. Identification and reporting of cases
12. Communication plans

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.

Students are in stable groups, assigned to one core teacher in grades TK-5. Recesses are staggered and in marked areas so groups do not mix. Clear markings for moving about campus allow us to keep groups separated. Students are dismissed at lunchtime and the dismissal area on campus keeps students spread out and within their stable learning groups. In grades 6-8, students are kept in stable groups and move between their classrooms as a group, with the classroom being disinfected between each transition. We are offering our all-school activities that would have mixed groups in a virtual setting. Examples include: All School Sing, Electives such as art, science, choir, and music, and our open-ended exploration class called Wonder Wednesday.

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?)

Minimum = 5; Maximum = 25

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

In grades 6-8, we have departmentalized classes. Students are organized into stable groups and move to their next class together as a stable group. Each room is disinfected during the transition to the next departmentalized class and students use hand sanitizer as they exit and enter rooms.

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

n/a

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.

To ensure the safety of our on-campus community, non-essential visitors will not be allowed on campus. Each day students will enter campus through a designated gate:

TK/K: Gate in parking lot on west side of campus

1st-5th grade: Large fire gate located on 11th Street, staggered check in/check out

6th -8th grade: Middle School gate entrance and main doors, separated by class

Our school has multiple entry points for all staff and students which will be assigned to specific group. Stable groups will be assigned a timeframe for arrival and departure from an assigned point. Arrows and markings will ensure students and families maintain distance during arrival and screening. Parents will remain in their vehicles and drop off older children at the designated drop off zones. Parents that need to escort younger children to their gate and during pickup will be required to wear a mask. All staff and students on campus will be required to wear masks. All gates will be locked after students have arrived for school. The only open entrance will be the main office by appointment only. Staff have been advised to maintain 6 feet distance between each other and their students.

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

All students in gradesTK-8, will be required to wear a face covering throughout the duration of the day, except during meal times if physical distancing of 6 feet can be maintained. Face coverings will be provided for staff and students that don't have one upon arrival (disposable masks, washable masks, face shields, etc). The face covering should be comfortable so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently - this will help to avoid touching the face. It should cover the nose, mouth, and chin. Students who are required to wear a face mask and refuse will be excluded from campus and given the option of Distance Learning.

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

Pre-screening: Families will screen students at home before leaving for school and complete our Safe Screen COVID-19 screener daily for each individual student. Safe Screen is an app families can easily download which will detect and screen out exposed or symptomatic individuals before they enter school.

Entering Campus: Each day students will enter campus through their designated gate and will follow a simple health screening process. The screening process will involve a temperature check as well as confirmation that families have completed the Safe Screen COVID-19 screener for each student. At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.

Temperature Screening: Staff will be using a no-touch thermometer if students display any symptoms and if deemed necessary.

Staff

Pre-screening: Staff will screen at home before leaving for school and complete our Safe Screen COVID-19 screener daily. If they have not screened at home and completed the screening, they will be required to screen themselves before they enter the school building and complete Safe Screen COVID-19 screener. Staff will not come to campus if they are not feeling well, have a fever, or any type of illness.

If a student or staff member exhibits symptoms while on campus, they will wait in a designated isolation area until they can be sent home as soon as practicable. Students or staff members will be sent home if they have a fever of 100.4 or higher.

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.

Hand washing and sanitation will be taught as a priority. CCDS has installed hand sanitizer dispensers throughout campus and will ensure soap dispensers are filled regularly. CCDS has a total of 38 sinks throughout campus with soap available - each classroom has a sink and multiple sinks are in bathrooms, allowing for multiple opportunities to wash hands. Staff will train students, as well as build regular time into the day for students to make this a priority.

CCDS will help by:

Teaching/encouraging proper hand washing technique.

Teaching effective coughing and sneeze techniques such as coughing in sleeve or Kleenex.

Instruction that includes avoiding contact with eyes, noses, and the mouth.

Posting signs around campus as a visual reminder.

Encouraging staff and students to remain home when ill.

Keeping in contact with Butte County Public Health to determine if there is any exposure at the school. CCDS will work with Butte County Public Health as needed for contact tracing.

There will be no shared supplies. Each student will have their own set of supplies kept on their desk.

Hand sanitizer will be fragrance-free as available and children under the age of 9 will use the sanitizer under the supervision of an adult.

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 Director of Student Affairs, Director of Education and School Nurse represent the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. The COVID-19 Team will document and track potential exposure, notify local health officials, and notify parents via school email as soon as possible if communication is warranted. This notification will include the creation of a list of exposed students and staff, including contact information that will be supplied to the local health department.

Displaying Symptoms at School: If students display COVID-19 symptoms, students exhibiting symptoms MUST be picked up immediately from the school. The student will be isolated to a designated, supervised and safe location away from others until the parent arrives to pick-up. If a staff member is exhibiting symptoms at school, they will be sent home immediately. The student or staff member will be recommended to test. CCDS

will follow Butte County Public Health Guidance for Schools. CCDS will follow the Butte County Public Health Guidance for Schools Regarding COVID-19 Exposure if and when a student or staff is diagnosed with COVID-19.

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

Protocols and practices have been developed throughout campus to create at least four to six feet of social distancing between all students and staff. These protocols will include the way that we travel the halls and where we sit in the classroom. This will include at least four feet between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. To ensure this there is adequate space to distance desks at least four feet apart, there will be no more than 25 students in a classroom at a time. Stable groups will remain together throughout the duration of the school day. These groups will be maintained in classrooms, recess and lunch times. Recess and lunch times will be staggered, and groups will get a designated lunch area on campus. CCDS will take the following social distancing measures: In all classrooms and common spaces, CCDS will space students no less than 4 feet. During recess and transitions, groups are prevented from mixing. Lunches will be eaten in designated locations in classroom groups. Stable groups will only associate with staff members designated to their group during class and recess. CCDS will not host large gatherings such as assemblies, rallies, sports, and dances. CCDS will organize hallway and transition times to minimize interaction. Contact sports and activities that encourage close contact will not be available during recess. All outdoor recess spaces will be structured with activities supervised by staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Our classrooms are not big enough to have students 6 feet apart in all cases

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

CCDS Families have received a copy of our Return to School Plan which includes all information, procedures and protocols on reopening CCDS. Our staff is trained on the Return to School Plan and safety protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students. Staff will be trained on the requirements to wear a face covering and will remind students throughout the day on proper usage. Videos and communications was sent to all parents to encourage community participation and cooperation in regards to staying on campus. All training for both staff and families included the proper use, removal and washing of face coverings, COVID-19 symptom identification, and how to prevent the spread of COVID-19. Masks are required to be worn by all staff and students at all times. This regulation will be enforced by the Director of Education and the Director of Student Affairs. Staff who refuse to follow the guidelines within this document will be subject to disciplinary action. Students who refuse to comply with the guidelines will be sent home and the family will be required to read and agree to the guidelines before being allowed back on campus.

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.

CCDS Staff will be rotated through testing protocols as capacity permits, at the local OptumServe community testing site or through the state sponsored testing site. CCDS will screen staff periodically as stated, as testing capacity permits and as practicable, using only FDA-approved PCR test methods and not “antigen” or “antibody” methods, in accordance with CDPH guidelines for testing symptomatic v asymptomatic individuals. CCDS staff members will be tested by collecting specimens on site, or they may choose to go to their primary health care provider or local community testing site. Any student or staff member with Influenza-like or COVID-19-like symptoms that have not been explained by another condition as diagnosed by a medical professional needs to be tested for COVID-19 with an FDA EAU-authorized test, according to the most up to date guidance from CDC and CDPH.

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

Asymptomatic testing will occur as testing capacity permits.

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.

CCDS students will be given information regarding COVID-19 testing capacity in our community. While waiting for results, students will be in distance-learning only and will not be allowed on campus.

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

CCDS will test asymptomatic students as testing capacity permits and as allowed by parents and guardians.

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](#).

CCDS will be consistent with the CDPH reporting requirements if there are confirmed positive or suspected cases of COVID-19 in students or staff and will notify Butte County Public Health.

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.

Our school will email and/or text all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school posts all necessary information on our schools’ RETURN TO SCHOOL page on the CCDS website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPAA and state law related to privacy of educational records. We will continue to communicate with our parents, staff and community through various mediums: weekly e-fliers, social media, and virtually with zoom meetings for small and large groups.

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

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 Butte. 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](#)