

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

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Date: March 7<sup>th</sup>, 2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Sonoma Valley Unified School District

Number of schools: 5

Enrollment: 1365

Superintendent (or equivalent) Name:

Esmeralda Mondragon, Ed. D.

Address: 17850 Railroad Ave,

Phone Number: 707-935-4246

Sonoma California, 95476

Email: emondragon@sonomascho

Date of proposed reopening: 3/29/2021

County: Sonoma

Current Tier: Purple

*(please indicate Purple, Red, Orange or Yellow)*

Grade Level (check all that apply)

TK  2<sup>nd</sup>  5<sup>th</sup> X 8<sup>th</sup> X 11<sup>th</sup>

K  3<sup>rd</sup> X 6<sup>th</sup> X 9<sup>th</sup> X 12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup> X 7<sup>th</sup> X 10<sup>th</sup>

Type of LEA: Unified School District

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

**For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

I, Esmeralda Mondragon, 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,



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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: Sonoma County Public Health

- 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?)

Students will be kept in stable groups determined by the space they will be occupying. For example total square foot size will be determined. The space needed for the teacher will be determined usually 108 to 144 sq ft. The teacher space will be subtracted from the total classroom space and the remainder will be divided by 36 to determine the maximum number of students.

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

The master schedule will be set up to ensure no more than 3 stable groups per day.

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

Elective classes will be handled in the same manner as all classes.

- 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.

Passageways on campuses will have directional arrows to provide a one way flow where possible. Where passageways are two directional arrows will be provided to keep traffic separate.

School entrances will be controlled, non-controlled entrances will be closed. Separate entrances will be established where possible for separate grades. Parent, Guardians and other adults providing transportation to school will not be allowed in campus.

Places where students need to queue, before class, waiting to use bathroom, waiting to use bottle fillers will have waiting dots properly spaced.

Clear signage will be posted around campus providing information on appropriate distancing.

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

It is expected staff and students will arrive with masks. If needed ample supplies of both student and adult mask will be available.

- 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 will be prescreened at home and will report to the schools with the CRISIS GO application. Prescreen supplies will be provided to families as needed. Teachers will be able to check prescreening prior to allowing students to enter class. Students not screened will be sent to office to for symptom checking a potential parent pick up. Teachers as needed will have access to touchless thermometers to check student's temps.

Staff will prescreen prior to arrival at school and will check temp at school. A daily sign is required acknowledging prescreening and temp.

- 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 without hand washing sinks will be provided with wall mounted hand sanitizers dispensers. Large supply of individual hand sanitizers and wipes will be available in all classrooms, offices and other common areas.

Classroom teachers will provide regular COVID safety orientation during class.

Signage will be posted across campuses providing direction on proper COVID safety protocols.

- Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staffpersons 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.

**General COVID-19 Response Procedures when dealing with an Employee(s):**

rv. 1/6/21

The employee informs their supervisor of positive test results

Supervisor directs the employee to:

Quarantine (as directed on page 2)

If in session, Isolation room enacted if an individual can't get home immediately

In this is the case, the supervisor notifies Student Services ASAP to deploy nurse(s)

Contact Trace per 11/05/20 training

Recent means if asymptomatic, 2 days prior to test or, if symptomatic, 2 days prior to symptom onset

Contact HR

Supervisor then:

By way of an email with CONFIDENTIAL in the subject line, sends an email to:

M/O supervisor indicating impacted areas

HR of employee and their Close Contacts\*

Closes off affected areas until further notice from M/O

- Student Services/Nurses
  - Facilitates and supports official contact tracing
  - Dispatches Nurses to support Isolation Rooms as necessary

- HR-
  - Inform CDPH
  - Sends a notice to positive employee(s)
  - Sends a notice to Close Contacts\*
    - Notice includes:
      - Dates of Quarantine
      - Leaves available and tracks leave
      - Testing instructions
      - Community/County resources
  - Informs Unions of positive result and location(s)
  - Alerts RESIG via workers comp form
  - Requests a copy of the test(s) result(s)
  - Informs Cabinet
  - Clears employee to return to work

- Superintendent
  - Updates Board
  - Determines if facility closure is necessary per County guidance
  - As necessary, informs the schools/valley community per County guidance

"Close Contact" is defined as follows: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period  
1/4/21 update- If confirmed Close Contact, directed to test on or after day 8 of exposure. If (-) proved proof to HR and may return.

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

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

Maximum 6 feet

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

A 6 foot minimum will be the standard for all student seating except for short durations and if longer need for assessments Plexiglas will be used. In some classroom cases one or two students might be less than 6 feet but will be at least 4 feet.

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

COVID protocols will be provided to staff at regular staff meeting.

Families will receive the district COVID Family handbook providing direction on all COVID protocols families need to be aware of. By school site videos will be available for families as well a first day reopening guidance.

- 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.

COVID Symptoms*	Confirmed as a Close Contact	Confirmed Positive for COVID by an authorized test
<ul style="list-style-type: none"> <li>Send home for at least 3 days</li> <li>Instructed to get tested</li> </ul>	Either at work or otherwise- <ul style="list-style-type: none"> <li>Quarantine for 14 days</li> <li>Instructed to get tested on 8th day since exposure</li> <li>May return with (-) test on or after day 8</li> <li>If you test positive during quarantine: see column 3</li> </ul>	Send or stay home <ul style="list-style-type: none"> <li>10-day isolation +</li> <li>3 days since the last symptom</li> <li>Assist supervisor in Contact (line) tracing</li> </ul>
<ul style="list-style-type: none"> <li>Negative result: May return to work 3 days after last symptom</li> </ul>		
<ul style="list-style-type: none"> <li>COVID Positive: see column 3</li> </ul>		

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

Testing of staff and students will follow the cadence provided in the COVID-19 and Reopening In-Person Instructional Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year – Testing Strategy Approach table 3 page 40.

**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.

See answer below

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

Daily Students will be prescreened prior to arriving at school. Parents/Guardianes of students that show symptoms consistent with COVID-19 will be advised to contact their health care provider.

**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.

This is covered in response to Identification and Tracing of Contacts above.

**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.

This is covered in response to Identification and Tracing of Contacts above.

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

Labor Organization

Name of Organization(s) and Date(s) Consulted: Name: Valley of the Moon Teacher Association (VMTA)  
Date: MOU Signed 2/2/21

Classified School Employees Association chapter 376 (CSEA)  
Date: MOU Signed 11/19/20

Parent and Community Organizations

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

Name: Community Parent meeting

Date: Feb 15<sup>th</sup>, 2021

Name: Site based Community meeting held at each school site

Date: TBD

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

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**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state Local Health Jurisdiction) \_\_\_\_\_ . Local Health

Jurisdiction has certified and approved the CSP on this date: \_\_\_\_\_

If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

**Additional Resources:**

Guidance on Schools

Safe Schools for All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.