

Warner Unified School District



COVID-19 School Guidance Checklist

January 14, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: [Warner Unified School District](#)

Number of schools: 2

Enrollment: 225

Superintendent (or equivalent) Name: David MacLeod

Address: 30951 Highway 79

[Warner Springs, CA 92086](#)

Date of proposed reopening:
[Elementary Opened Oct 26, 2020](#)
[and High school opened Nov 6th](#)
[2020](#)

County: [San Diego](#)

Current Tier:
Purple (please
indicate Purple, Red, Orange or

Yellow)

Type of LEA: Public
K-12

Phone Number:

760-782-3517

Email:

david.macleod@warnerusd.net

Grade Level [TK-12](#)

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:

I, [David MacLeod](#), 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:

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?)

[As we are a small school district we already have small class sizes. We are basically 1 class per grade. Our minimum is 1 student, our maximum is 20 and our current largest group is 15](#)

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

[By grade, we isolate grades during recess and lunch break. Students practice social distancing on the bus.](#)

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

[Our High School only has 30 out of 58 students attending. They mostly stay together in their grade cohorts. There is some intermixing due to electives but it is very small.](#)

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.

Arrival, Departure, and meals

- [Multiple entrances and departure locations will be established.](#)
- [Student supervisors will ensure distancing is followed and adhered to at the entrances and departures each day.](#)
- [Contact will be minimal for adults, such as staff, teachers, families, and community members at the beginning and end of the school day.](#)

- Students will be screened prior to entering the campus or prior to entering a school bus.
- Staggered schedules may be utilized to maintain separation at arrival and departure.
- Ground markings will indicate 6-feet of separation.
- Monitoring by staff and teachers will take place to ensure distancing.
- Elementary students will be given breakfast and lunch at home.
- High school students will get lunch at staggered times.
- Students will eat lunch utilizing the outside tables and grass area.

In Classroom Spaces

- Students will be grouped in small, stable cohorts.
- Movement around the classroom will be minimized.
- Desks and seats will be placed 6-feet apart from the other students.
- Furniture has been removed to maximize the space within the classroom.
- The teacher's desk will be placed 6-feet apart from the classroom.
- Turning in assignments will be modified to keep 6-feet of separation.
- Plexiglass barriers will be installed in the front office and on teachers' desks.
- Plastic barriers will be on each students desk
- Air Purification units are in each classroom and office.

In non-classroom spaces:

- Visitors, volunteers, and group activities will be limited or canceled.
- Outdoor space will be encouraged on a rotating schedule in order to ensure all classes have access to alternative spaces.
- Students will not switch classrooms in elementary school.
- Eating outdoors will be encouraged on a rotating schedule.
- Recess will be staggered and play areas and equipment will be rotated on a weekly basis.
- All equipment will be disinfected daily.

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

1. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and in areas where physical distancing alone is not sufficient to prevent disease transmission.

- Teachers and staff will be trained on the proper usage of personal protective equipment (PPE).
- Teachers will also teach students the proper use of face coverings and shields. Videos will be played on proper face-covering procedures.

2. Face coverings are mandatory for all students in preschool through eighth grade,

including all staff and visitors.

- Exceptions for face coverings will be based on medical exemptions or the decision of an IEP team. Social distancing will be encouraged when face coverings cannot be worn.
- If students do not have a face covering, a disposable mask will be provided. A phone call home will be made reminding parents of the face mask requirement.
- Students may remove their face coverings for meals, snacks, or outdoor recreation, with social distancing encouraged.
- A meeting may be scheduled with the parent/guardian to support or assist students in wearing a mask.
- Students refusing to wear mandatory face coverings will be held in an isolation area until parents can be contacted to pick the student up from school.
- Students touching or tampering with another student's face covering will be subject to District and site disciplinary procedures. Alternative educational opportunities for students subject to disciplinary procedures may be considered.

3. Face coverings are mandatory for staff.

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- Face shields may be used to assist children with special learning needs as long as the neck area is covered with a scarf or similar covering. The staff member should maintain physical distancing from others to the extent practicable. Staff must wear a face-covering outside of the classroom.
- Employees handling or serving food must use gloves in addition to face coverings.

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.

Implement screening and other procedures for all staff and students entering the facility.

- Temperature screening will be implemented for all staff and students.
- All students and staff will be asked whether they exhibit symptoms of COVID-19.
- Staff and visitors will attest to temperatures below 100 degrees and that they exhibit no symptoms prior to arriving on campus. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.
- Students and staff will be screened each day with a no-touch thermometer.
- Parents and guardians will be encouraged to wait until the screening process is completed for their child. Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
- Everyone will be asked the mandatory screening questions.
- Anyone exhibiting COVID-19 symptoms will be asked to stay home.

☐ **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.

1. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Students and staff will be trained in proper hygiene practices.
- Signage and posters are located around the outside campus, inside restrooms, and in-sink locations.

2. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

- Four portable handwashing stations have been placed in front of classrooms without sinks in the room.
- Proper handwashing strategies are posted in front of every sink.
- Hand soap, paper towels, and medical-grade hand sanitizer are located in every room.

3. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

- Students will take the time to wash their hands prior to coming into the classroom.
- Students will wash their hands after snack or lunch.

4. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

- All classrooms will be stocked with hand soap where a sink is available, tissues, additional face coverings, and medical-grade hand sanitizers.
- Custodial staff will check on a regular basis for the replacement of these items.

☐ **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 Superintendent working alongside county health officials will conduct all contact tracing and identification of exposed students and staff.

☐ **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: As far as possible 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.

If the distance is less than 6 feet it is as far as possible but not less than 4 feet distance with a plastic barrier in between.

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

Train all staff and provide educational materials to families in the following safety actions:

- Staff have been trained in COVID 19 awareness and have viewed Staying Safe in my Office Space and COVIDA 19 for Employees.
- Custodial staff have been trained in Cleaning/Disinfecting for the Coronavirus and Integrated Germ Management from the JPA library.
- Staff and students received training on disinfecting, sanitation, and cleaning awareness through Hygienics Health's Cleanliness Validation Report of the school campus.
- Physical distancing signage and posters have been posted throughout the campus.
- Hand washing procedures have been posted in front of every sink on campus to demonstrate proper handwashing techniques.
- District staff have been trained on decision tree protocols for identifying a variety of COVID -19 exposure scenarios.
- Guidelines for quarantine will be followed using CDPH guidelines and San Diego County Decision Tree.

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.

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

Consult with local health departments if routine testing is being considered by a local educational agency.

- Testing procedures will be implemented based on state and local guidance.
- Warner Unified will coordinate testing for staff in conjunction with the San Diego County Office of Education and the San Diego County Health and Human Services Agency.
- Half of the staff will be tested for COVID-19 each month. We encourage monthly but don't require it.
- Warner Unified does not adjust currently by tier.

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.

Consult with local health departments if routine testing is being considered by a local educational agency.

- Testing procedures will be implemented based on state and local guidance.
- Warner Unified will coordinate testing for staff in conjunction with the San Diego County Office of Education and the San Diego County Health and Human Services Agency.
- We require students to be tested to return from quarantine.

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](#).

Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

- Warner Unified School District will work with San Diego Health and Human Services staff if anyone becomes exposed to a positive case of COVID-19.
- All matters will follow FERPA rules and state laws related to privacy.

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.

Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining

confidentiality, as required by FERPA and state law related to privacy of educational records.

- Staff may report absences using a Form B and by calling the school receptionist.
- Families may report an absence by calling the school.
- Confidentiality and FERPA laws will be maintained.
- Staff have been trained by legal counsel on FERPA laws.

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

Labor Organization

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

Name: AWE & CSEA

Date: August 11th, 2020

Parent and Community Organizations

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

Name: PTCC & Community

Date: August 11th, 202

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

Local Health Officer Approval: The Local Health Officer, for (state County) [Wilma J. Wooten M.D., M.P.H.](#) County 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.