

COVID-19 Safety Plan



2021 COVID-19 School Guidance Checklist

Le Grand Union Elementary School District

Enrollment: 358

Superintendent Name: Scott Borba

Address: 13071 E. Le Grand Rd.

Current Tier: Purple

Le Grand, CA 95333

Phone Number: (209)389-4515

Date of reopening:

Email: sborba@lgelm.org

October 5, 2020 (TK-2)

November 2, 2020 (3-8)

Grade Levels Open: TK-8th

County: Merced

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, Scott Borba, 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 this reopening plan address' the following, consistent with guidance from the California Department of Public Health and the local health department:

- 1. 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. 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?)

Stable group sizes will be determined on a case-by-case basis depending on classroom and school space to allow adequate physical distancing.

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

The exact structure of departmentalized classes will depend upon the needs and resources at the school site. Departmentalized classes may be structured in the following ways:

- Each TK-8 classroom is structured in individual cohorts who report daily, Monday-Thursday during one of two (AM/PM) session. Each cohort is limited to the number of students who can safely fit into a classroom space while maintaining a 6 ft. physical distance.
- Block scheduling is utilized in grades 7 & 8 to reduce the number of courses students take in any one day, therefore minimizing student/staff interactions.

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

NA

Other Guidelines for Stable Groups

Stable groups of students have been established that will stay together for all activities. The stable group structure minimizes the mixing and movement of students and staff, which mitigates the spreading of germs, enables health providers to trace contacts in the event of an infection, and minimizes the need for potential closures. The guidelines governing the stable group model for students are as follows:

- Stable groups of students will share the same classroom each day and have the same meal and recess times (except where otherwise noted).
- Students will not change from one stable group to another during any given quarter/trimester/semester (or other system as established) except when balancing classroom numbers is necessary.
- Student chairs will be at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made (including considering hybrid learning models and the utilization of outdoor space). In no case will student desks be closer than 4 feet apart.
- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and appropriate face-coverings worn (except where exemptions apply).
- The use and maximization of outdoor spaces will be prioritized.
- Activities where there is increased likelihood for transmission (such as singing) are permitted outdoors only, provided that physical distancing and use of face coverings are implemented to the maximum extent.
- Bell schedules will be configured to minimize interaction between groups upon arrival/departure and during passing times.
- No non-essential visitors will be permitted on campuses.

2. 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.

- Coordinators, teachers, and Principals will develop directionality plans to minimize clusters of students and staff entering/exiting buildings and classrooms.
- Arrival and drop off-times and locations will be staggered as much as possible to minimize exposure across groups.
- Routes for entry and exit will be clearly marked, using as many entrances and exits as possible.
- Entrance and exit off of buses will be staggered to minimize students congregating.
- Directionality/Signage will be in place to encourage distancing in passing areas.
- Distance markings in classrooms will be in place to remind students to maintain appropriate distance.
- All signage, directionality plans, and distance markings will be developmentally appropriate and easy for students to understand.
- Minimizing contact between adults will be prioritized at all times.
- Staff will not congregate without maintaining the maximum distance possible (always at least 6 feet) and will avoid congregating during breaks and meal times.
- Recess, meal, and restroom breaks (with exceptions for emergencies) will be staggered across stable groups.
- Furniture will be rearranged to maximize distance
- Outdoor space will be utilized when practical.
- No non-essential visitors will be allowed on campus.
- Parents will wait in their vehicles when picking up/dropping off students.

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

All staff and students will utilize face coverings in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines. People are exempt from the requirement if they are under age 4, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Additional limited exemptions may apply to staff under Cal/OSHA standards requiring respiratory protection.

Other guidelines related to the use of face coverings and other protective gear include:

- Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area and clearly marked with the student's name and date, until it needs to be put on again.
- Participants in sports and physical education should wear face coverings when participating in the activity, both indoors and outdoors.
- Education/training will be provided to all staff in the school community on the [proper use, removal, and washing of cloth face coverings](#). Training will also include policies on face covering exemptions.
- Schools will offer masks or other appropriate face coverings to any student without one.
- Any student who does not meet the exemption requirements and refuses to wear a mask shall be excluded from school. Schools will offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering.
- Face covering policies apply on school buses and any vehicle affiliated with the school that is used to transport students, staff, or teachers to and/or from a school site.
- School buses will have a supply of unused masks for students who may not have one, and bus drivers will be trained on exemption guidelines.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Disposable gloves will be provided to staff in other appropriate situations, such as in the handling of frequently touched objects.
- Desk shields will be placed on each teacher's desk per request.

- Desk shields will be placed on each student's desk or student center tables.
- Essential sanitizing equipment will be provided (hand sanitizer, hand soap, disinfectant sprays/wipes).

4. 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.

Employee Health Screenings:

- Daily, each employee must take their temperature and submit an online wellness check by completing Employee Daily Self-Assessment. Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever. Any staff with fever or symptoms will be advised to stay home and follow the protocol for quarantining/testing/returning to work. Any staff exhibiting symptoms during the workday will be immediately sent home or isolated in a private area until they can be picked up.

Student Health Screenings:

- Student temperature checks are conducted before students board district transportation or enter school. If the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, parents are directed to keep their child home and advised to get their ill child tested for SARS-CoV2.
- Each entrance will have a health and safety station (touchless thermometer, face coverings, gloves, hand sanitizer, disinfectant spray/wipes).
- Staff will conduct health screening questions and take student temperatures upon initial entry into the classroom/campus.
- If a student's temperature is 100.4 degrees or above, the student will be isolated and sent home.
- Students will be monitored for signs of illness and immediately isolated/sent home if they exhibit any of the following:
 - Headache
 - Fatigue
 - Shortness of Breath or difficulty breathing
 - Cough
 - Muscle or body aches

- New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Inability to participate in routine activities
 - Behavior changes
 - Persistent crying.
- Staff and students should self-monitor throughout the day for signs of illness; staff should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.
 - Any students exhibiting symptoms will be required to immediately wear a face covering and wait in isolation until picked up by their parent/guardian.
 - Isolation protocol:
 - Staff will contact the student's parent/guardian.
 - The student will be taken directly into the private isolation room/area of the classroom with staff supervision.
 - The door/space of the isolation room/area will remain closed off as much as possible.
 - Signage will be placed on the door/area to indicate it is an "ISOLATION ROOM/AREA".
 - Staff should limit entering and exiting the isolation room/area to avoid unnecessary exposure. If it is safe to do so, only one staff member should be assigned to the isolation room/area.
 - While in the isolation room/area, staff will wear a face mask, KN95 mask or face shield with drape. If staff needs to attend directly to the student and cannot safely social distance, they should also wear gloves and a disposable gown.
 - While staff and the student are in the isolation room/area, they are to practice physical distancing to the extent possible.
 - The student will utilize a vinyl mat/desk-chair while waiting for pick up
 - The mat/desk-chair will be disinfected after each student use
 - The student will remain in the isolation room/area for no more than 1 hour or until parent picks up student, whichever is sooner.

- If the student is not picked up after 1 hour, school staff will take the student home.
- Parent or guardian will be provided with written information regarding their child's symptoms and the steps to take to return to school.

5. 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.

- Students and staff will be taught and have the following topics reinforced: [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#).
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. When hand-washing is not practicable, students and staff will use hand-sanitizer. Fragrance free hand sanitizers are recommended, and children under age 9 should only use hand sanitizer with close adult supervision. Hand sanitizers must be 60% alcohol content or greater and not contain methyl alcohol.
- Staff will model and practice handwashing and the use of hand sanitizer.
- Adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings, and hand sanitizers will be available in all campuses/classrooms.

6. 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.

Actions to be taken when there is a confirmed case of COVID-19 with a staff member:

- Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following: a) all employees at the workplace and their authorized representatives, and 2) independent contractors and other employers present at the workplace. If student(s) were exposed, send a notice, developed in collaboration with the Merced County Department of Public Health, to parents and to inform them that a case of COVID-19 in a staff member has been reported and that the school will work with the Merced County Department of public health to notify exposed people.
- Offer COVID-19 testing during their working hours, at no cost to employees who had potential COVID19 exposure in the workplace. Provide employees with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- Arrange for cleaning and disinfection of the classroom and primary spaces where the case spent significant time. This does not need to be done until students and staff in the area have left for the day.
- Contact tracing for staff is conducted by a designated Human Resources Employee, who will inform the Merced County Department of Public Health of the positive case.
- The staff member who tested positive will be excluded from the workplace until return-to-work requirements are met.
- Staff members who had COVID-19 exposure (as identified through contact tracing) will be excluded from the workplace for 10-14 days after the last known exposure to a COVID-19 case.
- Refer to the Covid-19 Decision Tree for Schools for further guidance.

Actions to be taken when there is a confirmed case of COVID-19 with a student:

- Follow the guidelines contained in the Covid-19 Decision Tree for Schools

and the California Department of Public Health Guidelines (https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf) regarding contact tracing, testing, and return to school Contact tracing for students will be conducted by District contact tracers.

- Send a notice, developed in collaboration with the Merced County Department of Public Health, to parents and staff to inform them that a case of COVID-19 in a school community member has been reported and that the school will work with the Merced County Department of public health to notify exposed people.
- Arrange for cleaning and disinfection of the classroom and primary spaces where the case spent significant time. This does not need to be done until students and staff in the area have left for the day.
- Implement online/distance learning for student cases if they are well enough to participate.

To further support contact tracing, LGUESD will:

- Maintain confidential staff self-assessment documents for one (1) year.
- Require all essential visitors to campuses to sign in track for contact tracing purposes.

7. 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: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Distance of 4 feet will only be used when all other options, including utilizing outdoor spaces and hybrid learning, have been exhausted.

Guidelines for Distancing

- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration will be minimized and face masks will be worn.
- Use and maximization of outdoor space for activities will be

prioritized where possible.

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Prioritize minimizing contact between adults at all times.
- Stagger arrival and drop off-times and locations as consistently as practicable to minimize scheduling challenges for families.
- Place student tables in rows, facing the front, to allow for adequate physical distancing
- Designate space in front of the classroom for staff to allow six (6) feet distance from the first row of student desks.
- Permit group projects only when physical distancing can be maintained at all times.
- Do not allow students to share materials or equipment as much as possible. If shared, items must be disinfected between use.
- Design lessons to minimize student interaction
- Maximize entry and exit points and utilize signage and floor markers to decrease congestion and reinforce proper distancing.
- Serve meals outdoors or in classrooms instead of cafeterias when possible. Where cafeterias or group dining rooms must be used, keep students together in their stable groups, ensure physical distancing, hand hygiene before and after eating, and consider assigned seating.
- Distancing on buses/vans
 - Open windows to the greatest extent practicable. Two windows on each bus/van will be opened fully at a minimum, weather permitting.
 - Students will sit one to a seat on buses/vans according to a seating chart. No students will be seated directly behind the driver.
 - Each bus/van will have a seating chart and students will board back to front of the bus and unload from the front to back.

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

LGUESD will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees and students from COVID-19 hazards.
- Facts about how COVID-19 is spread and how to minimize spread.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facemasks.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face masks and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds, using hand sanitizer when staff/students do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of facemasks and the fact that face masks are not respiratory protective equipment - facemasks are intended to primarily protect other individuals from the wearer of the facemask.
- COVID-19 symptoms, when to seek medical attention, the importance of obtaining a COVID-19 test, and not coming to work/school if the staff member/student has COVID-19 symptoms.
- The plan and procedures to follow when staff or students become sick at school.

Trainings for students will take place in the classroom or virtually. Regular messages will be sent home about safety precautions and teachers will model and reinforce healthy habits and social skills with students. Teachers may also create lessons using social stories to educate the students and families on these topics. As the understanding of COVID-19 develops and public health guidelines evolve, changes will be communicated to staff, students, and parents in a timely manner.

- 9. 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. Describe any planned periodic asymptomatic staff testing cadence. Note different testing cadence based on county tier status, if applicable.**

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier: LGUESD will follow the State's Color

Tier testing guidelines/cadence and any Merced County Department of Public Health testing guidelines for testing of asymptomatic staff. Staff may be referred to free testing sites throughout the community, or to bi-weekly testing operated at Le Grand Elementary.

For staff with symptoms, they will be referred to appropriate testing sites in the community. They will be instructed to quarantine in accordance with state and local guidelines while awaiting their test results, and to follow the return-to-work guidelines spelled out in LGUESD's COVID-19 Prevention Program.

- 10. 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. Describe any planned periodic asymptomatic student testing cadence. Note different testing cadence based on county tier status, if applicable.**

Planned student testing cadence. Please note if testing cadence will differ by tier: LGUESD is exploring using the State's Color Tier testing guidelines/cadence and any Merced County Department of Public Health testing guidelines for testing of asymptomatic students. This plan is in development.

For students with symptoms, families will be referred to appropriate testing sites in the community. They will be instructed to quarantine in accordance with state and local guidelines while awaiting their test results, and to follow the return-to-work guidelines spelled out in the COVID-19 Decision Tree for Schools.

- 11. 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.**

LGUESD will adhere with all federal, state, and local guidelines for identification and reporting of cases, including those of the California Department of Public Health (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-Case-Reporting-Directive.aspx>).

Current guidance calls for each LEA to notify the Merced County Department of Public Health (MCDPH) of any positive cases, and to collaborate with the department to conduct contact tracing and to notify persons who may have been exposed. LGUESD has a designated staff member who is responsible for notifying and collaborating with MCDPH.

12. Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with the privacy requirements such as FERPA and HIPAA.

The Superintendent will interface with school staff, students, families, and the appropriate public health agencies to communicate about cases and exposures in a way that is consistent with FERPA, HIPAA, and all other guidelines. Reports will not reveal any personal identifying information of the COVID-19 case, and staff have been trained in how to follow these regulations when communicating with the school community about COVID-19.

13. Consultation: Please confirm consultation with the Labor Organization and Parent and Community Organizations.

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

☐ Labor Organization

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

Name: LGE Teacher's Assoc. (Kori Escobar)

Date: Frequent/As Needed

☐ Parent and Community Organizations

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

Name: Parent's Club, ELAC, School

Site Council

Date: August, October, January

14. **Local Health Officer Approval: Send plan to Local Health Officer for certification and approval.**

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

- ☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. 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](#)