

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Earlimart Elementary School District

Number of schools:

3

Enrollment:

1583

Superintendent (or equivalent) Name:

Jaime Robles

Address:

785 East Center

Phone Number:

6618493386

City

Earlimart

Email:

jrobles@earlimart.org

Date of proposed reopening:

03/16/2021

County:

Tulare

Current Tier:

Purple

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

K-8

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 >=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, Maria Bustos-Flores, 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:

Tulare County Health and Human Services Agency.

- 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.

Each classroom of students will have no more than 14 students in person at one time with 2 adults per group. Each group will remain together for the duration of the school day. Break times will be staggered, and children will play outside together in their designated area. Allowing the cohorts/stable group to stay together without mixing with other cohorts. Breakfast and lunch will be 'grab & go' style. All breakfast and lunch will be pre-bagged and given to the students as they leave the campus.

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?)

Earlimart School District has utilized the CARES Act Funding for each student to have their own supplies at school and at home. Including day to day classroom supplies, Chromebooks, and hot spots. Signage has been purchased identifying where students are to stand and what 6ft of distance looks like. Classrooms are staffed with two adults to ensure safety.

Class sizes will have no more than 14 students, allowing plenty of room for each cohort to play on the playground and still practice social distancing. After each cohort has their recess, staff will wipe down any equipment. Staff will continuously rotate through the restroom to ensure disinfection.

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

We will not have departmentalized classes to prevent the mixing of stable groups.

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

We will provide electives via a digital learning platform to minimize contact and the mixing of cohorts.

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.

Students will be coming directly from their parent's vehicle, walking into the school through a main entrance (single point of entry). Students will use social distance markers to use as guides to maintain a six-foot distance while entering and exiting campus.

Exiting the campus they will be using the same path. Sites will minimize the distance between the students and not mix cohorts; staff will monitor egress and movement of students to ensure that cohorts do not cross as teachers and support staff escort students off-campus to parent vehicle, bus, or walking path. Socially distant markers have been placed along the sidewalks and outside classrooms to ensure students remain 6ft of distance away from each other.

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

Face coverings are required of all students in grades 3-6 at all times. Per the California Health Department, face coverings for students in TK-2 are strongly encouraged. Face masks will be provided in the event a child comes to school without one. All adults (employees) are required to wear a face mask at all times. Trained staff will take staff and student temperatures as they arrive at school wearing masks. Face masks are available (paper and cloth) for anyone who may come to school without one.

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.

Daily health screenings will be taken for all students, staff, and campus visitors. Protocol is as follows:

Temperature checks with touchless thermometers will be taken at the designated point of entry. Parents are highly encouraged to take their children's temperature before leaving home, getting in the car, or on the bus to come to school to ensure they do not have a fever.

Parents who are dropping off their children must wait for staff to take the student's temperature before they leave.

If a child's temperature is higher than 100.4, they will automatically be returned to the car. If the child is a bus rider, the student will not be allowed on the bus. We will ensure the child is returned home, and the office will call the parent.

If a child has a temperature of 99-100.3, we will assess the situation for any other symptoms of illness. If the child is a bus rider, the student will be placed in a seat away from others. The student will be sent to the isolation room for further assessment of illness.

If students are presenting symptoms of illness during the day, a triage process will begin. A student exhibiting COVID-like symptoms, the teacher will call the office. A staff member will go to the classroom to pick up the student and escort the student to the isolation room for symptom assessment. The district nursing staff will assess the child for illness. If a child is presenting signs or symptoms of Covid, the parents will be contacted to pick up their child and follow up with their primary health care physician. If a child is sent home, the parent will need to present the office staff with a doctor's note before their child can return to the classroom per TCHSA guidelines. If the child shows symptoms, parents are encouraged to have them tested for Covid.

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.

Earlimart School provides water for students in the classrooms so students will not share a drinking fountain as they have been turned off. Students are provided with individual paper cups to use at the water stations and will be provided a refillable water bottle for school use. Water stations are disinfected after every use. Hand sanitizer is positioned at every classroom entrance, in the school office, in the cafeteria and in common use areas. Students will be taught the proper way to wash their hands, and the area will be sanitized before and after every use. Before returning to in-person instruction, teachers will conduct an online lesson to preview the safety protocols before students return to school as well as a lesson on hand washing and proper use of wearing a mask.

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 Human Resources, is the contact tracer for the Earlimart School District. The director will notify the Tulare County Public Health Liaison and the superintendent, Jaime Robles. The director of Human Resources and a team of designees will conduct the contact tracing in consultation with TCHHSA. If the director is unavailable, Superintendent Jaime Robles will conduct the contact tracing. These officials will help administrators determine a course of action for the school and or district. the Director of Human Services and Superintendent Jaime Robles will work with TCHHSA to determine appropriate next steps. Including whether an extended closure is needed to stop or slow the further spread of COVID. Superintendent Jaime Robles and the director of Human Resources will take appropriate steps and notify staff while adhering to all Health Insurance Portability and Accountability acts (HIPPA).

<https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>

Steps for Contact Tracing:

Assess the risk - identify close contacts, create a list, take action.

Identify close contact - was the person within 6ft for a prolonged period of time (more than 15 minutes) with the confirmed person? Were they wearing a face-mask?

Identify exposure locations - classroom, bus, entrance, exit, common area, etc.?

Start the Facility Contact List Risk Assessment spreadsheet - Risk level: high, low? Specific time/distance?

PPE/Description

If high - 14-day quarantine

If low - remain in school and monitor symptoms

Be prepared to take action.

Confirmed positive - Isolate

High Risk - Quarantine

Low Risk - Monitor symptoms

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

Markers placed all around the campus will indicate the 6ft of distance maintained throughout the campus. All desks have been arranged to ensure 6ft of distance. All students who are returning will have sneeze guards on the desks to help with the prevention of COVID. No students will ever share a desk or desk space.

Staff members observe distancing in all shared spaces such as the teacher's workroom and in hallways. If teachers need to speak with one another, they will observe 6ft of distance and meet outside rather than in the

classroom. It is encouraged for teachers to use video conference or phone communication rather than to speak to each other in person.

An acrylic divider has been placed on the front desk of the office to ensure safety to our office personnel. Visitors are encouraged to schedule appointments to ensure minimizing number of bodies in the office. Signage is posted through out the campus to remind everyone of the social distance requirements. There is one entry point and one exit point that is separate. The office desk is cleaned after every parent leaves.

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

Maximum: 12 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.

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

All staff members were trained prior to the start of the school year. Each staff member was assigned online training through Keenan and Associates as well as had safety training with our district nurse and director of Human Services. This training included COVID procedures and safety protocols.
Weekly COVID related communications are sent to staff and parents to inform them of the most current safety recommendations and guidelines.

Online training videos are also available for viewing regarding:

Donning PPE- Mask

Putting on Personal Protective Equipment: CDC Video

Taking off Personal Protective Equipment: CDC Video

Centers for Disease Control and Prevention (CDC)

Tulare County Health and Human Services Agency

California Department of Education

California Department of Public Health

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.

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately if on campus. If they are off campus they will be notified by phone of potential exposure. All will be encouraged to get a COVID test if exposed or symptomatic. Parents and employees must have a negative PCR COVID test result or a letter from a qualified physician stating that the child or employee is safe to return to campus.

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

Staff will be tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. ESD will follow the recommended frequency of being tested over two months, where 25% of staff are tested every two weeks, or 50% every month.

Visit <https://covid19.tularecounty.ca.gov/covid-19-testing-sites/> for an update list of testing sites.

- 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.

Students who are symptomatic or have had potential exposure will receive written guidance from the County Health Nurse indicating quarantine guidelines and available free testing centers in the area.

Planned student testing cadence. Please note if testing cadence will differ by 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](#).

Confirmed cases will first be reported to the Director of Human Resources by the site supervisor/administrator. The Director of Human Resources will then assign a contact tracer and determine if there are individuals who are identified to have been in close contact with the confirmed case. A response plan to sanitize and fulfill all appropriate notifications to stakeholders, the health department, and Workmen's Compensation agencies (if appropriate) will be initiated. Follow up by the contact tracing team to the exposed or positive case will occur and a return to campus plan will be developed.

- 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.

All stakeholders who have been on a campus with a positive COVID-19 confirmed case will receive written notice from the District informing them of the potential exposure on campus while maintaining all confidentiality regulations. Individuals identified to have had close contact with a confirmed case will receive personal communication from someone on the contact team with quarantining guidance and testing location information.

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

- X Labor Organization

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

Name: CSEA & Earlimart Teachers Association

Date: 2/22/21

Parent and Community Organizations

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

Name: Community Stakeholders

Date: 2/25/21

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 Tulare. County has certified and approved the CRP on this date: 3/3/21. 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](#)