

Date: January 19, 2021;

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Lost Hills Union School District

Number of schools:

2

Enrollment:

296

Superintendent (or equivalent) Name:

Harrison Faveraux

Address:

20951 Pavilion Way

Phone Number:

661-797-2941

City

Lost Hills

Email:

hafaver@losthills.k12.ca.us

Date of proposed reopening:

January 19, 2021

County:

Kern

Current Tier:

Yellow

(please indicate Purple, Red,  
Orange or Yellow)

Type of LEA:

Elementay

Grade Level (check all that apply)

X TK

X 2<sup>nd</sup>

X 5<sup>th</sup>

X 8<sup>th</sup>

11<sup>th</sup>

X K

X 3<sup>rd</sup>

X 6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

X 1<sup>st</sup>

X 4<sup>th</sup>

X 7<sup>th</sup>

10<sup>t</sup>

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, 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](mailto: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, Harrison Favereaux, 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.

Students will be kept in stable groups (including teacher and instructional assistant) to the extent possible.

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?)

Each group will consist of 24 to 28 students and 2 staff members.

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

Currently, not applicable.

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

Currently, not applicable.

**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 who ride the school bus will be dropped off at the bus unloading area. Students will sanitize their hands and will be escorted to their classrooms by instructional assistants. Students who are dropped off, will be screened, sanitize their hands, and will go directly to their classroom. Posters throughout the school will remind students and staff to follow safety guidelines and procedures.

During the day, rotations and walking in and out of the classrooms will be limited.

At the end of the day, groups of students will be dismissed using a staggering structure.

While boarding the bus, students will be prevented from walking past each other by taking the following measures:

- Students will be seated from the rear of the bus forward

- Afternoon runs will be boarded based on the order in which students will be drop off
- Students who get off first will board last and sit in the front

Bus drivers will disinfect the bus daily.

Students who get picked up will be walked to the front of the gate to their vehicle.

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

All K-8th grade students and staff will be required to wear face masks that cover the nose and mouth while indoors, except when eating or drinking. Adults will be required to wear face masks when sharing indoor spaces with students. The use of face masks will be optional outdoors for all students and staff. If an outbreak occurs, all students and staff will be required to wear face masks at all times. School will provide face coverings to adults and students who may need them. Face shields will be provide for students who are not able to keep a face mask on.

**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 screening for COVID-19 symptoms will be required of all students and staff before leaving home each day.

The following questions will be considered when self-screening;

- Within the last 14 days, have I been diagnosed with COVID-19 or have had a test confirming I have the virus?
- Do I live in a household with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?
- Have I been in close contact with anyone outside of my home who in the past 14 days has been in isolation fro COVID-19? (Close contact is less than 6 feet for 15 minutes or more).
- Have I had one or more of the following symptoms today or within the past 24 hours that are new or not explained by another reason?
  - fever of 100.4 degrees or higher
  - cough
  - shortness of breath
  - body aches
  - loss of taste or smell
  - vomiting or diarrhea

Students and staff will be required to stay home if experiencing any COVID-19 symptoms.

If a student or staff member presents COVID-19 like symptoms upon screening, student/staff member will not be able to enter campus or bus. Parents will be notified immediately.

Staff and students will be monitored throughout the day for any signs of possible illness. If a staff or student exhibits signs of illness, while at school, he or she will be isolated in the predetermine area on campus that is away from others. The person will be sent home as soon as possible until testing and or medical evaluation have been conducted and the person is released to return to school.

**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.

Strict hand washing guidelines and schedules will be implemented and enforced. (Every classroom has a sink)

Signs will be posted in restrooms and near sinks demonstrating proper hand washing techniques. All sinks will be fully stock with soap and paper towels and checked daily

Hand sanitation stations will be place across locations to provide easy access without students and staff having to wait in long lines to wash their hands.

An isolation area is available within the school building for use in event a student or staff member becomes ill while at school

Water fountains are closed

Students are provided with reusable water bottles they can reuse at several fill stations throughout the school.

**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 district has designated Jackie Villa and Fidelina Saso to conduct contact tracing. Both employees have successfully completed COVID-19 Contact Tracing courses authorized by Johns Hopkins University. Jackie Villa has also been designated as the contact person for the local health departed to contact about COVID-19.

When there is a confirmed case, staff will notify the one of the designated contract tracers. Contact tracers will contact case and begin contact tracing procedures including notifying anyone who might have been in close contact, ask them to quarantine, and follow up with each affected individual. List of individuals will be maintain and submitted to the local health department. The school community will be kept informed, while respecting the privacy of our students, staff and families.

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

Arrival, departure, recess, and lunch will be staggered to minimize the mixing of different groups to the extent possible.

Indoor activities will be extended to outdoors, to the extent practicable, depending on the weather conditions.

Plexi glass dividers will continue to be in used in work areas where employees come into contact with multiple people on a regular basis.

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.

Current CDPH guidelines on social distancing will be followed.

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

The district will continue to provide staff, students and parents/guardians current information on COVID-19, including symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The district will also provide information on the processes and protocols the district will follow to minimize the health risk associated with COVID-19, including social distancing, limits on large gatherings, the provision of personal protective equipment (PPE) such as masks, the sanitation of facilities, and student and staff screenings for COVID-19 symptoms before school each day. Furthermore, the district will provide training for students and staff on:

- Frequent hand washing
- Cough and sneeze etiquette
- Keeping hands away from the face
- Use of face coverings (masks, face shields)
- Physical distancing guidelines
- Screening for symptoms

**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 will be encouraged to be tested if they present symptoms of COVID-19 or have been exposed to someone with the virus. Staff will be asked to quarantine if displaying symptoms. CDPH guidelines will be followed.

Surveillance testing will be conducted for all staff once per week in the event of an outbreak.

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

Asymptomatic testing will occur once per week in the event of a school outbreak.

**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.

Parents will be encouraged to get their students tested if they present symptoms of COVID-19 or have been exposed to someone with the virus. Parents will be asked to quarantine their students if displaying symptoms. CDPH guidelines will be followed.

Surveillance testing will be conducted for all students once per week in the event of an outbreak.

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

Asymptomatic testing of students will occur once per week in the event of a school outbreak.

**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](#).

The district will notify the local health office of any known case of COVID-19 among any student or employee who was present at the school site within the 10 days preceding a positive test for COVID-19. The following information will be reported pursuant to the Guidance for COVID-19 Case Reporting By Schools directive on January 14, 2021:

- \* The full name, address, telephone number, and date of birth of the individual who tested positive;
- \* The date the individual tested positive, the school (s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school (s); and
- \* The full name, address, and telephone number of the person making the report.

**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.

Designated staff members will provide ongoing communication and updates to parents, staff members, and other key stakeholders via emails, letters, and/or text messages. To ensure privacy requirements, only authorized staff will be able to provide communication and updates.

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

Opened October 2020.

#### Labor Organization

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

Name: Lost Hills Teacher Association/ California School

Date: October 8, 2020/

#### Parent and Community Organizations



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

Name: School Site Council

Date: October 7, 2020

*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  Kern. 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](#)

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.