

Date: 03/10/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Sacramento Valley Charter School

Number of schools:

1

Enrollment:

282

Superintendent (or equivalent) Name:

Dr. Amrik Singh

Address:

2399 Sellers Way

Phone Number:

9165966422

City

West Sacramento

Email:

asingh@sacvalleycharter.org

Date of proposed reopening:

04/01/2021

County:

Yolo

Current Tier:

Red

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

Type of LEA:

Charter

Grade Level (check all that apply)

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:**

- X I, Dr. Amrik Singh, Principal, 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:

Yes

- 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.

Students will be kept in stable groups, ruling out cross contamination during instruction, lunch, and recess

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 attend school as group A or Group B. Group A will attend school physically on Mondays/Wednesday and virtually on Tuesdays/Thursdays. Group B will attend school on Tuesdays/Thursdays and virtually on Mondays/Wednesdays. Fridays will be reserved for students with high needs. All other students will attend classes virtually from home on Fridays.

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

For grades 6th-8th, students will not move from one room to another at the end of a class period, only teachers will be moving between classrooms following the class schedules. All individuals will adhere to the COVID-19 Safety plan to mitigate any potential to exposure.

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

Electives will be taught on a hybrid platform, eliminating exposure between instructor and student.

- 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.

There will be a check-in station at the front entrance of the school.

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

We are requiring staff and students to wear face coverings while on school grounds in order to protect themselves and others. If students or staff do not have a mask, the school will provide a disposable surgical mask to them prior to entering campus. We have both child-sized and adult masks available. All staff will be required to wear a face shield if they are working within 6 feet of students.

**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.

All staff and students will be encouraged to self-check each day for temperature and/or symptoms before reporting to the school sites; all students and staff will undergo multiple temperature checks daily. Symptom checks will also apply to any vendors, contractors, or others when entering the establishment. We will ensure the temperature/symptom screener avoids close contact with workers to the extent possible. If any individual has a temperature of 100.4 degrees or more, they will not be allowed onto the campus. If someone exhibits symptoms during the day, we have established designated isolation rooms for them to occupy while waiting for transport from the school.

Students and staff may not come on campus if they meet the following conditions or have any of the following symptoms:

Close contact with a person with COVID-19 or positive COVID-19 test.

If you think you or your child have been exposed to COVID-19, contact your healthcare provider.

Symptoms of COVID-19:

- Fever (100.0 °F or higher WITHOUT medication)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or Body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Transportation

If a student or staff member forgets their face covering, the bus driver will have a supply of adult and child-sized surgical masks for them to wear.

- If a student answers “yes” to any of the screening questions or has a temperature equal to or greater than 100.4 degrees, they will not be allowed to attend school or work.
- In accordance with state law, if an adult does not accompany the student at the bus stop, the student will board the bus and sit in a location that the fewest number of people will pass, always maintaining at least 6 feet of distance whenever possible and wearing a face covering. For example, if being picked up with a group, they will board last and exit first. Upon arrival to campus, they will immediately be escorted to the designated isolation room. The health aide, nurse, or other designated staff will call home immediately for pick up. If an adult accompanies the student, they will not be allowed to board the bus.
- Bus drivers will seat students at least 6 feet apart on the bus whenever possible.
- Students will be seated starting from the back of the bus to reduce the number of students walking past each other.

- Bus drivers will follow CDC and CDE guidelines for the appropriate ventilation and sanitation of the bus.

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.

SVCS has already implemented a variety of protocols to adhere to strict school-specific guidelines from the California Department of Education (CDE), California Department of Public Health (CDPH), Yolo County Public Department of Public Health, and Yolo County Office of Education (YCOE). Hygiene practices will be reviewed regularly with staff and students. We will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. We have added hand sanitizer stations to high traffic areas on all campuses. Hand sanitizer will be placed at all offices, breakrooms, and copy machine rooms. SVCS will continue to follow the CDPH guidelines and will continue collaborating with the Yolo County Public Health for current guidance on health measures.

SVCS has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind them to:

- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
- Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom
- Wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly
- Use fragrance-free hand sanitizer when hand washing is not practicable.

SVCS has adequate supplies on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer. All drinking fountains will be inaccessible to students.

#### Hand hygiene

When to perform hand hygiene:

- Anytime there is a change in location (on arrival to and from school, the classroom, the bus, the playground, etc.)
- Before and after you put on your PPE or assist a student with their PPE. • After you touch or adjust your PPE, after you touch another person, after you touch a soiled object or surface, and after you clean or sanitize.
- Before and after you eat or assist someone to eat.
- Before and after you use the bathroom or assist someone in the bathroom.
- Before and after taking/giving a medication or performing a health procedure.
- Before and after blowing your nose.
- How to perform hand hygiene:

<https://www.cdc.gov/cdctv/healthyliving/hygiene/what-you-need-know-about> handwashing.html

#### Eating and drinking

- When students or staff need to eat or drink, they should be at least 6 feet away from all other people.
- Wash your hands, remove your face covering completely, and place it on a clean paper towel.
- Wash your hands again before eating or drinking.
- Wash your hands after eating. Put your face covering back on, and then wash your hands again.
- Bottled water will be provided to rooms as students will not use drinking fountains.
- All meals will be provided on a grab and go basis and not need to be eaten at the school site or under the supervision of staff.

#### Designated isolation room

- The isolation room should have easily-to-clean seats spaced at least 6 feet apart. There should be tape or

other marking on the floor beneath the seats to indicate where the seats should be.

- Windows and doors should be left open to increase ventilation.
  - While a staff member does not have to sit in the room, a staff member must supervise any students who are in the room.
  - If a student is ill at school, a staff member should either escort the student or call the office to let them know why the student is coming to the office. Do not depend on the student to inform the office why they are there.
- The student will sit in the designated isolation room on campus.  
-The designated staff member should wear a face shield over their face covering.  
-Staff will check the student's temperature and ask about any symptoms. They will ask if the student has been around someone who is ill.  
-Staff will wash their hands prior to and after working with the student.  
-Staff will contact the parent, guardian, or emergency contact to pick the student up ASAP. Inform them when the student can return to school. There are no exceptions to the CDC protocol.

#### First aid

First aid situations, to the degree possible, should be handled by the student and in the classroom to prevent office congregation and possible cross exposure. The following recommendations are made:

- All staff, including support staff, are certified in first aid or at least one staff per classroom.
- All classrooms are stocked with first aid supplies. To the extent possible, students provide self-care with staff direction and physical distancing.
- Teachers should provide a face covering to students in the classroom who report not feeling well before sending them to the office.
- Students are triaged over the phone, only those with valid health concerns are sent for additional treatment to the office.

- 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 principal will perform contact tracing and will notify the County Health Department of any positive cases and close contacts.

Public Health Order Concerns in West Sacramento can be reported using one of the following methods:

- Contacting Code Enforcement via telephone at 916-617-4925
- Reporting via West Sac Connect: [cityofwestsacramento.org/westsacconnect](http://cityofwestsacramento.org/westsacconnect)
- Reporting via the Yolo County Shelter in Place Feedback Portal:

<https://survey123.arcgis.com/shelterinplaceconcern>

- X **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:  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.

Not all the classrooms have these dimensions and in some, 4 ft may be the minimum as practical.

We will encourage physical distancing throughout the day as possible. Schedules will be developed to reduce numbers of students and adults in common areas during breaks, lunches, and lower large gatherings. Classrooms will utilize space by spreading desks and tables around the room and using vacant classrooms and outdoor spaces, as available. Rooms will be marked for physical distancing, similar to grocery stores. Lastly, trifold desk shields have been placed in every classroom available for every desk and student.

Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.

Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.

Classroom furniture has been rearranged to maintain 6-feet between students, as practicable.

Adequate supplies are available for each student to minimize sharing of high-touch materials to the extent practicable.

**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 SVCS staff has access to safety protocols as does the school community and the overall public. Before students return to campus for In-Person Instruction, the principal and office will go over the checklist of safety procedures directly with each staff and conduct walk-thrus of each classroom. In addition, SVCS will provide parents pertinent information regarding transition of students coming onto campus to go over all student and safety procedures.

Links will be available on the school website for parents to access for more information on procedures and protocols, such resources are available 24/7

**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 staff member who has been exposed to an individual with COVID-19 will be referred to their healthcare provider and/or other clinic for testing. While awaiting test results, the individual will be instructed to quarantine at home, and isolate as much as possible from household members per current health guidance. Anyone with symptoms of COVID-19 will not be allowed on site while symptomatic; they will be referred to their healthcare provider or other clinic for follow-up direction. Staff will be required to test negative before returning to work on site.

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

If exposed, staff will be required to test negative or quarantine for a period of 14 days before returning to work on site.

- 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.

Currently, SVCS does not have a planned periodic asymptomatic student testing cadence.

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](#).

All confirmed and suspected cases of COVID-19 are reported directly to the principal, or to the SVCS office, which reports to the principal. These cases are then reported with corresponding details to the Yolo County Health Department per guidelines

- 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.

As soon as the principal/SVCS office are notified of positive COVID cases, the principal shall commence contact tracing to determine close contacts, as defined by current guidelines (as of 2/4/21, those include any who came within six (6) feet of the COVID-positive individual for fifteen (15) or more cumulative minutes within a twenty-four (24) hour period). Any close contacts of COVID-19 cases on site will be immediately contacted by the principal verbally and sent home with a written follow-up notification, and the SVCS office will follow up with those individuals. If a positive case is identified, all staff and community members who have been on site will be notified of the case and last date of exposure to the site. No identifying information will be given.

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

Over the course of the 2020-21 school year, Sacramento Valley Charter School has consulted with parents, certificated staff, and classified staff to prepare students and staff for a return to school so that safety and instructional measures could effectively be put in place on campus.

- X Labor Organization

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

Name:

Date:

- X Parent and Community Organizations

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


Name:

Date:

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

Weekly Staff meetings are held to address any and all issues or to consult faculty in making schoolwide decisions. For specific data gathering purposes, electronic surveys are sent out to faculty and families.

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

 Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Yolo. 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.