

# Evergreen Elementary School

## 2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ***\*\*Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.***

### 1. Stable group structures (site specific)

*How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.*

- A. **Plan for type of stable groups/cohorts and weekly routine/schedule for classes:**
- Students will be divided into stable, AM or PM cohorts with no more than 14 students and 2 adults per cohort.
  - Students may remain on full distance learning virtually, in person learning, or a combination of both within their assigned cohort.
  - Students will attend either the AM cohort 8:10-10:30 or PM cohort 12:30-2:50 on Monday, Tuesday, Thursday, and Friday, either virtually or in person. Wednesdays will remain a full, virtual, distance learning day.
- B. **For regular classes, how many students and staff will be in each planned stable, group structure:**
- Students will be divided into stable, AM or PM cohorts with no more than 14 students and 2 adults per cohort.
- C. **If you have departmentalized classes, how you will organize staff and students in stable groups:**
- Special Day Classes - Students will be divided into stable, AM or PM cohorts with no more than 10 students and up to 4 adults per cohort.
- D. **If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**
- We will not have electives.
- E. **Other considerations – After school programs, special education, therapies, carpooling, etc.:**
- Parents may choose on-site daycare from the YMCA, or off-site daycare including but not limited to Boys and Girls Club, Redwood Kids Club, Little Ones Backyard Club, KinderCare, etc.
  - Special education classes that are self-contained and will divide into AM or PM cohorts. Students that spend the majority of their day in general education, but receive special education supports, services, and therapies will be served virtually.

### 2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **\*\*Please consider limiting non-essential visitors of any kind***

*Please see the District's CSP for the complete policy.*

- A. **Essential visitor / vendor policy - log-in/out list:**
- B. **Policy for limiting non-essential visitors:**

### 3. Entrance (site specific)

*How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.*

#### A. Describe drop-off procedure / policy for parents onsite:

- a. Evergreen will have two entrance areas. The South Entrance Area is between the office and E building. The North Entrance Area is between D and M buildings.
- b. Students will say goodbye to parents on the sidewalk or be dropped off on the Emily Avenue curb, and walk to a green paw that is marked on the sidewalk, 6 feet apart, outside of the North and South Areas. Parents may watch their students from the sidewalk as they enter school.
- c. North Areas will be utilized by the following students/staff: 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders in G wing (Stainer, Scull, Bodlovich, Harp, Bernal, Juarez), staff in C wing, 1<sup>st</sup> and 3<sup>rd</sup> graders in D wing (Cockrum, George, Kelsey, Bretag).
- d. South Areas will be utilized by the following students/staff: TK/K in N wing (McCarthy, Cutler, Lightfoot, Hilliard), SDC-SH in A wing (Havstad and Harumi), SDC-BEST in B wing (Pilar and Massaro), 1<sup>st</sup> and 2<sup>nd</sup> graders in E wing (Lindeman, Heald, Cobert, and Uwins), and office staff.

#### B. Describe plan to minimize mixing of cohorts on arrival to school:

- a. Students will stand on green paws that are marked on the sidewalk, 6 feet apart.
- b. After they are cleared for their health questionnaire and temperature screening, they will walk directly into their classrooms.

#### C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

- a. District answer re: crisis go and temp checks?

#### D. How school/district plans to encourage a zero-mingling policy before school:

- a. Students will be trained about the importance of not mingling with others and practicing social distancing prior to hybrid learning.
- b. Evergreen will utilize PBIS strategies and a behavior matrix to inform students about expected behavior.
- c. Staff members will remind students of zero-mingling/social distancing expectations if students are not following expected behavior.

### 4. Movement within the School (site specific)

*How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.*

#### A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

- a. Students will enter campus. After they are cleared for their health questionnaire and temperature screening, they will walk directly into their classrooms.
- b. Students will remain with their stable cohort during their time on campus.
- c. Students will practice 6 foot social distancing while on campus.
- d. Students will utilize the following bathrooms:
  - i. TK and Kindergarten (McCarthy, Cutler, Lightfoot, and Hilliard) and SDC-SH (Havstad and Harumi) will all use bathrooms inside their respective classrooms.
  - ii. SDC-BEST (Massaro/Pilar) and 1<sup>st</sup>/3<sup>rd</sup> graders (Cockrum, George, Kelsey, Bretag) in D wing will use MU bathrooms facing the blacktop.
  - iii. 1<sup>st</sup>/2<sup>nd</sup> graders (Lindeman, Heald, Cobert, Uwins) in E wing will use MU bathrooms facing the office.
  - iv. 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> graders (Stainer, Scull, Bodlovich, Harp, Bernal, and Juarez) in G wing will use the G wing bathrooms facing the blacktop.
  - v. Half the bathroom stalls will be available in MU and G wing bathrooms to allow for social distancing. Students will wait outside of the bathroom if all stalls are in use. Urinals in boy's bathrooms will be unavailable for use.

## 5. Egress (site specific)

*How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.*

### A. Describe pick-up procedure / policy for parents onsite:

- a. Students will be dismissed from class at 10:30 or 2:50. Cohorts exit through either the North Area or South Area.
  - i. North Areas will be utilized by the following students/staff: 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders in G wing (Stainer, Scull, Bodlovich, Harp, Bernal, Juarez), staff in C wing, 1<sup>st</sup> and 3<sup>rd</sup> graders in D wing (Cockrum, George, Kelsey, Bretag).
  - ii. South Areas will be utilized by the following students/staff: TK/K in N wing (McCarthy, Cutler, Lightfoot, Hilliard), SDC-SH in A wing (Havstad and Harumi), SDC-BEST in B wing (Pilar and Massaro), and 1<sup>st</sup> and 2<sup>nd</sup> graders in E wing (Lindeman, Heald, Cobert, and Uwins).
- b. Teachers will walk students to the grass area in front of school and have them stand next to a spot on the rope laying on the grass, that is marked with 6 feet of physical distance per student.
- c. Parents can pick up their children in the following ways:
  - i. Parent waits on the sidewalk in front of the grass, student walks to parent, and student/parent exit campus
  - ii. Student waits on the grass, parent pulls up along the Emily Avenue curb, student walks from the grass into parent's car, parent drives away from campus
  - iii. Student exits campus independently and walks home or to another location as designated by the parent.

### B. Plan to minimize mixing of cohorts on departure:

- a. Teachers will walk students to the grass area in front of school and have them stand next to a spot on the rope laying on the grass, that is marked with 6 feet of physical distance per student.
- b. Students will practice 6 foot social distancing while on campus.

### C. How school/district plans to encourage a zero-mingling policy after school:

- a. Students will be trained about the importance of not mingling with others and practicing social distancing prior to hybrid learning.
- b. Evergreen will utilize PBIS strategies and a behavior matrix to inform students about expected behavior.
- c. Staff members will remind students of zero-mingling/social distancing expectations if students are not following expected behavior.

## 6. Face Coverings / Other PPE

*How CDPH's face covering requirements will be satisfied and enforced for staff and students*

*Please see the District's CSP for the complete policy.*

### A. Please provide complete policy for face coverings:

### B. Describe specifications on type of face coverings allowed (ie: no valves, $\geq 2$ ply, no bandanas, etc):

### C. Where will extra masks be available if needed?

### D. Describe plan for refusal to wear face coverings:

## 7. Health screening / Symptom monitoring / Sick protocol

*How individuals will be screened and monitored for symptoms - how ill staff / student will be handled*

*Please see the District's CSP for the complete policy.*

- A. **Details of at-home screening plan:**
- B. **Support available for individuals staying home:**
- C. **Screening criteria/procedure onsite for staff:**
- D. **Immediate protocol in case of a sick staff/faculty member:**
- E. **Screening criteria/procedure onsite for students:**
- F. **Immediate protocol in case of a sick student:**
- G. **Symptom monitoring procedures throughout day:**
- H. **Screening of essential visitors/vendors:**

## **8. Routine Testing**

*School/District's plan for routine/asymptomatic testing of staff and students*

*Please see the District's CSP for the complete policy.*

- A. **Plan to routinely test staff by tier:**
- B. **Plan to routinely test students by tier:**

## **9. Physical Distancing (site specific)**

*How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:*

- A. **Bus/Transport/Carpools:**
  - a. Bus drop off and pickup will occur on the Emily Avenue curb. SDC staff members will wait for students on the grass for their bus to arrive.
  - b. Students will be dropped off or picked up in cars along Emily Avenue. This has been the current pickup and dropoff procedure at Evergreen for years, so this should be familiar to families.
  - c. Families will NOT be able to enter or exit campus from the Evonne Avenue area towards the back of the campus.
  - d. Students will practice 6 foot social distancing while on campus.
- B. **Classrooms:**
  - a. Teachers will review classroom expectations for physical distancing, sharing of space, and materials while in the classroom.
- C. **Hallways:**

- a. Evergreen's hallways are all outdoors. Students will practice 6 foot physical distancing.

**D. Student lockers:**

- a. Evergreen does not have student lockers.

**E. Bathrooms:**

- a. Half the bathroom stalls will be available in MU and G wing bathrooms to allow for social distancing. Students will wait outside of the bathroom if all stalls are in use. Urinals in boy's bathrooms will be unavailable for use.

**F. Locker rooms:**

- a. Evergreen does not have locker rooms.

**G. Gymnasium:**

- a. Evergreen does not have a gymnasium. The Multi Use room will be closed for student use.

**H. Playground / fields:**

- a. Playgrounds will not be available during school hours.
- b. Fields are available for use, following 6 foot physical distancing requirements. Students must be accompanied by a staff member when using the field.

**I. Staff break rooms:**

- a. Staff break rooms will not be available for breaks, including sitting and eating. Staff may utilize refrigerators and microwaves in the staff room.

**J. Other:**

- a. Water fountains will not be available for student use. Students will need to bring individual water bottles to campus.

**K. Plan for specific situations when distancing is >6 ft is not possible:**

## 10. 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 - Please include site map for reference.*

**A. Plan to encourage healthy hygiene/handwashing routines:**

**B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**

## 11. Routine Cleaning and Disinfection

*How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:*

*Please see the District's CSP for the complete policy.*

**A. General high-touch surfaces:**

**B. Classrooms:**

**C. Bathrooms:**

**D. Cafeteria:**

**E. Playgrounds:**

**F. Offices:**

- G. Hallways:
- H. Locker rooms:
- I. Gymnasium:
- J. Other:

## 12. Plan for Shared items

*How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -*

- A. **Classroom / Office supplies:**  
Office supplies will be distributed to teachers on an as-needed basis. They are handed directly to teachers and will not be shared among rooms.

Each child will have individual classroom supplies provided and kept in an individual pencil box and supply bin. Classroom materials will not be shared.

- B. **Toys / Play equipment:**  
Each child will have their own pencil box, supply bin and yoga mat that is not shared. Each child will have hands on manipulatives that are age appropriate or individual toys/fidgets will be provided as needed. These items will not be shared.

Outdoor playground equipment will only be used by one cohort at a time and a schedule for usage will be created.

- C. **Electronics equipment:**

Each child will keep and bring back and forth their own electronic equipment and charging cord.

- D. **Tools:**  
N/A
- E. **Other:**

## 13. Handling COVID-19 / symptomatic individual (site specific)

*How the affected individual will be removed from group and isolated in designated space until pick-up*

- A. **Plan/location for Isolation room / area:**
  - a. Evergreen will have two isolation tents on campus, outside of the North Area and South Area.
- B. **PPE available for staff providing care in Isolation area:**
  - a. ???
- C. **Staff trained to provide care in Isolation area:**
  - a. School nurses will provide care in the Isolation area.
- D. **Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:**
  - a. ???
- E. **Protocol for immediate removal and relocation of ill individual:**

a. ???

F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

a. ???

G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):

a. ???

H. Plan for testing symptomatic individuals:

a. ???

## 14. Plans for after an Exposure Event (may be site specific)

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

*Please see the District's CSP for the complete policy.*

A. Designated COVID Coordinator(s) and corresponding duties:

B. Plan for confirmed COVID-19 case reporting:

C. Plan for "Close Contact" identification:

D. Plan for Exposure testing for staff:

E. Plan for Exposure testing for students:

F. Support for staff in Isolation/Quarantine:

G. Support for students in Isolation/Quarantine:

H. Return to school criteria for COVID-19 positive individual:

I. Return to school criteria for exposed close contacts:

J. Outbreak response plan:

## 15. Communication Plans

*How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA*

*Please see the District's CSP for the complete policy.*

- A. Provide plan for communications with families and staff after an onsite exposure:

## 16. Staff training

*How staff will be trained on the application and enforcement of the plan*

*Please see the District's CSP for the complete policy.*

- A. Provide plan for training staff on new COVID-19 Safety plan:
- B. Provide plan for enforcing COVID-19 Safety plan with staff:
- C. Provide plan to remain current on guidelines and best practices:

## 17. Family education

*How students and their families will be educated on the application and enforcement of the plan*

*Please see the District's CSP for the complete policy.*

- A. Provide plan for educating families on new COVID-19 Safety plan:
- B. Provide plan for enforcing COVID-19 Safety plan with students/families:
- C. Provide plan for continuing communication/education as guidelines change:

## 18. Engineering controls (site specific)

*How each specific school site plans to optimize ventilation, air filtration for indoor spaces*

*Please see the District's CSP for the complete policy.*

- A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:
  - a. No unique challenges specific to Evergreen at this time.

## 19. Consultation

*For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.*

*Please see the District's CSP for the complete policy.*



**A. Labor organization(s) and date(s) consulted:**

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

**B. Parent / Community Organization(s) and date(s) consulted:**

**C. Other:**