

# John Reed 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:

We are doing groups of 14 students with 2 adults. Cohorts will not mix. Students will attend either an AM/PM cohort for 2 hours per day.

|             | Monday                          | Tuesday                         | Wednesday   | Thursday                        | Friday                          |
|-------------|---------------------------------|---------------------------------|---|---------------------------------|---------------------------------|
| 8:20-10:40  | AM Group In Person or Online    | AM Group In Person or Online    | 8:30-9:35<br>Whole Class Meeting Online             | AM Group In Person or Online    | AM Group In Person or Online    |
| 8:20-8:30   | SEL                             | SEL                             |   | SEL                             | SEL                             |
| 8:30-9:35   | Instructional Block 1           | Instructional Block 1           |   | Instructional Block 1           | Instructional Block 1           |
| 9:35-10:40  | Instructional Block 2           | Instructional Block 2           |   | Instructional Block 2           | Instructional Block 2           |
| 10:40       | AM Pickup                       | AM Pickup                       | 10:20-11:20<br>Staff Meeting                        | AM Pickup                       | AM Pickup                       |
| 10:40-12:40 | Cleaning/Prep/IEP/504/SST/Lunch | Cleaning/Prep/IEP/504/SST/Lunch | 11:20-12:20<br>Grade Level/PLC Time (Academics/SEL) | Cleaning/Prep/IEP/504/SST/Lunch | Cleaning/Prep/IEP/504/SST/Lunch |
| 10:40-11:45 | Prep/IEP/504/SST                | Prep/IEP/504/SST                |   | Prep/IEP/504/SST                | Prep/IEP/504/SST                |
| 11:55-12:40 | Lunch                           | Lunch                           |   | Lunch                           | Lunch                           |
| 12:40-3:00  | PM Group In Person or Online    | PM Group In Person or Online    | 12:20-1:05<br>Lunch                                 | PM Group In Person or Online    | PM Group In Person or Online    |
| 12:40-12:50 | SEL                             | SEL                             |   | SEL                             | SEL                             |
| 12:50-1:55  | Instructional Block 1           | Instructional Block 1           |   | Instructional Block 1           | Instructional Block 1           |
| 1:55-3:00   | Instructional Block 2           | Instructional Block 2           |   | Instructional Block 2           | Instructional Block 2           |

|             |                  |                  |  |                  |                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------|------------------|------------------|--|------------------|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>3:00</b> | <b>PM Pickup</b> | <b>PM Pickup</b> | <b>1:05-3:00</b><br>Prep/IEP/504<br>/SST | <b>PM Pickup</b> | <b>PM Pickup</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------|------------------|------------------|--|------------------|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

- B. For regular classes, how many students and staff will be in each planned stable, group structure:**  
14 students and 1-2 adults
- C. If you have departmentalized classes, how you will organize staff and students in stable groups:**  
N/A
- D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**  
N/A
- E. Other considerations – After school programs, special education, therapies, carpooling, etc.:**

YMCA provides its own stable cohort, Special Education will be seen on a one on one basis or via Google meet

## **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:**

Visitors will check into the office and be screened with a visitor pass from Crisis Go

- B. Policy for limiting non-essential visitors:**

All visitors check in at the front office and are screened with temperature checks and given an “all-clear” sticker

## **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:**

Students are supposed to complete the Crisis Go clearance tool before arriving at the site. Each family will get an email every morning and certify that their student/s are cleared to attend school. Two check in areas will be set up and students will be screened using an Ipad check-in system and then walk under a temperature scanner. Students that did not complete Crisis Go at home will be cleared at the IPad stand or taken to the isolation tent if they cannot be cleared. Parents will be encouraged to remain in their vehicles or at the check in stand after dropping off students. Students that register green in Crisis Go will be allowed to go to the classroom, students that register red, whose parents may have left, will be redirected to the isolation tent until a parent can be notified.

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

Cohorts will go straight to class and not mix for break time. Snacks will be brought to their classrooms and taken home after each AM/PM cohort.

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

Crisis Go emails will be sent to every family and staff member every morning. Parents will answer the screening tool and are cleared to come to campus when their check in badge becomes Green. Students and staff will check in at two iPad stands and then pass under a mass temperature scanner. Those that turn red or have not completed the screening tool, or that trigger the temperature scanner, will go to the isolation tent until they can be cleared or until they can be picked up.

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

## 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:

Signs on the walls will show the students which way to walk. Four cohorts will share a bathroom in 3 wings of the school. Only 1 child will be allowed in the bathroom at a time. Others will wait 6 feet apart outside of the entrance. Each bathroom will have hydrogen wipes for each student to wipe down their spots, in addition to soap, water and paper towels for hand washing. An adult will be floating around the campus to monitor bathroom usage and cleaning. Play structures will have a schedule so that only one cohort at a time has access to the equipment.

## 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:

Kindergarten students will be dismissed to waiting parents first-following the exit signs on the wall. Students that are not picked up will be lined up by their rooms 6 feet apart. 1-3 will go next and exit to waiting parents. 4-5 will exit last and find parents or siblings to walk home. School staff will supervise.

B. Plan to minimize mixing of cohorts on departure:

Students will be instructed ahead of time, using a PBIS matrix to only walk with siblings or other family members or to the YMCA after school is dismissed. Staff will supervise dismissal.

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

Staff will encourage parents to get students and to leave as soon possible. Siblings will be encouraged to walk home as soon as school is dismissed. Students waiting for pick up will be six feet apart until their car arrives.

## 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:

Face coverings are required for each student and staff and will be provided to those that need them.

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

Two ply cloth coverings are required. No masks with valves or bandanas will be allowed.

C. Where will extra masks be available if needed?

In the office and in every classroom.

D. Describe plan for refusal to wear face coverings:

Administrator will call parents and ask for compliance with the Safety requirements. Students will be asked to attend the online cohort if they are unable/unwilling to wear an approved face covering.

## 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:

Parents will prescreen their students at home using the Crisis Go app on their phone.

B. Support available for individuals staying home:

Students that cannot pass the screener or choose to remain home will join the class via Google meeting from home.

C. Screening criteria/procedure onsite for staff:

Staff will clear themselves using Crisis Go and also pass under the temperature scanner before entering their work space.

D. Immediate protocol in case of a sick staff/faculty member:

Staff that become sick on site will be isolated and asked to leave the campus. If any staff is too ill to drive we will contact their emergency contact in the office immediately for pick up.

E. Screening criteria/procedure onsite for students:

Students will be cleared with Crisis Go before arriving on site. Students will pass under the temperature scanner. Students that may become sick at school will be taken to the isolation tent and supervised, at a distance, by a staff member until they can be picked up.

F. Immediate protocol in case of a sick student:

Students that may become sick at school will be taken to the isolation tent and supervised, at a distance, by a staff member until they can be picked up.

**G. Symptom monitoring procedures throughout day:**

Students that appear to be coughing or developing a fever will be screened with an on-site thermometer and evaluated for pick up.

**H. Screening of essential visitors/vendors:**

Visitors will be given a temporary sign in for Crisis Go and when cleared go under the temperature scanning thermometer.

## 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:**

Staff will be tested.

**B. Plan to routinely test students by tier:**

Students will be tested.

## 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:**

Cars will line up in the pick-up lane and signal for their student to come to the car. Walk up parents will be asked to stay six feet apart and to wait near the designated pick up area until they see their student. Parents will be encouraged by staff to leave as soon as their student is picked up.

**B. Classrooms:**

14 desks are spaced 6 feet apart and have a plastic protective screen attached.

**C. Hallways:**

Walkways are open outdoors and wide enough for students and adults to remain six feet apart.

**D. Student lockers:**

N/A

**E. Bathrooms:**

One child will be allowed in the bathrooms at a time.

**F. Locker rooms:**

N/A

**G. Gymnasium:**

Students will not be allowed in the gymnasium at this time.

**H. Playground / fields:**

Students will take breaks outside and remain on yoga mats that are spaced six feet apart. Only one cohort per play session will be allowed on playgroup equipment and staff will use a Google doc sign-up sheet for this.

**I. Staff break rooms:**

Only one staff member will be allowed in the break room at a time and then clean the items that they used with a hydrogen peroxide wipe.

**J. Other:**

**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.*

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

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

Signage will be displayed encouraging students and staff to wash their hands.

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

Drinking fountains have been disabled but students will be encouraged to bring their own water bottle.

## 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:

Tent location is to be near the office under the Flag Pole.

### B. PPE available for staff providing care in Isolation area:

The school office and in a bin at the Isolation area.

### C. Staff trained to provide care in Isolation area:

Office staff and other paraprofessionals will be trained, using OSHA guidelines, to monitor the Isolation area.

**D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:**

**E. Protocol for immediate removal and relocation of ill individual:**

**Ill students or staff will be asked to go to the Isolation area and remain there until emergency contacts can come and get them.**

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

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

**A testing site will be recommended and student/staff to not return until a negative Covid test or recommended isolation time from a physician after a positive Covid test.**

**H. Plan for testing symptomatic individuals:**

## **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:**

**Letter and phone call home to students and families in Spanish and English to cohort group of positive individual.**

## 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:**

## 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:**