

# Thomas Page Academy School (K-8)

## 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 as 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 will create stable groupings of 14 students in one classroom with 1-2 adults in the room. Cohorts will attend AM or PM scheduling option with multiple hours reserved in the middle of the day for campus disinfecting and cleaning. Siblings will attend AM or PM together for family transportation convenience and planning purposes.

### Hybrid Schedule TK-6 (DRAFT)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-10:40	AM Group In Person or Online	AM Group In Person or Online	8:30 Whole Class Meeting Online	AM Group In Person or Online	AM Group In Person or Online
8:20-8:40	SEL	SEL		SEL	SEL
8:40-9:40	Instructional Block 1	Instructional Block 1	Asynchronous learning and student services	Instructional Block 1	Instructional Block 1
9:40-10:40	Instructional Block 2	Instructional Block 2		Instructional Block 2	Instructional Block 2
10:40	<b>AM Dismissal</b>	<b>AM Dismissal</b>		<b>AM Dismissal</b>	<b>AM Dismissal</b>
10:40-12:40	Cleaning/Prep/ Lunch	Cleaning/Prep/ Lunch		Cleaning/Prep /Lunch	Cleaning/Prep/ Lunch
10:40-11:55	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		PM Group In Person or Online	PM Group In Person or Online
12:40-1:00	SEL	SEL		SEL	SEL
1:00-2:00	Instructional Block 1	Instructional Block 1		Instructional Block 1	Instructional Block 1
2:00-3:00	Instructional Block 2	Instructional Block 2		Instructional Block 2	Instructional Block 2
3:00	<b>PM Dismissal</b>	<b>PM Dismissal</b>		<b>PM Dismissal</b>	<b>PM Dismissal</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:

Secondary teachers will have two stable groupings of 14 students in their classrooms each week. Students are placed in four stable groupings and assigned AM or PM times on campus.

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

We will not offer elective classes during the hybrid model while in purple tier.

**E. Other considerations – After school programs, special education, therapies, carpooling, etc.:**

Thomas Page Academy offers school buses for transportation through West County Transportation. The bus safety protocols are attached to this document. Students will complete Crisis Go check-in before riding the bus. Students will have assigned seating on the bus. Buses will be functioning at 50% less capacity than usual in order to implement physical distancing. Facial coverings are required on every student on the bus. Windows will be open for extra ventilation. Families will be advised about bus safety protocols and for students to bring extra clothing to keep warm with windows down.

Some students will attend YMCA program on campus for after-school care. These students will walk over to the program, which also observes all physical distancing, facial covering, health screening safety protocols.

Special education services will take place online and in-person. The second adult in a classroom with the stable grouping may be an education specialist or paraprofessional in the classroom to support special education students.

Therapies and counseling will continue online.

## **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:**

Crisis Go – every family will complete Crisis Go health screening before arriving on campus. Students that did not complete Crisis Go in advance will be cleared at iPad screening entrance or go to isolation tent for more specific screening.

School buses and parents will drop off students at specified locations in the bus/carpool car loop driveway.

Parents who drop off their students will be encouraged to stay in their cars.

There will be two screening entry points. One located outside the front office (A Building) and one located in front of the walkway between the C and B buildings.

Students will check-in at two iPad stands, located at the school entrances and proceed through temperature screening. While waiting in line to enter, students will stand six feet apart from one another and then proceed further into campus, using the identified directional entrance walkway.

Staff member yard (supervisors/computer lab assistant) will manage social distancing during check-in.

As students complete health screenings at the iPad stations and iPads indicate the student is safe to go to class, students will be stamped on their hand with the date and an ‘Screened and Cleared’ message. If the iPad indicates symptoms or concern the student will be directed to go to the Isolation tent for further screening and pick-up.

There will be an Isolation tent for further screening located at both entrance points.

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

Students will be assigned an entrance station according to cohort. As students wait to enter campus, they will remain in line and six feet apart from one another. School staff will supervise and oversee cohorts remaining separated.

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

Crisis Go Application – every family will complete Crisis Go health screening before arriving on campus. Students that did not complete Crisis Go in advance will be cleared at iPad screening entrance or go to isolation tent for more specific screening.

School buses and parents will drop off students at specified locations in the bus/carpool car loop driveway.

Parents who drop off their students will be encouraged to stay in their cars.

There will be two screening entry points. One located outside the front office (A Building) and one located in front of the walkway between the C and B buildings.

Students will check-in at two iPad stands, located at the school entrances and proceed through temperature screening. While waiting in line to enter, students will stand six feet apart from one another and then proceed further into campus, using the identified directional entrance walkway.

Staff member yard (supervisors/library assistant) will manage social distancing during check-in.

As students complete health screenings at the iPad stations green indicates student is safe to go to class, and if the iPad indicates ‘red’ the student will be directed to go to the isolation tent for further screening and assistance. Students who complete a healthy screening with no concerns will be given a card indicating to their classroom teacher that they’re all clear and safe to be on campus.

There will be an isolation tent for further screening located at both entrance points.

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

The parking lot will be closed to parking. We will have school staff supervision at drop-off to monitor parents remaining in vehicles, students remaining distanced, and directing students through the entrance points. School staff will also direct the continual traffic flow ensuring efficiency.

Communication in the form of written notices and parent meetings will be distributed in advance of reopening sharing the no mingling policy and protocols for health and safety at pickup and drop-off.

## **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:**

Upon arrival to school students will be assigned an entrance and screening point in accordance with their cohorts. After health screening, students will go directly to their classroom and remain in their assigned seat and space.

Paws showing students which direction to walk will be painted on the ground so that as students walk to their assigned location, students walk the same direction to assist with physical distancing.

Cohorts will be assigned to specific restrooms for use:

- Kindergarten will use classroom restrooms
- Grades 1-2 will use B-wing restrooms
- Grades 3-5 will use A-wing restrooms
- Grades 6-8 will use E-wing restroom

Cohorts will have specific locations on campus where students will wait for dismissal at pickup in the pickup area in front of the school.

Daily breaks will not be scheduled within the two hour instructional day. Each grouping will have the opportunity to use one of the three play structures for ten minutes once a week.

## **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:**

When picking up students parents are to remain in their vehicles and drive through the carpool loop driveway. School staff will supervise and direct traffic.

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

Students will use assigned movement areas to arrive from their classroom to their assigned pickup area or bus. Students will wait for pickup, physically distanced, in their cohort's assigned location. School staff will supervise.

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

The parking lot will be closed to parking. We will have school staff supervision at drop-off to monitor parents remaining in vehicles, students remaining distanced, and directing students to the appropriate waiting locations. School staff will also direct the continual traffic flow ensuring efficiency.

Communication in the form of written notices and parent meetings will be distributed in advance of reopening sharing the no mingling policy and protocols for health and safety at pickup and drop-off.

## **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:

Buses will be filled at half capacity. Students will have assigned seats on the buses ensuring distancing. Students will practice and be instructed to remain physically distanced when entering the bus.

Each student grouping will have a specified location to wait for carpool pickup and remain physically distanced. School staff will supervise.

**B. Classrooms:**

Student desks in classrooms are spaced six feet apart. Teacher's area is distanced seven feet apart from students. Common areas will serve one individual at a time and are spaced six feet away from students. Each desk has a plexiglass divider to assist with distancing. One student may be out of seat in designated areas at a time.

**C. Hallways:** Every classroom has doors that open to the outside. Hallways will be closed to students, with the exception of 8<sup>th</sup> graders and 6<sup>th</sup> graders when using the E-wing restroom. They may use the hallway, one student at a time.

**D. Student lockers:** NA

**E. Bathrooms:** Students and staff members will be assigned to specific restrooms. Only one student

**F. Locker rooms:** NA

**G. Gymnasium:** The multi-use room will not be open for use, other than during staff break times.

**H. Playground / fields:** Each student grouping will be assigned ten minutes at one of the three playgrounds on campus, each week. Otherwise, playground and field use is prohibited and areas will remain closed.

**I. Staff break rooms:** Each staff member will be assigned an area in the Multi-Use room for lunch.

**J. Other:**

**K. Plan for specific situations when distancing is >6 ft is not possible:** Secure face coverings must be worn at all times. Physical distancing must be considered at all times. When six feet distance is not possible, face coverings must be secure, the interaction should take place outdoors or with any windows and doors open for fresh air. Sanitization and handwashing should also occur in this case.

## **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:
- B. Toys / Play equipment:
- C. Electronics equipment:

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.

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.

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:

Both check-in/entrance stations will have an isolation tent in close proximity to the station. If someone should present with symptoms, an incomplete health screening, or a temperature above 100.4, they will be escorted to the isolation tent.

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

Staff providing care in the Isolation area will wear a face covering and plastic guard, as well as gloves. Isolation tents will be stocked with hand sanitizer and disinfecting wipes. Staff providing care in Isolation will be fit-tested and trained to seal-check N95 respirator.

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

Office staff, school nurses, computer lab assistant, campus supervisors, and paraprofessionals will be training to provide care in 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:

School staff will direct and accompany the individual to the nearest Isolation tent immediately and communicate with the Isolation personnel.

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

Disinfecting supplies will be stored in the office and custodial closet. They will be readily available at all times in the Isolation tents. All surfaces will be disinfected after (and during if needed) care of affected individuals in the isolation area. Any contaminated surface/area will be disinfected immediately after use.

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

Families of isolated and affected individuals will be provided with instructions to receive COVID testing and report negative test results before returning to campus.

### H. Plan for testing symptomatic individuals:

Testing resources or materials will be provided to 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:**

## **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:

The rural path behind the school is utilized by a few students when walking to school. This path will be closed, in order to ensure all students are checking-in at the front of the school at the specified entrance and screening points.

Bus protocols are attached. Every student must use their bus card to scan on and off the bus each day to ensure the ability to contact trace effectively.

## 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:**