

University Elementary School at La Fiesta 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.**



University Elementary School at La Fiesta in Cotati-Rohnert Park Unified School District

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 assigned to a cohort that is assigned to a primary teacher. When determining cohorts, systems will be in place to prevent mixing cohorts in the extent practicable. Cohort considerations will include consideration of: sibling, medical needs, special education students, English Learners, and family needs that include daycare and work schedules.

UELF will be providing cohorts that meet 4 days a week for 2 ½ hour instructional blocks. The AM/PM hybrid model of instruction. The model is inclusive of social distance protocols for students inside and outside of the learning spaces. These are stable cohort groups, meaning it is the same group that is meeting at each time of the day. The cohorts will meet Monday, Tuesday, Thursday, Friday; AM will be 8:10am to 10:30am, PM will be 12:30pm to 2:50pm.

Draft TK-5 Hybrid Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 - 10:30 AM	Cohort A in person Teaching Block	Cohort A in person Teaching Block	Cohort A & B Online Class Meeting	Cohort A in person Teaching Block	Cohort A in person Teaching Block
10:30 - 12:30	Classroom cleaning, teacher lunch, and prep	Classroom cleaning, teacher lunch, and prep	Staff Meeting PD PLC Planning Time	Classroom cleaning, teacher lunch, and prep	Classroom cleaning, teacher lunch, and prep
12:30 - 2:50 PM	Cohort B in person Teaching Block	Cohort B in person Teaching Block	Lunch/Prep	Cohort B in person Teaching Block	Cohort B in person Teaching Block

Students are assigned to either Cohort A or B, students who wish to remain participating via Distance Learning may do so.



UELF Hybrid Learning

Respectful	Responsible	Safe
<ul style="list-style-type: none"> ❖ Voice level: 1-3 ❖ Follow directions ❖ Use the tools to ask for help. ❖ Provide for 6 feet of personal space ❖ Encourage each other and use kind words 	<ul style="list-style-type: none"> ❖ Please and Thank You Tool ❖ Patience and Breathing Tools ❖ Manage your belongings and school materials ❖ Use your water bottle ONLY for drinking ❖ Log on, participate and do your best work 	<ul style="list-style-type: none"> ❖ Walk at all times ❖ Keep hands, feet, and objects to yourself ❖ WASH hands ❖ WEAR a face covering ❖ WATCH your spacing ❖ Stay 6 feet apart

- B. For regular classes, how many students and staff will be in each planned stable, group structure:**
 Each stable cohort will comprise of 12 to 14 students with a minimum of one teacher and possibly a support staff like a paraeducator or student teacher. The cohort number will address the need of the students in the cohort, so for example this might be 13 students, 1 teacher, 1 paraeducator, and 1 student teacher.
- 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:**
 Elective classes, like Garden, Music, and PE, will be taught during asynchronous instructional segments through a virtual format.
- E. Other considerations – After school programs, special education, therapies, carpooling, etc.:**
 No after school programs will occur.
 RSP, speech services, occupational therapy, and adaptive PE will continue to be offered virtually. In some individual cases, special service providers may make an appointment to meet with the students to work 1:1 with them.

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:**
 To be posted to inform the community regarding drop off/pick up areas. Six foot spacing will be put in the pick up/drop off.

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:

Parents will drop students off from the parking lot, then support staff will be placed on the site to direct students to their classrooms. Cones and walking dots will be used to support directing students, along with whiteboard signs. Using language like, “Thank you for being safe by walking 6 feet apart and wearing your face covering.”

There is one screening area in front of the main office.

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

As students arrive to campus, are screened then they will be guided by support staff to walk to the classrooms where they will stand 6 feet apart. Teachers will have their rooms open for a quiet entry activity like reading, drawing, listening to calming music.

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

Students: Each morning, before arriving to school, parents will complete a student health survey using Crisis Go (parents will receive an e-mail reminder each morning).

At each entrance there will be markings on the ground for students to stay 6 feet apart. Students will each have a QR code that they will scan at one of the check-in stations via an iPad. When given the green light (indicating that they are clear to be on campus) they will continue. If students haven’t filled out the survey, we will have computers available to answer the questionnaire and get them checked in.

As students continue, they will reach our thermal cameras which are also located at each entrance site. The thermal cameras will take up to 30 people’s temperatures. We will be monitoring the device to ensure all students entering campus are fever free.

When students enter the classroom, the teachers will pull up their Crisis Go dashboard and ensure that they’ve been through the check-in station. If they didn’t go through the check-in station they’ll go out and check-in.

Administration will check the Crisis Go dashboard at the beginning of each school day to ensure that all students in classrooms have been cleared to be in class.

Teachers: Teachers will fill out the questionnaire each morning, via Crisis Go. They will also receive an e-mail each morning. Administration will check that all staff members have completed the survey before school.

Preschool parents will escort their preschoolers to their classrooms due to their emotional and physical needs.

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

Families will be notified through multiple mediums, like the newsletters, social media, and site signage, to encourage the respect of the schedule so students can be monitored in a safe way. AM Cohort students will be on site from 8:10am to 10:30am and PM Cohort students will be on site from 12:30pm to 2:50pm.

There is one designated location for students to enter campus. Maps will be sent home for families to review and site tours will be provided for students and families to walk through the course of a students’ day on site.

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:

Each classroom/student will be assigned a bathroom and the route that they should take to get to that bathroom.

We will not have recess, but teachers will be able to sign up for a designated outdoor space. Each designated outdoor space will have one stable cohort in that space at a time. The outdoor spaces at UELF include:

- Baseball Field
- Laguna de Santa Rose Trail
- Garden
- Kinder playground
- Main Playbround

- Handball Courts
- Pavement Space outside of the office

Staff will supervise students to ensure that there is no co-mingling between stable groups during breaks and that students only play with students in their stable group.

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:

Preschool parents will be allowed to pick up their children at the classroom door.

TK/K students will be escorted through their playground to the maintenance entrance to the UELF school site and parents will be able to pick-up their children there. Teachers will stay with the TK/K until parents are there to pick-up their children.

Teachers and staff will walk students to the parking lot where classes will go to their designated location, marked by a cone, and parents will drive through the lot to pick them up or students will walk to their meeting spot destination.

B. Plan to minimize mixing of cohorts on departure:

Students will be in cohorts until they are picked up. Students will remain 6 feet apart with staff support and visual cues. Face coverings will be worn at all times.

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, ≥ 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:**
 Families will drop students off at their assigned area. For pickup-Students will wait for their ride by waiting in their cohort, 6 feet apart.

 We do not have any buses.

 Markings, 6 feet apart, will be utilized to ensure physical spacing of students in these areas.
- B. **Classrooms:**
 Each classroom has 14 desks that are spaced 6 feet apart, each desk has a student shield.

 Each Teacher has a space at the front of the room, with 6 feet distancing, the teacher will do the majority of instruction here.

Teachers and paraprofessionals will remain 6 feet away from students and each other.

Signage has been posted in each classroom to designate 6 feet distancing.

C. Hallways:

UELF hallways are outside. Students and staff will walk on the right side. Signage will be provided to guide where to walk. Staff Hallway monitors will be in place to support this transition.

D. Student lockers:

N/A

E. Bathrooms:

Cleaning materials will be in each bathroom so that areas used can be wiped down by disinfectant wipes after each use.

- The two Preschool classrooms share one bathroom.
- The two TK/K classrooms share one bathroom.
- The 1st-5th and SCOE classrooms will be assigned a stall in the bathrooms.

The daytime maintenance and principal will be in the hallways to facilitate the proper use and protocols for the bathrooms during the hybrid cohort times.

F. Locker rooms:

N/A

G. Gymnasium:

The Multi-Use Rooms will be a work space for teachers while their classrooms are being cleaned.

H. Playground / fields:

The playground area will be broken into sections and teachers can sign up to a stable cohort use a section during the day. Only one stable cohort will be able to use each section per day.

There will not be a daily designated recess break, as students are on campus for a short period of time.

Signs have been posted to reinforce social distancing guidelines.

Students will be supervised to keep their physical distance when on the playground.

I. Staff break rooms:

Each staff member, which is coordinated with their grade level team, has been given an additional work space on campus, where they will be able to maintain 6 feet distance. Their work supplies will be there so they can go back and forth to that work space.

Staff will be able to use the copy room as needed and they will wipe down the copier with disinfecting wipes after use.

Staff will be able to access their boxes in the staff room, but will not be able to gather in the room.

Signage will be posted to remind staff of physical distancing requirements.

J. Other:

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

All individuals on campus must wear their masks at all times and maintain a distance of 6 feet. If a specific situation when 6-foot distancing is not possible the interaction will be less than 15 minutes and additional PPE is available if needed (plexiglass barrier, face shields, extra masks, gloves, & gowns). Additionally, good ventilation and air circulation will be ensured through open windows, doors, and the improved HVAC air filters installed in each classroom and building.

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. Electronic 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:

If a student becomes ill or develops COVID-19 symptoms while on campus, they will be required to wait in the isolation tent until they can be transported home, or to a healthcare facility, depending on the severity of the symptoms.

The isolation area is separate from the regular health office of campus. Students with non COVID-19 health needs may continue to use the office when necessary.

The isolation area is located near the front of the school and the main office.

Isolation Area Protocol:

- When a student has COVID-19 symptoms a phone call will be made to the office, and a staff member will meet the student outside of their classroom.
- The front office will call home and inform the parent that their child is experiencing COVID-19 symptoms.
- The designated staff member will put on PPE before interacting with the individual.
- The designated staff member will maintain social distancing as much as possible.
- The student will keep their mask on.
- The designated staff member will walk with the student to the isolation area, if the student is unable to walk, we will have a wheel chair available.
- The staff member will attempt to minimize contact with the sick individual.
- Following evaluation, the designated staff member will leave the isolation area and remove PPE safely and perform hand hygiene immediately.
- Each time the designated staff member enters the isolation tent, they will put on clean PPE, they will remove the PPE upon exiting, and wash their hands.
- The student will remain in the tent until someone from their emergency contact list is able to pick them up.
- The designated staff member will be outside of the isolation room and will monitor the student frequently.
- If the person has minor symptoms and is stable, they will remain in the tent until someone is able to pick them up.
- If the person's conditions are deemed serious, 911 will be called immediately.
- The site principal will notify the COVID-19 coordinator of the student/staff member who was symptomatic and in isolation.

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

Masks, face shield, gown, and gloves. We will also have hand sanitizer, contactless thermometer, paper towels, and alcohol wipes.

C. Staff trained to provide care in Isolation area:

Monica Seo, School Nurse; Christina Lunde, Principal; Alicia Lara, Office Manager; Jose Sanchez, Custodian

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

District provided training will be offered to staff multiple times and in multiple modalities.

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

If a student becomes ill or develops symptoms of COVID-19 while on campus, they will be required to wait in an isolation area until they can be transported home, or to a healthcare facility, depending on the severity of the symptoms.

A designated staff member will meet the student/staff outside of the classroom and escort them to the isolation area.

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

Our custodians have been trained in the proper cleaning and disinfecting of classrooms, offices, work spaces, outdoor

areas and frequently touched areas throughout the school. Custodial staff will clean each room between 10:30am and 12:30pm as well as after 2:50pm each day.

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

All parents/guardians must have a plan for picking their child up if they should become ill while on campus. Parents/guardians will be expected to pick up the child immediately. Emergency contacts will also be notified if a parent/guardian is not able to be reached.

Siblings and/or other household members will also need to be picked up. When the parent arrives, they should stay in the car, call the office (707-792-4840) and wait for the child/children to be escorted out.

Families will be advised to contact their healthcare provider and schedule an appointment and/or a COVID-19 test.

If you student or staff member was sent home for COVID-19 symptoms, they may only return to school if they have had a negative COVID-19 test, or their healthcare provider provides an alternative diagnosis, their symptoms are improving, and they've been fever-free for at least 24 hours without the use of medication. Siblings and other household members attending school must also stay at home until the symptomatic person has been cleared to return to school.

Families should contact the school as soon as possible if the student is diagnosed with COVID-19.

H. Plan for testing symptomatic individuals:

Families should contact their healthcare provider to schedule an appointment and/or schedule a COVID-19 test. They should also contact the school as soon as possible if the student is diagnosed with COVID-19.

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:

UELF will work with the district Pandemic Coordinator to address contact tracing and next steps when there is a positive case on site.

B. Plan for confirmed COVID-19 case reporting:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

C. Plan for "Close Contact" identification:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

D. Plan for Exposure testing for staff:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

E. Plan for Exposure testing for students:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

F. Support for staff in Isolation/Quarantine:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

G. Support for students in Isolation/Quarantine:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

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

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

I. Return to school criteria for exposed close contacts:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

J. Outbreak response plan:

Cohorts will follow COVID positive testing protocols as needed, following guidance from the county.

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 A Wing of UELF requires portable HVAC ventilators for any type of use.

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: