

Date: February 1, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: [Vallecitos School District](#)

Number of schools: [1](#)

Enrollment: [183](#)

Superintendent (or equivalent) Name: [Maritza Koeppen, Ph.D.](#)

Address: [5211 Fifth St. Rainbow CA 92028](#) Phone Number: [760-728-7092](#)

Email: mkoeppen@vallecitos.net

Date of proposed reopening: [Currently Opened](#)

County: [San Diego](#)

Current Tier: [Purple](#)

Type of LEA: [District](#)

Grade Level: [Pre-K through 8th grade](#)

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.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: 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:

I, [Maritza Koeppen](#), 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:

1. 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. 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 be grouped in small, stable cohorts.
- Students in Group A will be in school on Mondays and Wednesdays. Students in Group B will be in school on Tuesdays and Thursdays.
- The maximum number of students and staff in a stable group will be limited to safety distancing requirements.

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

- Teachers in 7th and 8th grade will continue using Zoom to teach science and math.

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

Not Applicable

2. 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.

During arrival and departure:

- Multiple entrance and departure locations will be established.
- Student supervisors will ensure distancing is followed and adhered to at the entrances and departures each day.
- Contact will be minimal for adults, such as staff, teachers, families, and community members at the beginning and end of the school day.
- Students will be screened prior to entering the campus.
- Staggered schedules may be utilized to maintain separation at arrival and departure.

- Ground markings will indicate 6-feet of separation.
- Monitoring by staff and teachers will take place to ensure distancing.
- Students with snacks will utilize the outside tables and grass areas on a rotating schedule.
- Classroom rotation schedules for recess areas will be utilized to maintain 6-feet of separation.
- Students will grab their breakfast and lunch meals one day a week at departure and will go home for distance learning in the afternoon.
- Students will not eat lunch on campus during the hybrid model, unless they are enrolled in the ARC before or after school program.

In classroom spaces:

- Students will be grouped in small, stable cohorts.
- Movement around the classroom will be minimized.
- Desks and seats will be placed 6-feet apart from the other students.
- Furniture has been removed to maximize the space within the classroom.
- The teacher's desk will be placed 6-feet apart from the classroom.
- Students in Group A will be in school on Mondays and Wednesdays. Students in Group B will be in school on Tuesdays and Thursdays.
- Turning in assignments will be modified to keep 6-feet of separation.
- Plexi glass barriers will be installed in the front office and available to teachers that meet with multiple groups of students, such as the Speech Therapist, Reading Specialist, SAI teacher, and ELD Coordinator.

In non-classroom spaces:

- Visitors, volunteers, and group activities will be limited.
- Outdoor space will be encouraged on a rotating schedule to ensure all classes have access to alternative spaces.
- One-way pathways around the campus will be established.
- Students will not switch classrooms. Teachers will rotate into classrooms if necessary.
- Eating outdoors will be encouraged on a rotating schedule.
- Recess will be staggered and play areas and equipment will be rotated on a weekly basis. All equipment will be disinfected by use of small, stable group.

For sports and extracurricular activities:

a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time.

- b. Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission.
- c. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (*e.g.*, running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- d. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- e. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- f. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

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

1. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.
 - Teachers and staff will be trained on proper usage of personal protective equipment (PPE).

- Teachers will also teach students the proper use of face coverings and shields. Videos will be played on proper face covering procedures.
2. Face coverings are mandatory for all students in preschool through eighth grade, including all staff and visitors.
 - Exceptions for face coverings will be based on medical exemptions or the decision of an IEP team. Social distancing will be encouraged when face coverings cannot be worn.
 - If students do not have a face covering, a disposable mask will be provided. A phone call home will be made reminding parents of the face mask requirement.
 - Students may remove their face coverings for meals, snacks, or outdoor recreation, with social distancing encouraged.
 - A meeting may be scheduled with the parent/guardian to support or assist students in wearing a mask.
 - Students refusing to wear mandatory face coverings will be held in isolation area until parent can be contacted to pick the student up from school.
 - Students touching or tampering with another student's face covering will be subject to District and site disciplinary procedures. Alternative educational opportunities for students subject to disciplinary procedures may be considered.
 3. Face coverings are mandatory for staff.
 - All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
 - Face shields may be used to assist children with special learning needs as long as the neck area is covered with a scarf or similar covering. The staff member should maintain physical distancing from others, to the extent practicable. Staff must wear a face covering outside of the classroom.
 - Employees handling or serving food must use gloves in addition to face coverings.

4. 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.

Implement screening and other procedures for all staff and students entering the facility.

- Temperature screening will be implemented for all staff and students.
- All students and staff will be asked whether they exhibit symptoms of COVID-19.
- Staff and visitors will attest to temperatures below 100 degrees and that they exhibit no symptoms prior to arriving on campus.

Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

- Students and staff will be screened each day with a no-touch thermometer.
- Parents and guardians will be encouraged to wait until the screening process is completed for their child.

Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.

- Everyone will be asked the mandatory screening questions.
- Anyone exhibiting COVID-19 symptoms will be asked to stay home.

5. 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.

1. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
 - Students and staff will be trained in proper hygiene practices.
 - Signage and posters are located around the outside campus, inside restrooms, and in sink locations.
2. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
 - Four portable handwashing stations have been placed in front of classrooms without sinks in the room.
 - Proper handwashing strategies are posted in front of every sink.
 - Hand soap, paper towels, and medical grade hand sanitizer are located in every room.
3. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
 - Students will take the time to wash their hands prior to coming into the classroom.
 - Students will wash their hands after snack or lunch.

4. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
 - All classrooms will be stocked with hand soap where a sink is available, tissues, additional face coverings, and medical grade hand sanitizers.
 - Custodial staff will check on a regular basis for replacement of these items.

6. 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.

- Vallecitos will contract a third party for nursing services that will support identification, symptom monitoring, and contact tracing if required.

7. 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: 6 feet

Minimum: 6 feet

During arrival and departure:

- Multiple entrance and departure locations will be established.
- Student supervisors will ensure distancing is followed and adhered to at the entrances and departures each day.
- Contact will be minimal for adults, such as staff, teachers, families, and community members at the beginning and end of the school day.
- Staggered schedules may be utilized to maintain separation at arrival and departure.
- Ground markings will indicate 6-feet of separation.
- Monitoring by staff and teachers will take place to ensure distancing.
- Students will eat snacks utilizing the outside tables and grass area on a rotating schedule.
- Classroom rotation schedules will be created to eat breakfast outside using 6-feet of separation.
- Students will grab their lunch at departure and will go home for distance learning in the afternoon.

- Students will not eat lunch on campus during the hybrid model, unless they are enrolled in the ARC after school program.

In classroom spaces:

- Students will be grouped in small, stable cohorts.
- Movement around the classroom will be minimized.
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- Furniture has been removed to maximize the space within the classroom.
- The teacher's desk will be placed 6-feet apart from the classroom.
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- Turning in assignments will be modified to keep 6-feet of separation.
- Plexi glass barriers will be installed in the front office and available to teachers that meet with multiple groups of students, such as the Speech Therapist, Reading Specialist, SAI teacher, and ELD Coordinator.

In non-classroom spaces:

- Visitors, volunteers, and group activities will be limited.
- Outdoor space will be encouraged on a rotating schedule in order to ensure all classes have access to alternative spaces.
- One-way pathways around the campus will be established.
- Students will not switch classrooms. Teachers will rotate into classrooms if necessary.
- Eating outdoors will be encouraged on a rotating schedule.
- Recess will be staggered and play areas and equipment will be rotated on a weekly basis. All equipment will be disinfected by use of small, stable group.

8. Staff Training and Family Education: How staff will be trained, and families will be educated on the application and enforcement of the plan.

Train all staff and provide educational materials to families in the following safety actions:

- Staff have been trained in COVID 19 awareness and have viewed Staying Safe in my Office Space, COVIDA 19 for Employees, and COVID 19 Training for California Workers by Cal/OSHA.
- Custodial staff have been trained in Cleaning/Disinfecting for the Coronavirus and Integrated Germ Management from the JPA library.
- Staff received training on disinfecting, sanitation, and cleaning awareness through Hygienics Health's Cleanliness Validation Report of the school campus.
- Physical distancing signage and posters have been posted throughout the campus.

- Hand washing procedures have been posted in front of every sink on campus to demonstrate proper handwashing techniques.
- District staff have been trained on decision tree protocols for identifying a variety of COVID -19 exposure scenarios.
- Guidelines for quarantine will be followed using CDPH guidelines and San Diego County Decision Tree.
- Decision Tree training was provided by Corrine McCarthy, Project Specialist, at the San Diego County Office of Education.

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

Consult with local health departments if routine testing is being considered by a local educational agency.

- Testing procedures will be implemented based on state and local guidance.
- Vallecitos will coordinate testing for staff in conjunction with the San Diego County Office of Education and the San Diego County Health and Human Services Agency.
- Half of the staff will be tested for COVID-19 each month.

10. 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. Planned student testing cadence. Please note if testing cadence will differ by tier:

Consult with local health departments if routine testing is being considered by a local educational agency.

- Testing procedures will be implemented based on state and local guidance.
- Vallecitos will coordinate testing for students in conjunction with the San Diego County Office of Education and the San Diego County Health and Human Services Agency.

11. 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.

Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

- Vallecitos School District will work with San Diego Health and Human Services staff if anyone becomes exposed to a positive case of COVID-19.
- All matters will follow FERPA rules and state laws related to privacy.

12. 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.

Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

- Staff may report absences using a Form B and by calling the school receptionist.
- Families may report an absence by calling the school.
- Confidentiality and FERPA laws will be maintained.
- Staff have been trained by legal counsel on FERPA laws.
- A Google Form was created to report positive COVID 19 cases to the school and is located on the district's website.

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

Local Health Officer Approval: The Local Health Officer, for (San Diego County) Wilma J. Wooten M.D., M.P.H. County has certified and approved the CSP on this date: _____ . If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.