

Date: 1/28/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: **Sacred Heart Catholic School**

Number of schools: 1

Enrollment: 355

Superintendent (or equivalent) Name: Alan Bruzzio, Principal

Address: 43775 Deep Canyon Road

Palm Desert, CA 92260

Phone Number: 760-346-3513

Email: abruzzo@sbdioocese.org

Date of proposed reopening: 3/01/2021

County: Riverside

Current Tier: Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA: Private

Grade Level (check all that apply)

☐ TK ☒ 2nd ☐ 5th ☐ 8th ☐ 11th

☒ K ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

☒ 1st ☐ 4th ☐ 7th ☐ 10th

**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, Alan Bruzzio, 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:

■ **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?) There are two classrooms per grade (K-6) Minimum 15 students/Maximum 32 with two adults in each room.

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

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

- Teacher and other staff desks at least 6 feet away from student and other staff desks. Student chairs are at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made.
- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.
- SHS will redesign activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- SHS will prioritize the use and maximization of outdoor space for activities where possible.
- Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent.
- Staff and students will remain 6 feet apart at all times.
- Groups will consist of elementary class sizes which will range from 16 – 32 students. All desks are facing the front of the classrooms, and extra furniture and tables have been removed to ensure maximum spacing (4-6 feet) of desks. Our large classroom spaces will enable Sacred Heart to be able to distance the group. A good faith effort has been made to keep 6ft. between people.
- Instruction for groups will take place in the individual classrooms.

- Sacred Heart will continue to strictly limit interactions between groups. Students stay in their group with their teacher throughout the day.
- Recess and Lunch will be staggered and students will interact only with students in their group.
- Each group has their own place to play and eat their lunch which is separate from the other groups. Sacred Heart is blessed to have 3 acres of grassy fields, black top areas etc. to keep all groups distanced. The school has a large outdoor picnic area, black top play area, and huge field. Each group will be assigned their own area for supervised eating and playing. This vast space allows each cohort a huge distanced space which is required in the directives of the California Department of Public Health Guidelines for Safely reopening Schools. Sacred Heart will adhere to these guidelines for groups and distancing. The school has large play areas to separate groups, and only a few groups will be outside at a time for more than ample distancing according to the CDPH guidelines.
- Any movement of students outside of class will be done as a group at separate times.
- Students can temporarily take off masks when eating, but must immediately put them back on when finished.
- Sanitizing and washing of hands will be mandatory upon entering rooms.

### **Non-Classroom Spaces**

- No nonessential visitors, volunteers and activities involving other groups will be allowed
- No communal activities. If necessary we will stagger use, properly space occupants and clean in between uses.
- Non-classroom space for instruction, including regular use of outdoor space, weather permitting can be used.
- Congregate movement through hallways will be minimized and only one group at a time.
- Meals are served outdoors or in classrooms in stable groups at alternate times.
- Recess activities are in separated areas designated by group.
- School athletic activities and sports will follow the CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.

**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 groups.

- Sacred Heart has several entrances for students drop off and pick up which will ensure safe distancing as to the CDPH Guidelines for Safely Reopening Schools.

**Drop off Procedures:**

Parents will be required to follow the directions of Parking Personnel while entering the drop-off area. Each Grade Level will have a designated area for drop off and pick up, but any family in grades K-8 are welcome to use the Drop-Off areas in the morning. This routine will ensure that we are in keeping with the distancing protocols and separating cohorts in the drop off process. Drop offs are from 7:00 – 8:00 am.

**Drop off and Pick-up for Pre-School**

- Parents will escort your child to the Preschool.
- Escort your child to the "Check in" area. Please note that parents will not be allowed past the gate.
- Please wait at the gate to receive your child and sign him/her out at the end of the day.

**Drop off for Kindergarten – 1st Grade**

- Parents will escort or drop off your child to the Speck Building Gate. The gate monitor will direct the children directly to their classrooms. Please note that parents will not be allowed past the gate. (Exceptions for Kindergarten parents may be necessary at first.)
- Families are also welcome to use the drop off lanes in the back parking lot.

**Drop off for 2nd – 5th grade students:**

- Parents may escort or drop off students to the Front Office Gate or Rover Field Gate. The gate monitor will direct the children to their classrooms. Please note that parents will not be allowed past the gate.
- Families are also welcome to use the drop off lanes in the back parking lot.

**Drop off for Sixth grade students:**

- Parents may escort students to the Junior High gate (in the front parking lot at the end of the junior high hallway). Please note that parents will not be allowed past the gate.
- Families are also welcome to use the drop off lanes in the back parking lot.

**Pick Up Procedures:**

In an effort to keep students safe and allow for better flow and follow distancing protocols, we have slightly staggered the pick-up times. Parents will need to wait at the gate or in their cars and the teacher will dismiss each student following the CDPH Guidelines for Safely Reopening Schools.

**Lunch/Recess:**

- Groups will continue during lunch and recess. Three separate periods for both lunch and recess are established with defined eating and playing areas for each cohort.

**Movement:**

- Movement patterns will be adjusted, so children do not cross paths as they move throughout the campus.
- 6ft distancing signs, and taped arrows and markers will be used to indicate movement of traffic and 6 feet distancing parameters as to the CDPH Guidelines for Safely Reopening Schools.

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

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.

- Information contained in the CDPH Guidance for the Use of Face Coverings is provided to staff and families of students.
- The school will teach and reinforce use of face coverings, or in limited instances, face shields with drapes.
- Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training will include diocesan policies on how people who are exempted from wearing a face covering will be addressed.
- Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted. A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be placed in a clean, safe area, by the teacher or aide clearly marked with the student's name and date, until it needs to be put on again.
- Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with



communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.

- Persons exempted from wearing a face covering due to a medical condition, as confirmed by the school/diocese must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- School will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- School will offer distance learning for students who are excluded from campus because they will not wear a face covering.
- The school will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- The school will provide and ensure staff use face coverings and all other required personal protective equipment in accordance with CDPH guidelines.
- School will notify others who share spaces with unmasked or sub-optimally masked individuals about the environment.
- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- The school will use disposable gloves to supplement frequent handwashing or use of hand sanitizer.

**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.

- Parents will be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2.
- Staff members will be provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.

- The school will implement a daily home symptom and exposure screening using health department approved questions.
- Parents will send to school with each child the answers to the health questions daily with signature. Staff will be screened upon entrance.
- The school has an isolation room to separate anyone who exhibits 1 or more symptoms of COVID-19 while at school.
- Staff and students will self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.
- Any students or staff exhibiting 1 or more symptoms will be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- If a student is exhibiting 1 or more symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- No-touch thermometers are available for regular temperature checks throughout the day.

**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.

- The school will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The school will teach students and remind staff to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow. Students and staff will wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or music; and before and after using the restroom. Students and staff will wash their hands for 20 seconds with soap, rubbing thoroughly after application. Staff will model and practice handwashing. Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into 25 hands until completely dry. Ethyl alcohol-based hand sanitizers will be used when there is the potential of unsupervised use by children.
- Handwashing stations are throughout the school site and in/or near classrooms to minimize movement and congregating in bathrooms.
- Established routines enable students and staff to regularly wash their hands at staggered intervals.
- Adequate supplies are available 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.

## **CLEANING AND DISINFECTION**

- Staff will clean frequently-touched surfaces at school daily.
- Frequently touched surfaces in the school include, but are not limited to: Sink handles, shared tables, desks, or chairs, door handles, shared technology and supplies.
- Outdoor playgrounds/natural play areas will get routine maintenance.
- To reduce the risk of asthma and other health effects related to disinfection, the school will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
- The school will provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products are kept out of the reach of children and stored in a space with restricted access.
- The school has established a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- The school ensures the safe and correct application of disinfectant and keeps products away from students.
- The school ensures proper ventilation during cleaning and disinfection will be done when students are not present.
- All water fountains have been closed. Students and staff must use private water bottles.



**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.

- Administration will monitor staff absenteeism and have a roster of trained back-up staff where available.
- Administration will monitor symptoms among students and staff on school site to help isolate people with symptoms as soon as possible.
- The principal will be responsible for responding to COVID-19 concerns to the diocese and county officials.
- The principal is trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner.
- The school maintains a communication system that allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by 31 FERPA and state law related to privacy of educational records.
- The school will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as distance learning.
- If there is a Confirmed or Suspected Case of COVID-19 the school will take specific measures when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.
  - COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19.
    - ✓ Send home if at school.
    - ✓ Recommend testing (If positive, see #3, if negative, see #4).
    - ✓ School/classroom remain open.
    - ✓ No communication needed
  - Close contact (†) with a confirmed COVID-19 case.
    - ✓ Send home if at school.
    - ✓ Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations.
    - ✓ Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).
    - ✓ School/classroom remain open.
    - ✓ School community notification of a known exposure. No action if exposure did not happen in school setting.
  - Confirmed COVID19 case infection.
    - ✓ Notify the LHD.

- ✓ Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.
  - ✓ Identify school contacts (†), inform the LHD of identified contacts, and exclude.
  - ✓ Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).
  - ✓ Disinfection and cleaning of classroom and primary spaces where case spent significant time.
  - ✓ School remains open.
  - ✓ School community notification of a known case.
  - ✓ Notification of persons with potential exposure if case was present in school while infectious.
- Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.
- ✓ May return to school after 24 hours have passed without fever and symptoms have started improving.
  - ✓ School/classroom remain open.
  - ✓ School community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) Stable Group is defined previously.

**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: feet 6ft. Minimum: 4 ft. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet. Where 6 feet of distance is not possible, optimal ventilation is in place and partitions between students or desks are in each room. As well desks are arranged in a way that minimizes face-to-face contact.

- Teacher/teacher work station will remain six feet from students and student's desks.
- Teacher aide/aide work station will remain six feet from students and student's desks.
- Signage will be on floors.
- Faculty room will be closed.

- Employees have access to different parking lots and entrances.
- Offices and office staff desks are more than 6 feet apart.
- Visitors to office are behind plexiglass.
- All common areas for staff are closed until county moves to red tier.
- School will maximize space between seating and desks. Teacher and other staff desks at least 6 feet away from student and other staff desks. Student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made.
- Under no circumstances will distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, ventilation will be optimized and separation techniques such as partitions between students or desks will be used, and desks will be arranged in a way that minimizes face-to-face contact.

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

- The school will train all staff and provide educational materials to families in the following safety actions:
  - ✓ Proper use, removal, and washing of face coverings.
  - ✓ Physical distancing guidelines and their importance.
  - ✓ Symptoms screening practices.
  - ✓ COVID-19 specific symptom identification.
  - ✓ How COVID-19 is spread.
  - ✓ Enhanced sanitation practices.
  - ✓ The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID-19.
  - ✓ For staff, COVID-19 specific symptom identification and when to seek medical attention.
  - ✓ The employer's plan and procedures to follow when staff or students become sick at school.
  - ✓ The employer's plan and procedures to protect staff from COVID19 illness. The school will conduct the training and education virtually, or, if in-person, outdoors, and ensure a minimum of six-foot distancing is maintained.

**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:

- The school will follow the guidelines for testing of staff as laid out in the table below provided by the CDPH.
- The diocese is currently developing a testing program for all schools.

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity \* The case rates above are adjusted case rates. \*\* Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

**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:

- The school will follow the guidelines for testing of students as laid out in the table below provided by the CDPH.
- The diocese is currently developing a testing program for all schools.
- Testing of students will be facilitated by the parents of said child.

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
<b>Students K-12</b>	Symptomatic and response testing	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity \* The case rates above are adjusted case rates. \*\* Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA guidance for complete details.

**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.

- Sacred Heart Catholic School administration will communicate with the Office of Catholic Schools (OCS) and Riverside County of Public Health about reported cases of COVID-19. A COVID Team made up of officials from the school, OCS, and the Diocesan Office of Emergency Management will make sure that all proper communication is handled according to HIPAA and FERPA regulations.
- A list of exposed students and staff will be created and submitted to the Riverside County Public Health and we will notify our community about possible exposure.

The school will work with the diocese Office of Catholic Schools, Office of Emergency Management and the Human Resource Office to notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:



- The full name, address, telephone number, and date of birth of the individual who tested positive;
  - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
  - The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.
  - Parent's report of positive case of child/student will be reported following guidelines.
  - This reporting shall continue until this directive is modified or rescinded.

Information reported to the local health officer pursuant to this directive shall not be disclosed except to (1) the California Department of Public Health; (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19; (3) if required by state or federal law; or (4) with the written consent of the individual to whom the information pertains or the legal representative of the individual.

This reporting does not replace or supersede any other statutory or regulatory requirements that require reporting of COVID-19 cases and/or outbreaks to other entities or institutions, such as Cal/OSHA.

**■ 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.

The school's goal is to ensure that we have effective two-way communication with our employees, parents and students in a form they can readily understand, and that it includes the following information:

- Employees and parents should report COVID-19 symptoms and possible hazards to school administration via phone, email or text. OSHA forms will also be available for reporting.
- That employees and parents can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees and students with medical or other conditions that put them at increased risk of severe COVID-19 illness. Employees and students at known risk will advise administration and appropriate accommodations will be made.
- Where testing is not required, employees and parents can access COVID-19 testing through medical insurance plans.
- In the event we are required to provide testing because of a workplace

exposure or outbreak, we will communicate the plan for providing testing and inform affected employees and parents of the reason for the testing and the possible consequences of a positive test.

- Information about COVID-19 hazards will be given to employees and/or students (including other employers and individuals in contact with our workplace) regarding who may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Families will be notified using the CDHP notification letters from Appendix 2: Sample Notifications of the Consolidated School Guidance.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: N/A \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_ School Board \_\_\_\_\_

Date: \_\_\_ 1/29/2021 \_\_\_\_\_

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

- All staff participates in training.
- Each employee signs document confirming attendance of virtual and on-site training.
- Each employee signs document confirming receipt of all documents.

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

**Local Health Officer Approval:** The Local Health Officer, for (state County) . County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

### **Additional Resources:**

Guidance on Schools

Safe Schools for All Hub