

Date: 1/25/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

La Honda-Pescadero Unified School District

Number of schools:

3

Enrollment:

270

Superintendent (or equivalent) Name:

Amy Wooliever

Address:

360 Butano Cutoff

Phone Number:

(650) 879-0286

City

Pescadero

Email:

amyw@lhpusd.com

Date of proposed reopening:

11/09/2020

County:

San Mateo

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public school district

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

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:

X I, Amy Wooliever, 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:

X **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.

TK-5 students will be organized into bubbles of 9-14 students each. Students and staff will stay in one bubble for a minimum of three weeks. Bubbles will have their own classroom, restroom and recess schedule. Students will wear facial coverings while indoors. Students will physically distance as much as practicable.

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?)

9-14

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

X **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.

Students will exit cars, vans and walk directly to the designated area where their class gathers prior to entering the school grounds. All students will walk to their classroom together.

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

Masks worn when in classrooms, common areas (inside and outside), in vehicles, during small group instruction or when unable to maintain physical distancing. Schools and classrooms will have extra masks in the case that a student needs a replacement.

X **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.

Students arriving in cars will be screened for symptoms and have their temperatures taken before exiting the car. Students arriving via van transport will be screened and temperatures taken before student enters the van. Students walking will report to the temperature screening table upon arrival. Staff will screen for symptoms and take temperatures before students enter campus. Students who arrive after the start of the school day, who have completed the screening and temperature check, will be given a sticker/bracelet to wear for the day to designate that the protocol is complete. Students who do not pass the health screening will be asked to sit at an outdoor table while parents are called to come pick up the child.

X **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.

Handwashing conducted every two hours. Curriculum taught at school and at home. Washing stations in each classroom. Hand sanitizing stations in each classroom. Hand sanitizer available in all classrooms for individual use (at tables). Porta Potties assigned to each bubble or stable cohort.

X **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.

Superintendent Amy Wooliever, is the designated contact tracer and the local health department contact. If students or staff within the district test positive for COVID, they should immediately remotely notify their site leader. The superintendent will contact San Mateo County Public Health and the San Mateo County Office of Education to report the positive case. Close contacts on the school site will be notified following the HIPAA guidelines and required notifications will be delivered to staff, students and parents if a student or staff member is a close contact or a positive COVID case.

X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Students and staff will maintain a distance of at least six feet between other individuals. Plexiglass shields installed at all schools in office.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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

Staff and family were trained weekly starting November 5, 2020- December 9, 2020. Staff and parents were trained in a zoom, bilingual format. Each bubble participated in the training the week prior to the opening of the bubble.

X **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.

LHPUSD, in accordance with the San Mateo County Office of Education Pandemic Recovery Framework and the California Department of Public Health recommends COVID testing for anyone who presents with COVID symptoms or who has been in contact with someone who tested positive. If an individual tests negative, they may return to school three days after symptoms are resolved. If students or staff within LHPUSD test positive for COVID, they should immediately notify their site leader, who will work with the district to follow protocols for ensuring the individual has medical care and plans to quarantine, reporting the case to San Mateo County Health, cleaning and disinfecting the area where the individual was, and notifying affected students, staff and the school community. An individual with a positive test will be excluded from school for ten days from symptom onset or test date. Schools will remain open unless at least 5% of the total number of students/staff/teachers test positive within a 14-day period, or if local health officials recommend closure, per the CDPH recommendations. If students or staff are a close contact (a person who was in contact of less than six feet for more than fifteen minutes) of someone who is positive for COVID, they should notify their site leader. Protocols for quarantine, contact tracing and notification of affected community members will be followed. Schools will remain open.

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

Staff are tested weekly.

X **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.

LHPUSD, in accordance with the Pandemic Recovery Framework, recommends COVID testing for anyone who presents with COVID symptoms or who has been in contact with someone who tested positive. If an individual tests negative, they may return to school three days after symptoms are resolved. If students or staff within LHPUSD test positive for COVID, they should immediately notify their site leader, who will work with the district to follow protocols for ensuring the individual has medical care and plans to quarantine, reporting the case to San Mateo County Health, cleaning and disinfecting the area where the individual was, and notifying affected students, staff and the school community. An individual with a positive test will be excluded from school for ten days from symptom onset or test date. Schools will remain open unless at least 5% of the total number of students/staff/teachers test positive within a 14-day period, or if local health officials recommend closure, per the CDPH recommendations. If students or staff are a close contact (a person who was in contact of less than six feet for more than fifteen minutes) of someone who is positive for COVID, they should notify their site leader. Protocols for quarantine, contact tracing and notification of affected community members will be followed. Schools will remain open.

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

Two times weekly with rapid antigen test.

X **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](#).

If students or staff within LHPUSD test positive for COVID, they should immediately notify their site leader, who will work with the district to follow protocols for ensuring the individual has medical care and plans to quarantine, reporting the case to San Mateo County Health, and notifying affected students, staff and the school community. If students or staff are a close contact (a person who was in contact of less than six feet for more than fifteen minutes) of someone who is positive for COVID, they should notify their site leader.

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.

Superintendent will communicate via email or telephone with staff about cases and exposures at the school. Parents will always be notified via letter if their child has been in potential contact with someone who tests positive, or if there is a positive case or close contact at their child's school.

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

N/A

Labor Organization

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

Name:

Date:

Parent and Community Organizations

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

Name:

Date:

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

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases San Mateo. County has certified and approved the CRP on this date: October 30, 2020. 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](#)