

Date: 4/27/21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Freshwater Elementary School District

Number of schools:

2

Enrollment:

307

Superintendent (or equivalent) Name:

Sinon Talty

Address:

75 Greenwood Heights Drive

Phone Number:

707-442-2969

City

Eureka

Email:

stalty@freshwatersd.org

Date of proposed reopening:

Opened with Hybrid Schedule for

County:

Humboldt

Current Tier:

Orange

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

Type of LEA:

Public

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 <sup>nd</sup>	<input checked="" type="checkbox"/> 5 <sup>th</sup>	<input checked="" type="checkbox"/> 8 <sup>th</sup>	<input type="checkbox"/> 11 <sup>th</sup>
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 <sup>rd</sup>	<input checked="" type="checkbox"/> 6 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>	<input type="checkbox"/> 12 <sup>th</sup>
<input checked="" type="checkbox"/> 1 <sup>st</sup>	<input checked="" type="checkbox"/> 4 <sup>th</sup>	<input checked="" type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 10 <sup>t</sup>	



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, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](mailto: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, Sinon Talty, 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:

SJT

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.

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?)

Each stable group of students will be supervised by a minimum of one staff member. The District shall administer student cohorts in accordance with current California Department of Public Health guidance, as applicable to public schools.

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

The District shall administer student cohorts in accordance with current California Department of Public Health guidance, as applicable to public schools. Teachers will switch classrooms to avoid students sharing a common space and eliminating the need to clean between classes.

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

Staff not assigned as the primary cohort teacher may use virtual methods of interacting with the student cohort, when appropriate.

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.

Movement Within the School:

Students will walk through the hallways with staff members' permission, and sign in and out of their classrooms each time they leave. Dolphin stencils will be placed on the hallway floors as a visual reminder of social distancing protocols, and staff will train them on right of way paths of travel.

Parents will receive the following guidance for drop off and pick up of students:

To ensure the safety of our Freshwater students and to make pick up and drop off as efficient and safe as possible, please comply with the following procedures.

Review the attached campus map with identified drop off locations and paths of ingress identified for each grade level. If your family has multiple children, please drop all of your children off at the youngest student's entry point. Students will follow their identified grade level entrance path back out for dismissal to ensure social distancing of cohorts. If you have children in both primary and upper grades, you will need to pick up your youngest child at 11:45 at the gym and then circle around to the flagpole to pick up your upper grader at 12:00. FCMS students will use the gym parking lot.

\*Note: Our safety guidelines prohibit visitors, including parents, on campus at this time. In consideration of this please plan to remain in your vehicle when you drop your children off. Our parking lots will be monitored by school staff during drop-off and pick-up times to ensure student safety.

If you need to speak with the office staff, teacher or other personnel, please call the school or email your teacher to schedule an appointment other than pick up or drop off times.

**X 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. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings. Anyone who does not wear a mask will not be permitted to enter the campus. If students and families do not wish to wear masks, we will provide a high quality distance learning program. Administration will be outside during the morning check in to interact with visitors and family who do not comply.

Staff members and students of all ages are required to wear a properly fitting face mask covering their mouth and nose at all times. Gators, scarves, handkerchiefs, etc. are not acceptable face coverings. Masks will be provided if needed. Please have your child practice wearing a mask prior to coming on campus. Masks will be worn at all times except when students are eating outside. Students must wear masks while walking to and away from campus entrances. Parents need to wear masks if they are outside their cars, but we encourage parents to stay in their vehicles and we will have staff direct your child to their classroom. Please send at least one extra mask to school for your child enclosed in a resealable plastic bag.

Staff and students are encouraged to wear a facial covering of their choice, as long as it complies with CDPH's guidance. If students or staff do not have access to masks, the staff at Freshwater School will supply disposable masks. Staff will have additional masks available for students during morning check in if needed.

**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.

A Daily Symptom Checker health-screening form must be completed and signed each day by a parent/guardian in order for a student to enter campus. It is crucial for the well being of our students and staff that all questions are answered honestly. Your child(ren) will need to show this sheet to the adult stationed at their assigned entrance point. This form will then be handed to the teacher and your child(ren's) temperature will be checked prior to entering the classroom. If a student has a 100.4 or higher temperature, the student will be sent home. Symptom screening sheets will be sent home regularly and are also available to download and print from our district website.

All staff members must complete an online symptom screening form prior to coming to campus each day. If a student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temp of 100.4 or above, we will send the student/staff member home, recommend testing, and keep the school open as normal.

If a family member or someone in close contact with a student or staff member tests positive for COVID-19, we will send the student/staff member home for a 14 day quarantine period from their last known exposure, recommend testing, and keep the school open as normal.

If a student or staff member tests positive for COVID-19, we will notify the local public health department, isolate the case and exclude the person from school for 10 days from symptom onset or test date. If a student or staff begins to exhibit symptoms of COVID-19 while on campus, they will be sent to the office, and their parent/guardian will be called. Then they will remain isolated in the sick room until picked up by a parent or guardian. The superintendent/principal or designee will remain with the student. The superintendent/principal will ensure his PPE is on and maintain physical distance from the student. The office and any other areas where the student was will be sanitized upon the student's departure.

- 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.

Each classroom has a sink with soap and paper towels. The District has installed hand sanitizer dispensers at the ingress of each classroom and there are handwashing stations placed at the end of each hallway wing. There are hand sanitizer dispensers in the school office and staff lounge. Staff and student restrooms are stocked with hand soap and paper towels. Teachers will build time for hand washing into their daily routines. All products used meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list. Sanitizing supplies are provided to promote employees' personal hygiene. This includes tissues, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels. Staff have completed the required training in Integrated Pest Management to be able to use alcohol-based disinfecting wipes and other products. All shared equipment and touchable surfaces are cleaned and sanitized between each use. If these are in adult-only spaces, wipes are readily accessible in each location. In classrooms, teachers have wipes in a secure location. They also have access to Pure Hard Surface Disinfectant and Sanitizer.

- 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.

Freshwater School District has designated Si Talty, superintendent/principal, as the primary point of contact with the Humboldt County Department of Public Health. The school has established a portal on SPOT to ensure communication with the health department. If the superintendent/principal hears from a family that a student has tested positive, he will verify with the public health department before moving forward with contact tracing. The superintendent/principal will work with the classroom teacher and school secretary to generate a list of the student's contacts, which will be provided to the health department for contact tracing. If needed, the superintendent/principal will assist the county with contacting families.

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

Staff break rooms are no longer utilized as shared spaces. Employees will eat on the premises in designated areas where they can remain 6 feet apart from others. Dolphin stencils have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance. Staff desks are 6 feet from students. Where practicable, physical distancing of six feet is maintained between staff and students to the greatest extent possible within a classroom or instructional area. All desks or individual workstations within office settings are separated by at least six feet or employees

otherwise maintain six feet if workspace is limited.

Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable. The school day schedule will be arranged to accommodate grab and go lunches.

The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.

Daily arrival, dismissal, recess, and break times and areas will be scheduled to ensure that only one group is in an area of the school at a time.

Excess furniture will be removed from classrooms in order to allow for more space between desks.

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.

The latest CDPH guidance requires a minimum of 3 feet between student chairs (with ventilation and masking) but still requires 6 feet between students and adults.

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

Staff members will all complete the Keenan Safe Schools COVID-19 Workplace trainings. Staff will meet to review safety protocols contained within the Safety Plan and discuss implementation of the plan on campus. Certificated and classified staff have worked together to develop Freshwater School's COVID-19 protocols and are invested in their application and enforcement.

This will provide an opportunity for students to practice checking in, distancing, masking, moving through campus, and hand washing process. It will also provide families with the opportunity to practice the arrival and dismissal procedure.

The Humboldt County Office of Education has created a collection of age appropriate videos for students and families regarding all school procedures and COVID-19 in general. These videos can be found on the County Office of Education's website (<https://hcoe.org/covid-19/videos/>) and will be shared with our students and families prior to opening up with our Hybrid schedule.

**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.

Staff who have symptoms of COVID-19 or have been exposed to COVID-19 will be referred to the Humboldt County Department of Health for immediate testing. Alternately, they may go to the County's COVID-19 resource page to register for a test online (<https://humboldt.gov>). Staff who are symptomatic or who have had exposure will be instructed to stay home and quarantine for 14 days or until they receive a negative test result.

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

Humboldt County's Public Health Department currently offers testing by appointment via the above mentioned website. Staff will be encouraged to test regularly by making their own appointments. Currently, the infrastructure does not exist to test staff on site. The availability of appointments via the health department will determine the

cadence of testing. The District is exploring local testing options through the Valencia Lab.

- 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.

Students who have symptoms of COVID-19 or have been exposed to COVID-19 will be referred to the Humboldt County Department of Health for immediate testing. Alternately, they may go to the County's COVID-19 resource page to register for a test online (<https://humboldt.gov.org>). Students who are symptomatic or who have had exposure will be instructed to stay home and quarantine for 14 days.

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

Humboldt County's Public Health Department currently offers testing by appointment via the above mentioned website. Students and their families will be encouraged to test regularly by making their own appointments. Currently, the infrastructure does not exist to test students on site. The availability of appointments via the health department will determine the cadence of testing.

- 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](#).

At all times, Freshwater School District's reporting of confirmed cases will be consistent with the Reporting Requirements set forth by the California Department of Public Health. The sharing of identified case information data with public health professionals is necessary to ensure that state and local public health experts can respond to confirmed cases of COVID-19 who have been present at a school site, to track and understand the extent of disease transmission within the state, and to support communities with appropriate prevention strategies and support. Accordingly, to monitor and prevent the spread of COVID-19, it is necessary for CDPH and local health jurisdictions to have accurate information about COVID-19 infections among school employees and students.

Freshwater School will contact our liaison at the County Department of Public Health if we hear of a student or staff member who tests positive for COVID-19, ensuring that CDPH and local health jurisdictions have the information necessary to accurately assess the situation. We will work with the liaison to determine appropriate next steps.

Freshwater School will work within the established Humboldt County Office of Education Exposure Flowchart to proceed after learning of a COVID-19 exposure (<https://hcoe.org/wp-content/uploads/COVID-Flow-Chart.pdf>)

- X **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.

Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).) The District will provide all necessary information to the Public Health Department through the secure SPOT portal, and work with the department to provide accurate contact tracing information.

With this in mind, Freshwater School will maintain the privacy of anyone in the District who may test positive or be exposed to COVID-19 through their time at school. We will never use student or staff names in communication with the public. See sample letters to staff and community members regarding exposure. If students or staff members test positive for COVID-19, the superintendent/principal or designee will call staff and student families who are directly impacted to inform them of potential exposure and to answer any questions, at all times making sure to maintain privacy.

To be used when a student or staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19:

Dear Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort [lives with/has been in close contact with] a person who has tested positive for COVID-19. The student or staff member is not currently known to be infected.

Public Health has been notified and is taking further steps. In accordance with Public Health guidance, the classroom cohort will continue to operate. The individual and their immediate family/household members are monitoring symptoms and are working with their healthcare providers for additional steps, including testing if advised.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your child] for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,  
Si Talty

To be used when a student or staff member of a cohort tests positive for COVID-19:

Dear Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in [your/your child's] cohort at [XXX School] has tested positive for COVID-19. The last date of known exposure to the classroom cohort was [XXX date].

You will be notified by Humboldt County Public Health. In the meantime, Public Health advises that [you/your child] immediately isolate to the greatest extent possible, even if [you/your child] are asymptomatic. In addition, please work with your healthcare provider to schedule testing as soon as possible. If you are unable to get into see or have no healthcare provider, contact Public Health at (707) 441-5000 or email [covidinfo@co.humboldt.ca.us](mailto:covidinfo@co.humboldt.ca.us) to receive a priority referral to a state-sponsored test site. Be sure to let the provider know that [you/your child] has had a direct exposure through this classroom cohort.

[Depending on guidance from Public Health] The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus. [Information related to distance learning to be completed by district/school]

For more local COVID-19 information and resources for your students, visit:

<https://humboldt.gov/2018/Humboldt-Health-Alert>

<https://hcoe.org/covid-19/>

If you have any health-related questions, please contact your healthcare provider.

Thank you for your prompt response to this matter.

Sincerely,  
Si Talty

To be used when a student or staff member who has isolated for symptoms and is tested - and tests negative:

Dear Parents/Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had exhibited symptoms has tested negative.

In accordance with Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,  
Si Talty

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

Labor Organization

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

Name: Freshwater Teacher's Association

Date: 4/13/21

Parent and Community Organizations

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

Name: Freshwater School Board

Date: 4/13/21

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

This document was first shared with Freshwater Teachers' Association and then taken to our School Board for final approval.

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Humboldt. 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](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.