

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: El Dorado County Office of Education | Blue Ridge Court School

Number of schools: One (1)
Enrollment 10

Superintendent (or equivalent) Name: Dr. Ed Manansala; Carey Buchanan, Principal

Address: 1041 Al Tahoe Blvd., South Lake Tahoe, CA 96150

Phone Number: (530) 295 - 2316

Email: blueridge@edcoe.org

Date of proposed reopening:
Open since 07/13/2020

County: El Dorado

Grade Level (check all that apply)

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

TK ~~2nd~~ ~~5th~~ **X8th** **X11th**

~~K~~ ~~3rd~~ ~~6th~~ **X9th** **X12th**

~~1st~~ ~~4th~~ **X7th** **X10th**

Type of LEA: Court School 7-12

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, Carey Buchanan, (or designee) 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.

Our students and staff are in a locked facility. We only have one operating classroom, so we have only one stable group. Probation is an active presence throughout the facility and in the classroom consistently. Since only one of the two classrooms are in use due to school and probation staffing issues, probation is required to accept as many intakes that meet the maximum capacity of one pod (a wing of living quarters), although on average we have about 10 students in the classroom, three school staff and one probation officer. This group stays together for every class and breaks throughout the day.

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?)

Only one classroom is in use, which does not exceed 13 students and three staff members.

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

We do not have departmentalized classes.

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

Electives at Blue Ridge are completed on Chromebooks through our online curriculum, Odysseyware and Base Education.

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.

Before entering the classroom, students line-up outside the door in a single file line. Then each student will walk into the classroom one at a time and sit down at their desk. When students leave the classroom, each student is called on

individually to get up and walk out of the classroom. Only one student is allowed out of their seat at one time and the school staff will deliver needed items to the students at their desks to avoid them getting up and moving around. Student desks are spaced four feet apart and school staff maintains six feet distance between other school staff and four feet distance with students since that is all our classroom size will allow. Parents do not come into the facility for school related reasons.

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

Every staff member wears a face covering at all times while in the facility, unless in an enclosed office with no other people present or while eating/drinking at least six feet away from another person. When an intake enters the facility that is not suspected of being exposed to COVID-19 and answers "no" to probations COVID-19 symptom questionnaire, then the student will be given a N95 mask that they must wear at all times around other students and staff for a minimum of one week. When an intake enters the facility and is suspected of being exposed to COVID-19, probation will isolate the student in an empty pod (living quarters) away from other students and school staff and test the intake for COVID-19. The student must test negative twice before joining the stable group.

- **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.

When an intake enters the facility that is not suspected of being exposed to COVID-19 and answers "no" to probations COVID-19 symptom questionnaire, then the student will be given a N95 mask that they must wear at all times around other students and staff for a minimum of one week. When an intake enters the facility and is suspected of being exposed to COVID-19, probation will isolate the student in an empty pod (living quarters) away from other students and school staff and test the intake for COVID-19. While the student is quarantined, the student must wear a N95 mask. The student must test negative twice before joining the stable group. Staff is required to fill out a COVID-19 Symptom Questionnaire each morning and take their temperature when entering the facility. Only staff who answer "no" to every symptom on the questionnaire and have a temperature below 100.4 can enter the facility. If a staff member answers "yes" to any of the symptoms on the questionnaire, the staff member is called by Personnel Services to determine if the symptoms are COVID-19 related. If it is related, the staff member will stay home until the symptoms cease and will be encouraged to get a COVID-19 test as soon as possible, or through the COVID-19 Surveillance Testing that is provided by EDCOE every other week. COVID screenings are available to staff free of charge at a local school district facility every two weeks.

- **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.

Hand sanitizer, soap, disinfectant wipes, HOCl spray, disinfectant spray, gloves, paper towels, washable face masks, N95 face masks, and face shields are

readily accessible in both classrooms. There is a handwashing station in both classrooms that staff are encouraged to use anytime they leave the classroom, return to the classroom, during breaks, and throughout the school day. Students are encouraged to wash their hands during breaks, before and after P.E., and before and after lunch out in the pod (living quarter) common area where the student handwashing station is. School staff disinfect student desks, chairs, Chromebooks, pencils and other miscellaneous items at the end of each school day.

- 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.

The school principal, Carey Buchanan, is the designated person for the local health department to contact about COVID-19. However, probation is responsible for letting the school staff know if there is a confirmed case in the facility from a student or staff member.

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

With only one classroom to fit our ever-changing population, space is very limited. Desks are spaced at least 4 feet apart in the classroom. During P.E. contact sports are not allowed and students are able to distance six feet apart in a more open space. During breaks and lunch, students sit at tables in the pod (living quarters) common area where the students are spaced at least 4 feet apart.

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

Maximum 6 feet.

Minimum 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

We only have one classroom in operation. We must keep students in one classroom since we rely on Probation staff to have two classrooms open. Probation must accept up to the maximum capacity amount for one pod (living quarters), which is up to 20 intakes.

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

Staff has been given direct instruction from EDCOE on how to implement the enforcement plan and has posters pasted on the walls of both classrooms and at the front door of the facility as constant reminders. A letter explaining the enforcement of the plan is sent home to parent(s)/guardian(s) with the students enrollment packet.

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:

When an intake enters the facility and is suspected of being exposed to COVID-19, probation will isolate the student in an empty pod (living quarters) away from other students and school staff and test the intake for COVID-19. While the student is quarantined, the student must wear a N95 mask when outside of their room (to shower or take medication). The student must test negative twice before joining the stable group.

When a staff member is suspected of having COVID-19 or being exposed to it, the staff member must stay home and be tested for COVID-19. Staff will assess who may have been exposed to the ill staff member at six feet or closer for 15 minutes or longer. All other staff should be cautious of new symptoms and are encouraged to get tested for COVID-19 through the COVID-19 Surveillance Testing that is provided by EDCOE every other week.

Staff is encouraged to participate in COVID-19 Surveillance Testing other week, which is provided by EDCOE at no cost every.

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:

Probation is responsible for testing intakes and ensuring they were not exposed to COVID-19. When an intake enters the facility and is suspected of being exposed to COVID-19, probation will isolate the student in an empty pod (living quarters) away from other students and school staff and test the intake for COVID-19. While the student is quarantined, the student must wear a N95 mask. The student must test negative twice before joining the stable group.

Students can request a COVID-19 test with probation if they want to be tested and probation can request a test for a student for whatever reason.

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](#).

Probation will inform the school principal, Carey Buchanan, if a student has tested positive. The school principal, Carey Buchanan, and Personnel Services will be made aware of any positive tests among staff.

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.

Probation communicates with students, staff, and parents about cases and exposure at the school consistent with privacy requirements such as FERPA and HIPPA.

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

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:

This does not apply to Blue Ridge Court School since it has been open since July 13, 2020.

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](#)

[EDCOE Return to Worksite Plan Guidance Protocol](#)

[EDCOE COVID19 Prevention Program](#)

[COVID Staff Reporting Checklist](#)

[EDC COVID19 Potential Response Scenarios in a School Setting](#)

[EDCOE Injury and Illness Prevention Plan](#)

[Consolidated School Guidance](#)

