

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: Gateway Unified

Number of schools: 5

Enrollment: 2230

Superintendent (or equivalent) Name: James M. Harrell

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Redding, CA 96003

Email: jharrell@gwusd.org

Date of proposed reopening:
02/03/2021

County: Shasta

Grade Level (check all that apply)

Current Tier: Purple

TK 2nd 5th 8th 11th

(please indicate Purple, Red, Orange or Yellow)

K 3rd 6th 9th 12th

Type of LEA: Unified

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 and not yet open, materials must additionally be submitted to your local health officer (LHO) 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

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, James M. Harrell, 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?)

Stable groups may range from 15 to 30 students with 1 to 2 staff

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

As best as possible groups will travel together to different teachers.

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

We will maximize the distance between students, use face coverings

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.

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

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.

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.

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.

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

Classroom due not allow six feet.

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

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:

Can't offer at this time

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:

Can't offer at this time.

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](#).

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.

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

Labor Organization

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

Name: GTA and CSEA

Date: 08/20/2000

Parent and Community Organizations

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

Name: School Site Counsels

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) _____. 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.

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.

Additional Responses for the COVID-19 School Guidance Checklist February 1, 2020

Please note that the COVID-19 situation changes often and these responses may be updated as needed.

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.

Response:

Each school site has developed entry points where screening takes place each morning. Students who are identified with possible symptoms are referred to a secluded room and monitored until parents come and pick them up. Staff have been directed to report any student that demonstrates symptoms at school. Each site is very strict about who is allowed on campus.

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

Response:

All students and staff are required to wear face coverings while on campus. We have face coverings available to meet the needs of students and staff.

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.

Response:

Each school site has developed entry points where screening takes place each morning. Students who are identified with possible symptoms are referred to a secluded room and monitored until parents come and pick them up. Staff have been directed to report any student that demonstrates symptoms at school. Each school has a COVID liaison that contacts parents to inform them of quarantine guidelines. Each site is very strict about who is allowed on campus. Staff have been instructed that if they have COVID symptoms to stay home and work with their COVID Liaison to determine quarantine status.

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.

Response:

Handwashing is available in some classrooms and bathrooms. All classrooms have hand sanitizer available for use. Hand sanitizer stations have been provided in areas such as lunchrooms. All staff through site meetings have been informed how to incorporate healthy hygiene practices in their classrooms and across campuses.

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.

Response:

The Gateway District has worked collaboratively with Shasta County Public Health to establish COVID Liaisons in each school. Through the collaboration efforts identification and tracing protocols have been developed, implemented and followed. We participate in bi-weekly meetings to discuss updates, procedures and concerns.

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

Response:

Staff have been trained through the school liaisons. Parents have been educated through sites sending home information and through messaging systems. The District is looking into more formal training for staff through instructional videos. Will update when arranged.

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.

Response:

Staff or students that have symptoms or a possible exposure are placed in quarantine as recommended by SCPH. Both school liaisons and the District HR department follow through with staff to ensure procedures are followed. Staff and students are referred to testing sites located in the county. Staff and students must remain in quarantine for the 14/10 days even with

a negative test. At this time the District is working on a plan for surveillance testing for staff. Our struggle is having the personnel to administer the surveillance testing. At this time we are recommending that staff visit one of the many locations in the county to get tested.

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.

Response:

School liaisons ensure that students that display symptoms are isolated and sent home with all of the SCPH information that explains their status in relation to quarantine or isolation if tested positive. Parents are encouraged to have tests performed at a county provided site. Contact tracing is completed and parents are provided with SCPH information as to their status with quarantine. Those students who are identified will remain on distance learning until their quarantine or isolation period is completed. At the elementary level, if staff or student is identified as COVID positive, the cohort group moves to distance learning until quarantine or isolation requirements are met.

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.

Response:

At this time all school COVID Liaison's have been trained and work closely with SCPH to report confirmed cases and suspected cases. Submissions of data are made on the county provided forms.

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.

Most communication with staff, students and parents comes from the site as coordinated with the COVID Liaison and administration. Letters of notification have been developed by SCPH and are sent to those that need to be notified of any possible exposure. We also have the notifications from CAL/OSHA that are sent if needed.

Please note that the COVID-19 situation changes often and these responses may be updated as needed.