

COVID-19 School Guidance Checklist

February 22, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Greenfield Union School

District Number of schools: 5

Enrollment: 3,446`

Superintendent (or equivalent) Name: Zandra J. Galván

Address: 493 El Camino Real

Type of LEA: School District

Greenfield, CA 93927

Phone Number: (831) 674-2840

County: Monterey

Email: zjgalvan@greenfield.k12.ca.us

Date of proposed reopening:
All grade levels to begin returning
4/26; PK, TK,SDC small cohorts
currently in session since 11/2020

Grade Level (check all that apply)

PK TK K 1st

2nd 3rd 4th 5th

6th 7th 8th

Current Tier: Red

(please indicate Purple, Red, Orange
or Yellow)

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 Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Emanuel Mercado/Sarah Amezcua, 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?)

We will provide groups no larger that can be safely accommodated per health department/CDC guidelines. For small cohorts, we had a maximum of 14 students in the group. With the new 3 foot distance requirement, more students will be able to be accommodated.

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

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

Electives will be provided via zoom to minimize contact.

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. In the event that a teacher or student should test positive for COVID-19, site administrators will immediately notify and work with the District COVID officer (HR Director) and the following actions will take place:

- The Monterey County Health Department will be notified of the positive case.
- The District's COVID officer will interview the positive individual or individuals' guardian for contact tracing
- Exposure letters will go out to direct contacts
- AB685 Notification will go out to all staff on campus quarantine and isolation guidelines will be followed
- Identified close contacts will be notified following the HIPPA 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.

When dealing with medical information, confidentiality is of the utmost importance. GUSD is committed to ensuring that we follow all confidentiality practices aligned with FERPA and HIPAA and ensure that staff and families feel safe to disclose potential COVID diagnosis. All names will remain confidential and only discussed with the District's COVID officer and key staff.

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.

The Monterey County Health Department along with the California Department of Health has modified previous guidance documents and now recommends a minimum of 3 feet for social distancing. In classrooms where 6 ft between learners' desks is not possible due to limited space, desk shields will be used and students will follow all masking protocols.

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

All families, students and staff will receive instruction/training on COVID-19 safety protocols. Training will be required before school opens, during school opening and on a continual basis. Families, students and Staff will receive training on the following:

- Entry protocols including temperature checks
- Hand washing and hand sanitizing
- Proper use of Personal Protective Equipment including facemasks, gloves and face shields for Staff Cleaning of face masks and face shields
- Purpose of ground tape, table tape, ground decals and signage
- Procedures to go from entrance to classroom; from classroom to office; from classroom to

bathroom and from classroom to exit

- Procedures in classroom to ensure social distancing (3-6 feet)
- Procedures for bathroom use
- Permissible lunch and recess activities
- Process for reporting possible illness during school time and isolating on campus
- COVID-19 symptoms
- Enforcement of protocols

Safety protocol training will occur via newsletters, Email and Zoom. Each school has created a safety video to demonstrate the safety protocols. Additionally, time will be devoted to training students on the safety protocols at the start of every school day for the first week of school.

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.

GUSD, in accordance with the Monterey County Health Department recommends testing for anyone who presents with COVID symptoms or who has been in contact with someone who tested positive. If staff test positive for COVID, they must notify their supervisor immediately. The site supervisor will in turn notify GUSD's District COVID officer who will ensure protocols are followed and the following actions are implemented:

- The positive individual quarantines for 10 days from the onset of symptoms or the test date.
- The case is reported to the Monterey County Health Department
- The areas frequented by the positive case are cleaned and disinfected
- Notifications are sent to impacted students, staff and families
- Schools will remain open unless at least 5% of the total number of students/staff/teachers

test positive within a 14 day period, or the Monterey County Health Department recommends closure per California Department of Public Health recommendations.

Staff may access free testing by registering through the <https://lhi.care/covidtesting> website. At present, LHI has weekly testing available at Vista Verde Middle School.

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

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.

GUSD follows the same protocols for responding to a student who tests positive as that when a staff member tests positive. If a student tests positive for COVID, parents must notify the school immediately. The site administrator will in turn notify GUSD's District COVID officer who will ensure protocols are followed and the following actions are implemented :

- The positive student quarantines for 10 days from the onset of symptoms or the test date.
- The case is reported to the Monterey County Health Department
- The areas frequented by the positive case are cleaned and disinfected

- Notifications are sent to impacted students, staff and families
 - Schools will remain open unless at least 5% of the total number of students/staff/teachers test positive within a 14 day period, or the Monterey County Health Department recommends closure per California Department of Public Health recommendations.
- Appointments for free testing can be secured by registering through the <https://lhi.care/covidtesting> website.

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

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 test positive for COVID-19, they should immediately contact their school and notify their administrators. Administrators will immediately contact the District COVID officer and follow protocols for identifying close contacts and notifying impacted students and staff. All school sites work with GUSD’s COVID officer to assure that reporting requirements are met.

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.

Communication on cases and exposures are sent out by site administrators under the guidance of GUSD’s COVID officer and GUSD’s Superintendent Galvan. Parents will always be notified, via letter, if their child has been in potential contact with someone who tests positive for COVID-19, or if there is a positive case in their classroom. All communication protects the identity of the positive COVID individual and meets HIPAA requirements.

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

Labor Organization
 Name of Organization(s) and Date(s) Consulted:
 Name: Reopening Task Force
 Date: March 23, 2021

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:

Date of Submission to Local Health Department: N/A. Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

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.