

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: 2/21/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Auburn Union School District

Number of schools: 5

Enrollment 1,728,

Superintendent (or equivalent) Name: Amber Lee-Alva

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Phone Number: 530-745-8818

Auburn, CA 95603

Email:
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Date of proposed reopening:

2/22/2021

County: Placer County

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

Type of LEA: Elementary and Middle

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, 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, Amber Lee-Alva, 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?)

All TK-5 classrooms are in stable groups and stay together for instruction, lunch and recess. Contact with other stable groups is minimized by following social distance rules and adhering to traffic flow patterns. The following information provided applies to EV Cain Middle School where there is more than one type of group working with our local health department, staff and students will follow all protocols for PPE, Social distancing, hand washing/sanitizing and disinfection of frequently touched areas/any other surfaces. The student population has been divided into three (3) cohorts, two on-campus on alternating days and one remaining at home for distance learning all five days. After March 8th, 2021, students will be only allowed to switch to the distance learning cohort, and not allowed to switch their on- campus cohort. Cohorts A and B each have current enrollment estimated at 35 percent of our student population. Cohort C is currently estimated at 30 percent. Our class sizes range from a minimum of two (2) students up to fourteen (14).

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

6th grade students will have the same teacher for Math and Science and the same teacher for History and Language Arts. 7th-8th grade will see between 4-6 teachers a day depending on electives.

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

February 26th, 2021, students will be only allowed to switch to the distance learning cohort, and not allowed to switch their on- campus cohort. Class sizes have been adjusted to lower numbers to minimize exposure. There will be no shared equipment (books, chrome books, materials, etc.) amongst members in the same cohorts. Staff and

students will be required to follow all protocols of PPE, social distancing, handwashing/sanitizing and disinfection of all surfaces.

- ✘ **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.

Traffic flow patterns have been mapped out at each campus. Students and staff will follow these patterns during all daily transition.

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

All staff and students are required to wear PPE face coverings while on campus. If needed, face coverings will be provided to staff and students on a daily basis.

- ✘ **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.

Staff is required to complete a daily health screening through Public School Works prior to coming on site each day. Parents are asked to report student symptoms/ potential exposure via google form or by calling the school site directly.

- ✘ **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.

Classrooms and bathrooms are stocked with hand soap, paper towels and hand sanitizer. These areas regularly cleaned when students are on campus and maintained daily by our Facilities, Maintenance and Operations department.

× **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.

Auburn Union's COVID-19 Response team members work together to maintain records, notify any potential exposures and quarantining to all staff and student. Confidential records are kept to follow all reporting guidelines, to ensure quarantine measures have been taken for symptomatic and asymptomatic cases, and that return to work guidelines have been met.

× **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 6-8 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.

Student desks and tables are organized in the classroom to provide as much space as possible given class size, available furniture, and student grade level. Where six (6) feet is not possible, AUSD has spaced student seats no less than 4ft apart. Merv-13 filtration has been installed to optimize ventilation and separation partitions have been installed on fixed surfaces. Per California Department of Public Health, this guidance is acceptable when good faith efforts have been made to keep students as far apart as possible.

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

AUSD maintains and updates a "School Reopening" document that is stored on the main page of our website. All AUSD staff receive access to any updated COVID training materials and protocol procedures via a shared google drive. Trainings for both staff and families are conducted during each new change/implementation of the school reopening plan. Additional trainings are held on an as needed basis.

× **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:

AUSD refers all Staff who is experience symptoms of COVID-19 or has been possibly exposed to someone with COVID-19, to a local testing center that is overseen by Placer County office of Education (PCOE). All staff members are required to follow the scenario based guidelines set in place by PCOE for quarantine length for a potential exposure or for persons exhibiting symptoms. Surveillance testing is to be completed by all AUSD staff every 8 weeks at a local testing facility that is ran by PCOE and Placer County Health.

✘ **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:

Students with symptoms of COVID-19 will be asked to quarantine at home per the PCOE and CDPH guidance. Students are strongly encouraged to pursue COVID-19 testing through their physician or a local Placer County Testing site. Students who test and receive a negative result may return to school as soon as the mandated 10 day quarantine period ends. If the student has had a possible exposure/ close contact, they will be required to follow PCOE's scenario based requirements and remain in the mandated 14 day quarantine period.

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](#).

AUSD is consistent with all reporting of confirmed positive cases and close contact exposures for both student and 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.

When a student or staff member reports they have had a close contact with an individual who has tested positive for COVID-19 a notification letter are sent directly to affected students and staff members. When an Individual reports that they have tested positive for COVID-19 a separate notification letter and corresponding quarantine dates are sent to directly to the affected students and staff. These letters do not contain any personal information of the individual who made the report. The Superintendent will keep staff, students and parents informed of any changes if are made to the reporting process.

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:

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

Local Health Officer Approval: The Local Health Officer, for (state County) Placer 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](#)