

Date:

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Laurel Tree Charter School

Number of schools:

1

Enrollment:

160

Superintendent (or equivalent) Name:

Brenda

Address:

4555 Valley West Blvd, Arcata, Ca 95521

Phone Number:

7078225626

City

Arcata

Email:

laureltree\_lc@yahoo.com

Date of proposed reopening:

February 15

County:

Humboldt

Current Tier:

Purple

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

Type of LEA:

Charter School

Grade Level (check all that apply)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  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.

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, Brenda Sutter, 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:

Brenda Sutter

- 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.

We will use cohorts of under fourteen students with one teacher and one aide in the primary groupings. Classes are held primarily outside, with each cohort having a covered outdoor structure and a designated "zone" outdoors. Each cohort has a designated entryway and bathroom with no more than two cohorts sharing the entry and bathroom. Students will only be in the hallways to use the bathrooms or to occasionally participate in a small group class. Lunch is delivered to the outdoor classroom for each cohort. Students can spread out in their outdoor zone to eat lunch. Students may arrive between 8 and 8:30 and will go directly to their outside zone. Recess will be in their outside zones and lunch will be brought to them in their outdoor classrooms so that they will not be in common areas where mixing could occur. Aftercare will be divided into three sections so that only two cohorts might mix in Aftercare. We are limiting the number of students enrolled in Aftercare to ten in each section.

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?)

Fourteen students and two adults is the maximum amount in a group. Those groups remain stable in primary. In the secondary groups there will be a rotation of cohorts between no more than two teachers.

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

In the middle and high school groups those cohorts move between two teachers and their aides. Materials in the outdoor classroom are wiped down between cohorts.

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

We do not have onsite electives at this time.

- 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.

Each cohort has their own assigned entrance, hallway, and bathroom - with no more than two cohorts sharing a bathroom.

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

All students and staff are required to wear face coverings in order to be on campus. We have extra in case someone forgets or needs a new one during the day.

- 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.

Parents fill out an online health screening before sending students to school.

8:00-8:30 Arrival, health screening (taking temperature), hand washing at outdoor handwashing station (one for each cohort).

12:00 Hand washing before lunch at each cohort's handwashing station. Lunch served in their outdoor zone.

1:30/2:00 Hand washing before they head home.

Middle and High School protocol before getting in school vans to travel to off-site location:

Health Screening and hand sanitizer before entering the van. Only one cohort in a van. Masks on.

Hand washing upon arrival at the off-site location using their cohort's mobile hand washing station in their outdoor zone.

Students who are ill will wait in a covered outdoor space until their parents can come to pick them up.

- 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.

Parents will be sent a list of screening questions and asked to use those to determine if their child should be sent to school each day.

Students may arrive between 8 and 8:30 am. Upon arrival, students will go directly to their outdoor handwashing station. They will wait in a line that has spots marked six feet apart.

As they wait to wash their hands for twenty seconds, the teacher will do a screening, make sure they have a mask, and take their temperature using a no-touch thermometer. Since each teacher has fifteen or fewer students, this should be reasonably quick.

After the handwashing, the student enters the circle area in the outdoor classroom.

Students who seem ill or have a fever will be asked to sit in the "waiting room" – an outdoor area that is removed from the classroom and wait until their parents can pick up. This area is directly in front of the office window and under supervision from the office staff.

Parents who are keeping their children home due to illness should contact the school and let them know. If the student is well enough to work remotely, they log-in to their group's Google classroom page so that they can work from home. The teacher will check in with that family later in the day, both to follow up on the illness and to support the student in their work from home.

- 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.

Brenda Sutter is our designated staff person to support contact tracing. She will contact the health department if there is a confirmed case at school, close down that cohort and contact parents of students in the affected cohort(s). A deep cleaning of all areas used by that cohort will be done. All guidelines provided by the Health Department in terms of quarantine times and cleaning protocols will be followed.

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

We have moved all classrooms outside to allow for lots of distancing and great air flow.

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

Maximum: 6 feet

Minimum 6 feet

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

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 read and discuss Health Department guidelines and implementation at our Friday Staff Meetings. We have posted signs to remind families and sent out our plan in our weekly Monday Note.

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.

Any staff that are symptomatic are required to be tested and receive a negative test before returning to school.

Anyone exhibiting COVID-19 symptoms, answering yes to a health screening question or having a temperature of 100.4 or above will be sent home. They will be isolated in an outdoor area under the supervision of office staff until they can be picked up.

Anyone having had close contact with someone who tested positive for COVID-19 will be required to stay away from school for fourteen days.

If a student or staff member tests positive for COVID-19 then their cohort and anyone else that has been in close contact with them will be required to quarantine for fourteen days.

Staff will be tested every two weeks while in Orange, monthly while in Yellow.

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

Staff will be tested every two weeks while in Orange, monthly while in Yellow.

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 with symptoms may receive a test from the school if the school if they choose to. If we are provided with enough tests, we will offer monthly asymptomatic testing for students.

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

Offered monthly to all, on demand for symptomatic.

- 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](#).

Identification and reporting of cases 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.

All parents will be notified when we have a confirmed case at school via our weekly Monday Note or via email. All members of an exposed cohort will receive a phone call from the Lead Teacher. No names or identifying information will be shared about the infected person(s).

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

- Labor Organization

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

Name: Admin Team (Staff)

Date: 1/22 and weekly

- Parent and Community Organizations

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

Name: School Board

Date: 2/2 and Monthly

*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) 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](#)