

Date: 01/26/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Empowering Possibilities International Charter

Number of schools:

1

Enrollment:

359

Superintendent (or equivalent) Name:

Dr. Cindy Petersen

Address:

5112 Arnold Ave Ste A

Phone Number:

9162865129

City

McClellan

Email:

cindy.petersen@gcccharters.org

Date of proposed reopening:

March 1, 2021

County:

Yolo

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Charter School

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

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:

X I, Christine McCormick Ed.D., Assistant Superintendent, 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:

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.

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?)

Students will attend EPIC in two learning Cohorts - Cohort A and Cohort B. Each cohort will attend two days a week (Cohort A - T-TH; Cohort B - W-F)
Cohorts will be no larger than 14 students
The number of staff/student contacts will be reduced as much as feasibly possible.
Recess will be held at the classroom level and cohorts will have no close contact with other cohorts of students.

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

Middle School students will remain in their Homeroom classroom (teachers will travel) to reduce transitions and contacts. Cohorts will be no larger than 14 students

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

Students remain in home classrooms and electives will be conducted virtually.

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.

Entering EPIC:
Students/families will be greeted at the car to ensure that they are attending their cohort on the proper days of the week to eliminate excess students on campus
Parents will not be allowed to leave the vehicle during student drop off procedures
All classes will have a designated space where students are to line up before school
Marks will be made on the ground every 6 feet to indicate where the student should stand in line
EPIC staff members will monitor and ensure that students are wearing face coverings and are social distancing

Each class has a specific time and route into the school to ensure cohorts do not come into close contact with each other

In the event that students cannot wait outside due to weather conditions students will go immediately to their classes upon their arrival at EPIC. Students will be encouraged to participate in a silent activity such as reading or coloring while they wait for school to begin.

Dismissal:

Teachers will escort their classes to their lines with social distancing marks where they will wait for their parents to arrive for pick-up

Teachers and staff members will monitor the lines to ensure that students are wearing face coverings and are social distancing

All classes will follow the dismissal schedule and route to ensure cohorts do not come into close proximity. Students will be walked down to the pick-up staging area by the teachers. Parents will line up in vehicles to pick up their students. Parents will not leave vehicles.

Bathrooms & Hallways:

Each grade level will be assigned to their own bathroom closest to their classrooms in order to reduce movement throughout the campus

When a student leaves class teachers will record their name on a shared Google document so all staff can see who is out of the room. When the student returns the name will be removed. This will allow staff to control how many students are out of their classroom at one time. We will limit the number of students out of class to two boys and two girls per grade span (K-2, 3-5 and middle school) at a time.

Regular drinking fountains will be closed, but students are encouraged to bring water bottles to use at our touchless drinking fountain stations

An EPIC staff member will be assigned to patrol restroom areas and drinking fountain areas to ensure established protocols are being followed

- X **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 will be required to wear a face covering at all times, including outdoor activities regardless of social distancing, unless exempted with a note from a medical doctor. Face coverings will only be removed for meals, snacks, naptime, or when it needs to be replaced. Students or staff who come to school without a face covering will be provided one. If a student or staff member refuses to wear a face covering they will be asked to leave campus and only allowed to return when they comply with the face covering requirement.

- 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.

Staff and students will conduct home health screenings. If a staff member or student should exhibit symptoms while at school, they will be removed immediately to the isolation area and arrangements made for the staff member or student to go home.

- 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.

Hand sanitizing stations are available in high traffic areas of campus ie next to playgrounds and classrooms without sinks. Hand sanitizer dispensers are located inside every classroom and in common spaces (ie offices and work rooms). Staff and students have been trained on proper hygiene practices, including hand washing for at least 20 seconds, not touching their face with unwashed hands, covering their mouth when coughing or sneezing.

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.

A COVID 19 response team has been created consisting of the health team, central office staff and human resources staff. The health team (School nurse and LVN) have been assigned as the designated contact for the local health department and conduct all contact tracing in conjunction with the central office staff and human resources staff. When a confirmed case is discovered the school staff email the COVID 19 response team with all pertinent information. The COVID 19 response team then begins the contact tracing and notification process.

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

Outside the Classroom

- Entry and exit schedules for EPIC have been established to maximize student safety while on campus
- Routes have been designated for entry/exit, using as many entrances as feasible. EPIC has four entry/exit points (main stairwell, 2 side stairwells, rear stairwell) that will be utilized.
- Students will have recess with their cohort in the classroom, or for brief walks or explorations outside. EPIC has a staggered recess schedule with a playground equipment rotation schedule to ensure no mixing of stable cohorts during recess periods.
- Breakfast/Lunch is provided “to-go” style and students will either eat in their classroom or in an outside space. Cohorts will stay separate, maintain social distancing, and will not eat near students outside of their cohort.
- Movement through hallways and common areas will be minimized and social distancing will be adhered to at all times

Inside the Classroom

EPIC will educate students on developmentally appropriate physical distancing procedures.

Additionally we are committed to the following:

- Maximizing fresh airflow
- Maximizing space between seating and desks to achieve a minimum of six feet of social distancing as practicable
- Minimize the mixing of classes as much as practicable, and limit small group interactions
- Utilize cardboard/plastic desk barriers to provide additional protection in classrooms
- Minimize the sharing of materials and equipment as practicable. Each student will have their own tools as practicable. If materials and equipment must be shared, best efforts will be made to clean and disinfect between uses, and students will be continually practicing good hygiene habits such as hand washing and/or hand sanitizing

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

Maximum: feet

Minimum 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.

- *Proper use, removal, and washing of face coverings.
- * Physical distancing guidelines and their importance.
- * Symptoms screening practices.
- * COVID-19 specific symptom identification.
- * How COVID-19 is spread.
- * Enhanced sanitation practices.
- * The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- *For staff, COVID-19 specific symptom identification and when to seek medical attention.
- *The employer’s plan and procedures to follow when staff or students become sick at school.
- *The employer’s plan and procedures to protect staff from COVID19 illness

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.

The COVID 19 response team will advise staff during the contact tracing process about testing and appropriate quarantine periods based on current guidance.

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

Immediate: symptomatic and response testing
Every two weeks: 25 % of staff are required to participate in asymptomatic testing
No changes to testing cadence based on tier

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.

The COVID 19 response team will advise staff during the contact tracing process about testing and appropriate quarantine periods based on current guidance.

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

Immediate: symptomatic and response testing
No asymptomatic testing cadence in place
No changes to testing cadence based on tier

X **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](#).

The COVID 19 response team is required to be notified of all staff and student cases. The response team uses the reporting requirements outlined in the COVID 19 Reopening guide as well as direction from the county health department to identify and report cases.

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 is coordinated by the COVID 19 response team. The response team ensures that all communication are 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:

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) Plan, cases Yolo. 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](#)