

Date: 01/21/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Gateway International School

Number of schools:

1

Enrollment:

552

Superintendent (or equivalent) Name:

Cindy Petersen

Address:

5112 Arnold Ave Ste A

Phone Number:

916-286-5129

City

McClellan

Email:

cindy.petersen@gcccharters.org

Date of proposed reopening:

10/26/2020

County:

Sacramento

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, 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?)

TK- 5 Stable Groups of 22 or less, with 3 adults

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

6-8 Class size of 15 or less, students move between classes but don't mix with other cohorts but each class size is no larger than 15 students, 7 adults

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

Small groups have been created to support English Learners, Special Education, and elementary Spanish elective. These groups are limited in size with a maximum of 5 students with one adult. Russian and PE teachers move into and out of stable cohorts to serve students.

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.

When arriving on campus:

Students can arrive anytime between 8:00am and 8:30am.

Please drop off your student(s) at the designated drop off locations using the drive through process.

Parents/guardians must remain in the vehicle – a staff member will direct students as they proceed to their assigned classroom.

No walk-up drop-off is allowed. Families must use the drive through and remain in vehicles at all times.

TK students drop off at TK Northrop Gate

K-8th drop off at any school entrance following signs and protocols

No parents or visitors are allowed on campus or in the classrooms at any time.

Upon arrival to the classroom, students must wash and sanitize their hands.

When departing campus at the end of the school day:  
Follow specific pick up schedule and location for your last name.  
Students will be sent to their pick-up locations by their teacher.  
No walk-up, pick-up of students is allowed.  
Parents must wait in their car in the designated area and students will be escorted to their car.  
Families must depart from campus immediately upon completion of the pick- up process.  
Students must be picked up on-time at the end of the school day.

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

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.

Classroom Setup:  
Student desks or tables will be arranged all facing the teacher with 6 feet between them.

Students will be assigned seating/desks.

Plexiglass dividers are setup on student desks

Outdoor learning will be encouraged as weather permits.

Social distancing will be practiced in each classroom to support distancing between students and teachers.

Small group work will be limited and appropriate distancing will be practiced.

Transitions:

Hallways and common areas will have established traffic flow patterns to reduce gathering and passing.

Students will maintain a 6 feet distance between classmates.

Face coverings must be worn during any transition, passing period, common areas or arrival/dismissal from campus for all staff and students.

Recess:

Recess times will be staggered and students will be grouped in their classroom cohort.

Playground equipment use will be limited to each cohort to reduce sharing of equipment.

Students can NOT bring personal items for use at recess.

Playground structure is open to students. Students will be required to wash and sanitize hands after using the playground structure.

Physical Education:

Students will participate in modified PE activities per Sacramento County recommendations.

Non-contact games and exercises will be practiced with limited use of shared equipment.

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.

In an effort to be able to support as many students as possible 5 days a week for in person instruction some classrooms will have less that six feet in between students.

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.

X **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:*