

Date: 01/29/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Higher Learning Academy

Number of schools:

1

Enrollment:

463

Superintendent (or equivalent) Name:

Dr Cindy Petersen

Address:

900 Grace Ave

Phone Number:

916-286-5183

City

Sacramento, CA 95815

Email:

cindy.petersen@gcccharters.org

Date of proposed reopening:

TBD

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.

#### Cohort A

- Attends school Mondays and Wednesdays
- All scholars with siblings who are also HLA scholars will be placed in this cohort unless parents requests otherwise
- Friday small groups\* and asynchronous learning

#### Cohort B

- Attends school Tuesdays and Thursdays
- Friday small groups\* and asynchronous learning

Students from different classes or cohorts will not intermingle during the school day and are encouraged not to interact in person outside of the school day as well.

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?)

Scholars will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch; no more than 15.

The same scholars and teacher/staff will remain with each group to the greatest extent practicable. We will prioritize the use of outdoor space for activities where practicable.

We will minimize the movement of scholars and teachers or staff as much as practicable.

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

In middle school, teachers will rotate classrooms to support core subject learning and reduce the risk of spreading the virus.

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

**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.

Students will have staggered arrival times to school between 8:30-8:50 and go straight to class where breakfast will be served if desired.

Dismissal will be staggered with students dismissed by grade level and through specific gates.

The exterior campus gates will not be open until 8:15 am. Classrooms will open 15 minutes before start time. The campus will be closed at 2:35

Students will have start and end times that are specific to their grade level. These times are important for families to follow as promptly as possible to minimize cross-cohort contamination in common spaces like the parking lot, gates, and hallways. Your teacher will inform students and families of exactly where to enter the campus and exactly how to proceed to the classroom (e.g. which door to enter).

If families have students with different start and end times, they may drop them both off at the earliest start time and pick them up at the latest end time. For example, if a family has a kindergarten student and an 8th grade student, drop off for both would be 8:30 and pick up would be 2:20. However, if the scholar is able to wait in the car, that is preferred.

**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.

In middle school, teachers will rotate classrooms to support core subject learning and reduce the risk of spreading the virus.

We will maximize space between seating and desks, arrange seating to minimize face-to-face contact, and use physical partitions where needed to ensure at least six feet of separation.

We will distance the teacher and other staff desks at least six feet away from scholar desks.

We will redesign activities for smaller groups and rearrange furniture and play spaces to maintain separation.

We will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for scholars to understand and are developmentally appropriate. We will not permit activities where there is an increased likelihood of transmission from contaminated exhaled droplets, such as sports.

We will use clear desk partitions to increase and enforce separation between staff and scholars.

We will plan to hold class outdoors when possible

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.

- 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.

- X **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: School Site Council

Date: October 28, 2020

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

October 18, 2020

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

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Sacramento. 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](#)