

Date:

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Willits Elementary Charter School

Number of schools:

1

Enrollment:

143

Superintendent (or equivalent) Name:

Charlene Bredder

Address:

403 E Commercial Street

Phone Number:

707-459-1400

City

Willits

Email:

charlene@willitsk5charter.org

Date of proposed reopening:

3.1.2021

County:

Mendocino

Current Tier:

Purple

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

Type of LEA:

Charter School

Grade Level (check all that apply)

<input type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 <sup>nd</sup>	<input checked="" type="checkbox"/> 5 <sup>th</sup>	<input type="checkbox"/> 8 <sup>th</sup>	<input type="checkbox"/> 11 <sup>th</sup>
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 6 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>	<input type="checkbox"/> 12 <sup>th</sup>
<input checked="" type="checkbox"/> 1 <sup>st</sup>	<input checked="" type="checkbox"/> 4 <sup>th</sup>	<input type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 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, Charlene Bredder, Director, 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:

Yes. Charlene Bredder

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.

Students will remain within their grade level at individual classes with one teacher and possibly one aide. They will not socialize with other classes or share space with other classes. Attendance lists will be kept each day and a record of who visited or was with each group each day will be kept in writing at the classroom.

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 be 24 per class, with 2 adults. The class will be divided into smaller groups of no more than 11 per classroom so that social distancing of 6 feet can be maintained in the classroom.

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

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

Music and Art and Spanish will be conducted via Zoom, with the elective teachers remaining distant from students and the classroom teacher or aide remaining with the class during elective instruction time. The elective teachers will have one grade group that they can do in-person lessons with, but they will not cross groups or change 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 be greeted at the gate outside and parents will not be allowed onto the campus during the beginning and ending of school. This procedure will limit the number of people on campus. Students will enter the campus and go directly to their classrooms so that they are not socializing in mixed-grade groups. Teachers and aides will be at classrooms to greet students and settle them into the classroom space. During school, classes will have different times to use the playground and different areas to use.

Classes that are there for a few hours a day will have snacks / meals to take home with them. Classes that are on campus all day will eat outdoors or at their desks in the classroom socially distanced. Classes will not move to the Multipurpose Room; instead they will use their own classroom. If possible, meals will be eaten outside.

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

Students and staff will be required to wear a face covering at all times on campus. If a person comes to the campus without a face covering, they will be provided one immediately. Face coverings will be available outside with the gate greeter, in the main office, and in each individual classroom.

- 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.

Teachers will ask students a series of health questions and isolate any student complaining of headache, fever, or any other illness. Signs will remind families and staff about symptoms and staff and students are asked to self screen for any symptoms. When the school is able to, we will have twice weekly self-administered Binax tests for all students and staff. Some staff members will be trained in how to administer the tests and will go to each class with a cart. Students will come to the cart one-by-one outside and do the test. In order to have accurate results, the test must be administered twice a week.

- 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.

All classrooms have sinks and soap. All classrooms have hand sanitizer stations near the doors. Teachers and aides will instruct students to wash their hands before and after meals, and after playing at recess. Teachers will instruct students in songs to sing while washing hands to ensure that students wash their hands long enough. The janitorial staff sanitize bathrooms every 30 minutes and maintain general sanitation and monitor student use of bathrooms and handwashing.

- 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.

The director, Charlene Bredder ([charlene@willitsk5charter.org](mailto:charlene@willitsk5charter.org); 707-459-1400), is the contact person to the local health department. If there is a confirmed case of Covid on the campus, the director and the school secretary will perform contact tracing and send a list of exposed students and staff to the local health department. Each exposed person will receive a notice from the school to self-quarantine for 10 days after the exposure and to get tested for Covid on day 7 and day 11.

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

Classrooms and desks have been measured and desks have been placed 6 feet apart. Using this social distancing protocol, approximately 11 students can sit in each classroom. In Kindergarten and first grade, students will sit at larger tables that will now sit one student instead of 2. Students who attend all day will eat lunch at tables outside, socially distanced and not sharing food or utensils. Students who come for partial days will have individual snacks, eaten outside. If eating outside is not possible, students will eat at their desks in their classrooms facing the same way. Windows will be opened.

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.

Staff and management will develop the plan together, putting in place procedures to keep students and staff as safe as possible. Weekly staff meetings will address any issues that develop and new procedures will be developed. Teachers and aides will review procedures daily with students and students will take responsibility for implementing safe procedures. Parents will be informed of the plan through printed media, Facebook postings, Parent Square messages, Zoom meetings, and face-to-face encounters at the school gate. Students and families will watch the California Public Health video on how to self-swab for the Binax test: <https://www.youtube.com/watch?v=hl8216ReYKI&feature=youtu.be>

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.

Staff are tested using the free Covid testing available in Ukiah. Staff go every 2 weeks for Covid testing and return the results to the school secretary. If someone exhibits symptoms, the person is isolated and sent home and told to get a Covid test. The person will stay at home and isolate until the results are returned. Anyone that had contact with that person will also be sent home and told to get a test. When test results are back and if they are negative, the person can return to school. If the tests are positive, the person will have to isolate for 10 days from the date of the test.

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

Purple: staff are tested every 2 weeks  
Red: staff are tested every 2 weeks  
Yellow: staff are tested every month

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.

If someone exhibits symptoms, the person is isolated and sent home and told to contact their health care provider for possible testing. The person will stay at home and isolate until the results are returned. When test results are back and if they are negative, the person can return to school. If the tests are positive, the person will have to isolate for 10 days from the date of the test and any close contacts of the positive case will be told to quarantine for 10 days from their last exposure. A negative test does not shorten the quarantine. The parents are responsible for taking the student to Ukiah Fairgrounds to be tested. While waiting for test results, the family will be instructed to isolate at home.

The school hopes to have Binax rapid testing available by the end of March. As soon as school staff volunteers are trained and the test kits are available, we will implement weekly Binax rapid testing. This is antigen test and requires that people self-administer the test twice a week in order to have accurate results. A cart will come to each classroom and the cart and staff member administering the test will remain outside. Students will come one at a time to do the test themselves.

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

Purple tier: Binax test administered twice a week  
Red tier: Binax test administered twice every 2 weeks  
Yellow tier: Binax test administered twice every 2 weeks

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](#).

If a student or staff member reports a positive case, the local county health official will be contacted and informed of the incident. The school will have attendance records and will contact each person who was in close contact with that infected person within the last 10 days. Those persons will be required to quarantine for 10 days from the date of their last contact with the infected person.

Information to be reported to the county health officials:

The full name, address, telephone number, and date of birth of the individual who tested positive;  
The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and  
The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the school is first made aware of a new case

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.

The director will notify staff and students of a positive Covid case in the relevant classroom/s and notify parents of the need to quarantine their student for 10 days from the last contact with the infected person. These notifications will be sent via Parent Square and phone, to ensure that parents receive the message. No names of the infected people will be shared, only the fact that their student was exposed to someone who tested positive.

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

Local County Health Authorities  
School's governing board  
Parents  
Students  
Staff

Labor Organization

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

Name:

Date:

X Parent and Community Organizations

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

Name: parents (open meeting for all parents)

Date: 2.8.2021, 2.17.2021

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

School staff and the director actively made the School Reopening plans together in a collaborative process. Teachers and Staff contributed to the plan. Teachers and Staff discussed the plan in small group meetings and in a staff meeting, agreeing on procedures to keep staff and students safe. On 2.16.2021, staff discussed the plan, and staff will vote on the plan using an electronic feedback form that allows for voting and comments.

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

X Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Mendocino. County has certified and approved the CRP on this date: 2/28/2021. 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](#)