# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA ALL

Your Actions Save Lives

CDPH California Department Of PublicHealth

Date: 2/1/2021

# 2021 COVID-19 School Guidance Checklist

**Name of Local Educational Agency or Equivalent:** Pacific Springs Charter School

Number of schools: 1

Enrollment: 497

Superintendent (or equivalent) Name: Dr. Kathleen Hermsmeyer

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Temecula, CA 92590

Phone Number: 1-951-252-8800

Email: kathleen.hermsmeyer@springscs.org

Date of proposed reopening:
02/04/2021

County: San Diego County

Current Tier: Purple
*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA: Public Charter School

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 7th ☐ 10th

**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 and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools.**

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 >=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:

☒ I, Kathleen Hermsmeyer Dr. Kathleen Hermsmeyer, 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:

☒ **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?)

Stable groups size: minimum 1 and maximum 15

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

Student will be assigned to a single group and will access other classes remotely.

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

Student will access elective and other classes remotely.

☒ **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.

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

☒ **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.

☒ **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.

☒ **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.

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

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

Maximum: 6 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

See 1 below

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

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

25% weekly for staff that have not been vaccinated. Strongly Recommended.

☒ **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.

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

No planned periodic asymptomatic student testing is planned. Parents will be provided with information and resources about testing options within the community.

1. Some classes are small and in order to maintain a stable group students may need to be positioned closer then 6 feet. All student desks maximize space, are located 6 feet from staff desks, and face forward. Any exceptions will require additional barriers such as partitions and shields with drapes.

☒ **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.

☒ **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.

☐ **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:*

Parents and staff were consulted on numerous occasions in regards to their level of support for reopening, dates and times preferred, options of either hybrid or In-Person Instruction.

Please see following page.

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

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

**Additional Resources:**

Guidance on Schools

Safe Schools for All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

**Supplemental Information**

**Staff Survey (conducted on February 26, 2021)**

100% of the staff (certificated and classified) at Otay Ranch Academy for the Arts (ORAA) responded to the reopening survey (36 out of 36 staff members).

When asked how they felt about returning to campus to provide In-Person instruction, 69% of staff (25 out of 36 staff) responded that they are ready to return to the campus. 31% of staff (11 out of 36) responded that they do not want to return to campus to provide In Person instruction this school year.

14 out of 25 staff that responded in favor of returning to campus to provide In-Person instruction indicated that they would only be willing to return once they had received both doses of the COVID-19 vaccine.

9 out of 11 staff that responded that they were not in favor of returning to campus for In person instruction stated that they have an existing medical condition. Some staff (7 out of 36) indicated that they were not in favor of returning to campus for In Person instruction this year due to child/elder care obligations.

**Parent Survey Results (conducted on February 26, 2021)**

75% of the parents at Otay Ranch Academy for the Arts (ORAA)responded to the reopening survey (249 out of 332 families). The total number of students enrolled at ORAA is 463.

When asked if parents would like their student(s) to return to campus this year for In-Person instruction, 48% of families (158 out of 332) responded that they would like to bring their students back to campus for the remainder of this school year. 27% of families (91 out of 332) responded that they would like for their student(s) to remain in virtual learning for the remainder of this school year.

**Comments Summary:** Most parent comments included questions about what the schedule would look like for their child/children when they return to In Person instruction. Parents that responded that they would like to remain in virtual learning expressed that they would like their students to return to In Person instruction next year.