# 2021 COVID-19 School Guidance Checklist

**Name of Local Educational Agency or Equivalent:**
Pollock Pines Elementary School District

**Number of schools:**
2

**Enrollment:**
596

**Superintendent (or equivalent) Name:**
Pat Atkins

**Address:**
2701 Amber Trail

**Phone Number:**
530-644-5416

**City:**
Pollock Pines

**Email:**
patkins@ppesd.org

**Date of proposed reopening:**
October 5, 2020

**County:**
El Dorado

**Current Tier:**
Purple

(please indicate Purple, Red, Orange or Yellow)

**Type of LEA:**
Elementary School District

**Grade Level (check all that apply)**
- X TK
- X 2nd
- X 5th
- X 8th
- 11th
- X K
- X 3rd
- X 6th
- 9th
- 12th
- X 1st
- X 4th
- X 7th
- 10th

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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, Pat Atkins, 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?)

Each stable group will consist of 10-17 students.

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

At Sierra Ridge, students are broken into stable groups at each grade level.

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 are guided to their cohorts upon arrival at school. Parents are only allowed to drop off and pick up students and are not allowed in the classrooms. There are designated areas for each grade level cohort for drop off and pick up.

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 are required to wear face coverings. There are signs at all entrances and exits stating that masks are required.

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.
Parents are given guidelines for health screening of their children to be done at home. School staff conduct visual health screenings of students upon arrival to campus.

**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.

Each classroom has a sink for hand washing. Soap and hand sanitizer are available at all times in classrooms and common areas.

**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.

Contact tracing is conducted by the site Principal in coordination with the school nurse and county health department. The school sites maintain a list of exposed students. The district office maintains a list of exposed staff.

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

Classrooms are set up in such a manner as to ensure at least six feet of separation between students and staff. Cohorts stay distanced when moving about campus and during arrival and dismissal.

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

Minimum: **6** feet

Maximum: **6** feet

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

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

All staff are offered online training related to COVID-19 and pandemic awareness. Families are given information regarding hand washing, social distancing and screening for symptoms.

**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 offered testing one day per month. A person showing symptoms is encouraged to get tested through their health provider. Individuals showing symptoms are required to quarantine for the recommended amount of time as dictated by the California Department of Public Health.

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

Staff are offered testing every month.
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.

Families are encouraged to have their children tested if they show symptoms. Students showing symptoms are required to quarantine for the recommended amount of time as dictated by the California Department of Public Health.

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

We currently do not have the capacity to test students.

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 schools will report positive cases in accordance with the CDPH guidelines.

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 district will communicate with students, staff, and parents about cases and exposures at the schools in accordance with the guidance from the El Dorado County Office of Public Health.

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 El Dorado. 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