

Date: 01/22/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Maple Creek Elementary

Number of schools:

1

Enrollment:

11

Superintendent (or equivalent) Name:

Wendy Orlandi

Address:

15933 Maple Creek Road

Phone Number:

7076685596

City

Korbel

Email:

worlandi@maplecreekschool.org

Date of proposed reopening:

08/24/2020

County:

Humboldt

Current Tier:

Orange

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Maple Creek Elementary School

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

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, Wendy Orlandi, 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:

CalOSHA requirements, CDHP COVID-19 guidance, as well as Humboldt County Department of Public Health guidance.

- 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.

Each classroom will have 11 or less students in a classroom for instruction, lunch, and/or recess. Whenever possible this ratio will be reduced. This group will always be the same 11 students.

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 classroom will have 11 or less students in a classroom for instruction, lunch, and/or recess. Whenever possible this ratio will be reduced. This group will always be the same 11 students.

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

Each classroom will have 11 or less students in a classroom for instruction, lunch, and/or recess. Whenever possible this ratio will be reduced. This group will always be the same 11 students.

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

Each classroom will have 11 or less students in a classroom for instruction, lunch, and/or recess. Whenever possible this ratio will be reduced. This group will always be the same 11 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.

All entrances are open so doors do not need to be touched; Six feet distancing is marked in classrooms and hallways. Parents are not permitted in the campus building unless needed for TK/K and/or IEP students.

- 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 wear facial coverings at all times indoors; Outdoors facial coverings will be worn at all times when staff/students are 6 feet or closer to one another.

- 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.

Health screenings are conducted for staff and students daily; either on campus and/or at the morning bus stop.

- 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.

Handwashing is available in every classroom; hand sanitizer is at every door as well as on picnic benches outside.

- 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 superintendent will oversee reporting, notification, and contact tracing with the guidance of Humboldt County Department of Public Health

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

Staff and students will remain 6 or more feet apart. All space will be utilized to create the maximum amount of distance between persons on campus.

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.

All employees have completed COVID instruction courses offered by KEENAN. All staff and parents have been given various COVID safety plans and information. All students have been taught about COVID and how to prevent the spread of COVID.

- 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.

Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by Maple Creek has employer-provided employee sick leave benefits, and will seek out payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Providing employees at the time of exclusion with information on available benefits.

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

Testing of students will follow guidance of testing by the Humboldt County Department of Public Health and Humboldt County Office of Education

Planned student testing cadence. Please note if testing cadence will differ by 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](#).

Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met. Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by Maple Creek has employer-provided employee sick leave benefits, and will seek out payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Providing employees at the time of exclusion with information on available benefits.

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 superintendent will follow CHDPH guidelines to communicate with students, staff, and parents. Personal information will not be shared. Phone calls and emails will be used to communicate.

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

N/A

Labor Organization

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

Name: N/A There are no labor organizations at Maple Creek

Date:

Parent and Community Organizations

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

Name: School Site Council

Date: 11/12/20

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 Humboldt. 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.

N/A Maple Creek School District opened to all students on 08/24/20

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)